



**REGISTERED
STUDENT
ORGANIZATION
MANUAL
2023 – 2024**

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Chapter 1: Introduction

I. Foreword

Student Organizations are important!

Organizations at Kennesaw State University actively participate in and contribute to a vibrant university community. Approximately 300 Registered Student Organizations (RSOs) at KSU provide transformative experiences and opportunities for students to grow as individuals, leaders, and community members. The debates, social and cultural events, lectures, and many other activities organized by student groups, contribute to making the student experience the best that it can be.

The Department of Student Activities works proactively to guide student organizations by providing education, training, and consultation. RSOs and the Department of Student Activities exist as partners in the University community. Student Activities staff serve as facilitators to student organizations by defining appropriate boundaries, sharing information, and assisting in the decision-making process. We work to help RSOs appropriately manage their risks and achieve their goals.

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

II. About this Manual

This manual outlines the expectations and responsibilities of RSOs at Kennesaw State University as well as assists RSOs with their operations. This manual outlines policies, procedures, and guidelines applicable to RSOs. It is created by the staff in the Department of Student Activities and revisited every year prior to the start of the academic year and may change from academic year to academic year. As such, this version of the manual should only be referenced within the academic year indicated (2023-2024). It is by no means exhaustive, but it is a great place to start if you are new to student organizations or a leader in one. In it you will find helpful information regarding the organization and operation of RSOs and policies that impact their work. Any updates to policies, procedures, guidelines, or regulations to RSO activities (e.g. meetings, events, programs, recruitment, tabling, elections, etc.) provided by Kennesaw State University, the University System of Georgia, or State of Georgia take precedence over any previous documented policies, including those outlined in this manual.

III. About the Department of Student Activities

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

All RSOs are supported and managed through the Department of Student Activities, which serves to facilitate the registration, oversight, and support of all RSOs. By completing the process for becoming an RSO, student organizations formally acknowledge the administrative authority of the Department of Student Activities. For RSO support, there are full-time professional staff on each campus, as well as a host of student assistants in the Department of Student Activities offices on both campuses.

Contact information for the Department of Student Activities is provided below. Additional contact information may be accessed on the [Student Activities website](#).

Department of Student Activities:
studentactivities.kennesaw.edu
owllife.kennesaw.edu
studentactivities@kennesaw.edu

Kennesaw Student Activities Office
Room 366 Carmichael Student Center
(470) 578-6275

Marietta Student Activities Office
Room 230 Wilson Student Center
(470) 578-2716

Chapter 2: Registered Student Organizations (RSO) Policy

I. Registered Student Organization (“RSO”) Purpose and Overview

Registered Student Organizations at Kennesaw State University (“KSU”) provide a forum for the educational, intellectual, and social benefit of KSU students. By registering as an RSO, student organizations are able to receive support from the Department of Student Activities and access to certain resources available to RSOs. By registering as a student organization at KSU, organizations are bound by expectations and requirements set forth in applicable law, Board of Regents’ policies, and KSU policies and procedures.

In order to be considered an RSO, a student organization must be able to meet the requirements to register as an RSO, as outlined in this document, and must choose to register with KSU’s Department of Student Activities. Social Greek Organizations, who are supported and organized through the Department of Fraternity and Sorority Life, and Club Sports, who are supported and organized through the Department of Sports and Recreation, cannot become RSOs.

Each RSO at KSU will have one (1) or more category designations, the definitions of which are set forth below. Each RSO must initially register as an RSO pursuant to the instructions set forth below and must renew its registration with the KSU Department of Student Activities on an annual basis. KSU’s review of a student organization’s initial registration and registration renewal is conducted on a content-neutral basis and KSU’s approval or denial is not based on the mission, goals, or beliefs of the student organization. KSU’s decision on whether to approve a student organization’s application as an RSO is based solely on the organization’s submission of a properly completed registration application, as set forth below, and its demonstration of a bona fide intent to sponsor programs, activities, or events for KSU students. Registration of a student organization does not constitute endorsement by KSU or approval of the student organization’s policies and activities.

****NOTE:** This policy and processes contained herein are for RSOs **ONLY**. Organizations that are considered Club Sports or Social Greek organizations must use the process outlined by the Department of Sports and Recreation and the Department of Fraternity and Sorority Life, respectively.**

II. RSO Categories

Organization categories describe the common purposes that exist among organizations with a similar primary mission. All RSOs fall into at least one (1) category and some RSOs may fall into multiple categories based on their operations.

The categories of RSOs at KSU are as follows:

- A. Academic and Professional: Organizations that promote academic or professional growth by focusing on a particular major or academic program.

- B. Applied Academic Competition Teams: Organizations that compete on a local, state, or national level in primarily applied academic competitions.
- C. Community Service: Organizations that provide volunteer and community service opportunities including, but not limited to, philanthropy activities, advocacy work, and hands-on service opportunities.
- D. Cultural-Based and International: Organizations that act as a means for students of a particular culture or nationality to interact with others of the same affiliation or to share their respective culture with the broader campus community.
- E. Faith-Based and Spiritual: Organizations that act as a means for students of a particular denomination or religious affiliation to interact with others of the same affiliation or to explore ideas and topics related to faith and spirituality.
- F. Graduate: Organizations that exist to provide benefits, support, and services primarily to graduate students.
- G. Honor Society: Organizations that recognize students and select membership based on academic and personal achievement.
- H. Military: Organizations that support and advocate for military veterans and military members.
- I. Performance and Fine Arts: Organizations that promote the enjoyment of or performance of the arts and music.
- J. Political: Organizations that relate to, or deal with, the structure and affairs of government, politics, or the state, whether partisan or non-partisan.
- K. Publications and Media: Organizations that exist in order to provide information related to their purpose through means of mass communication, such as newspapers, magazines, radio, or television.
- L. Social Action: Organizations that discuss, encourage, or engage in reform work related to a particular cause or movement for social change.
- M. Special Interest: Organizations that focus on a specific set of interests or topics and work to advance members' understanding in that specific area or engage in a particular past time or leisure pursuit.

III. Requirements for RSOs

Any student organization interested in becoming or remaining an active RSO must meet the following requirements in order to initially register or renew its registration as an RSO and to maintain its status as an active RSO:

- A. Student Membership: All RSOs must have at least six (6) KSU student members joined together for a common purpose (general membership may be comprised of both full-time and part-time KSU students) and the KSU email address for each student member must be provided to KSU as part of the organization's RSO registration application. RSOs must be open to all students as described in the Non-Discrimination Policy (refer to Chapter 2, Article III.E.10), regardless of major, college of enrollment, or degree program (graduate or undergraduate);

- B. Governance Structure*: One (1) distinct student member of the student organization, who is also a KSU student in good standing enrolled on at least a half-time basis, must be designated for each of the following officers – President, Reservation Delegate, and Treasurer (student organizations may call these officers by a different name within the organization, but for the purposes of Student Activities, the President is the chief executive officer, the Treasurer is the person who handles finances, and the Reservation Delegate is the person who will have access to the reservation system to make reservations on behalf of the organization in addition to the President); other officers are encouraged but not required. The President cannot also serve as the Reservation Delegate or Treasurer. While an organization may functionally have Co-Officers, for the purpose of RSO registration, each organization may only register one (1) President, Reservation Delegate, and Treasurer with the Department of Student Activities;
- C. Student Run/Democratic*: Student self-governance is the central tenet of the RSO model, and all RSOs must function through KSU student governance and leadership;
1. Faculty, staff, non-student community members, and any non-student entities may participate in RSO activities and act in an advisory role to the RSO but cannot serve as leaders or voting members of the RSO, engage in decision making on behalf of the group, or represent the group or the University. RSOs may elect to allow Marietta Georgia Highlands College students to be voting members in their organization if that is permitted by the RSO's Constitution.
 2. Non-student affiliated entities can require that the RSO maintain certain policies or protocols to continue their affiliation (e.g., dues, annual reports) as long as the policies or procedures do not interfere with student autonomy or require the RSO to violate the law or Board of Regents or KSU policy or procedure.
 3. All RSOs must engage in democratic style governance as evidenced in their governing documents (e.g., regular elections, checks and balances for leadership). No RSO is allowed to give its student leaders unilateral control over organization decisions.
 4. All RSOs must include a leadership elections process in their constitution. Elections must be held regularly and RSOs are encouraged to hold elections at least annually; a constitutional provision for holding a regular vote on whether to open elections meets this requirement. Voting in elections and votes to open elections cannot be limited to a smaller number of members than the number of members who would be able to vote on normal organizational business. Elections of a single slate of officers are allowed, so long as the proposed slate of officers is confirmed by a vote of the members eligible to vote.

D. Advisors: All RSOs must have at least one (1) full-time KSU faculty or staff member who will serve as the organization's on-campus advisor but will not make executive decisions for the organization or dictate organizational programs or services. The Advisor's KSU email address must be provided to KSU as part of the student organization's RSO registration application (in addition to the KSU advisor, organizations may also have an off-campus advisor who is not affiliated with KSU, but that individual may only advise the organization and may not make executive decisions for the organization or dictate organizational programs or services). It is the RSO's responsibility to find a faculty or staff member to act as their advisor; more information on advisors can be found in Chapter 2, Article VII;

E. Organization Constitution: All RSOs must have a Constitution that is approved by KSU's Department of Student Activities. First-year RSOs will have their Constitution approved as part of the initial registration process; RSOs who make subsequent changes to their Constitution must submit them to the Department of Student Activities for approval. Approval or denial of an RSO's Constitution will not be based on the mission, goals, or beliefs of the RSO or any other content- or viewpoint-based determination but rather will only be based on the RSO including the information below in the Constitution. If an RSO's Constitution is denied for failing to include one (1) or more of the following pieces of information, the RSO will be notified in writing of the specific reason for the denial:

1. Name of the RSO (RSO names may include "KSU," "Kennesaw State," or "Kennesaw State University," but only as "[Organization Name] at KSU"; Listing the name as "KSU [Organization Name]" or "[Organization Name] of KSU" is not allowed);
2. Purpose/Mission Statement;
3. The following KSU Affiliation Clause:
 - a. This organization is a Registered Student Organization (RSO) at Kennesaw State University, but is not part of the University itself.
 - b. In all correspondence and publications, it may refer to itself as an organization at Kennesaw State University, but not as part of Kennesaw State University itself.
 - c. [Name of RSO] accepts full financial and production responsibility for all activities it sponsors.
 - d. [Name of RSO] agrees to abide by all pertinent Kennesaw State University policies and regulations, including the most current RSO Manual and Student Codes of Conduct. Where Kennesaw State University policies and regulations and those of RSO differ, the policies and regulations of Kennesaw State University will take precedence.
 - e. [Name of RSO] recognizes and understands that the University assumes no legal liability for the actions of the organization.
4. Identification of any affiliations with local, regional, national, or international entities or organizations;

5. Membership Eligibility and Requirements (including a membership removal process);
6. Officers and Officer Responsibilities (including an officer removal and succession process);
7. Elections Process and Information;
8. Advisor Responsibilities;
9. Process for Amendments to the Constitution; and,
10. The following KSU RSO Non-Discrimination Policy:
 - a. "Kennesaw State University student organizations' 'Non-Discrimination Policy': Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex, sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the Kennesaw State University Non-Discrimination Statement. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title IX of the Education Amendments Act of 1972 states that: 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."
 - i. Exceptions to including the KSU RSO Non-Discrimination Policy include:
 1. Faith-Based and Spiritual student organizations will not be denied registration solely because they limit leadership positions to students who share the same religious beliefs.
 2. Honor Societies will not be denied registration solely because they limit membership to students who are initiated members that meet all academic criteria. Honor societies that choose to limit membership to students who meet the academic criteria and do not provide a general membership option will not receive access to state or student fee funds as outlined in the SABAC Protocol Manual.
 3. Any group that is formally affiliated with a national entity that has Title IX exemption status based on sex may be restricted based on sex alone. Organizations that have Title IX exemption status and limit membership based on sex alone will not receive access to state or student fee funds as outlined in the SABAC Protocol Manual (see Chapter 3).

- b. The only Constitution that will be recognized is the one posted on the RSO's Owl Life page in the "Documents" section. In addition to a Constitution, some RSOs may elect to include by-laws, protocol manuals, membership agreements, or other documents that govern the operations of the RSO. KSU's Department of Student Activities does not routinely review those additional documents, but will do so if requested. KSU's Department of Student Activities may review any such document and take action if the document violates any applicable law or Board of Regents' or KSU policy or procedure; any action by KSU's Department of Student Activities will not be based on the mission, goals, viewpoints, or beliefs of the RSO, but rather will be based on the violation of the applicable law or policy. If KSU's Department of Student Activities reviews any document and decides to take action, the Department will notify the RSO in writing of the specific law or Board of Regents' or KSU policy or procedure that the document violates and the reason for the violation.
- F. Profile Picture (Optional): During the registration phase, groups may submit an image for their organization that will be displayed on their Owl Life page; pictures that contain any KSU trademarks are subject to approval by the University ([see Chapter 4](#), Article IV.B);
- G. Online Registration Process: Student organizations shall submit all required information and materials to KSU's Department of Student Activities on Owl Life. Under the "Organizations" tab, you will see a button to "Register an Organization" on the left hand side of the window below "Categories," which will walk organizations through uploading all of required information and documents. The online registration form must be submitted by a student and not an Advisor;
- H. Contact from KSU Department of Student Activities: Within ten (10) business days after the student organization submits all required information and materials, a member of KSU's Department of Student Activities will advise the student organization President whether there are issues with the submission or whether the RSO registration has been completed. Note that the registration form in Owl Life will be approved once all components of the registration process are completed (with the exception of Initial RSO Registration; see below for more information);
- I. Officer Training: The President, Reservation Delegate, and Treasurer must complete the applicable online officer training module(s) found at campustraining.kennesaw.edu under "Student Affairs". This training will include training for making reservations for on-campus events.
- J. Advisor Terms & Conditions: The On-Campus Advisor(s) must complete the applicable Advisor Terms & Conditions that cover applicable University policy

(instructions found at <https://studentactivities.kennesaw.edu/rso/management/re-registration.php>).

For Initial RSO Registrations Only:

Initial RSO Registration should be submitted only by student organizations that have not previously existed. Organizations that have previously existed must follow the instructions for restarting an inactive RSO. Newly-approved RSOs will receive information from KSU's Department of Student Activities about the "Getting Started" meeting that must be scheduled between the student organization's President and Advisor and a member of KSU's Department of Student Activities. Other officers are encouraged to attend, but their attendance is not required. During the meeting, the organization's registration materials, including the constitution, are reviewed and organizations are advised about the rights and responsibilities of being an RSO at KSU.

Once the student organization complies with all of the requirements above and applies for registration as an RSO, the organization will be listed as an RSO and should receive access to the KSU Reservations website and other systems within three (3) to five (5) business days. Once registered, the RSO will be bound by all applicable policies for all RSOs.

Initial RSO registration may only be completed during the months of September through May. RSOs that complete the Initial Registration between September and February are required to complete the Re-Registration process for the following school year in addition. RSOs that complete the Initial Registration in March or April will also be considered fully registered for the following school year. All RSOs are required to renew their registration on an annual basis; the registration renewal period generally opens late spring semester and closes at the beginning of fall semester of each year (specific dates are determined annually by KSU's Department of Student Activities). The only step that does not have to be completed on an annual basis is the "Getting Started" Meeting; this meeting is only required for initial RSO registrations.

IV. Late Re-Registration Process

RSOs that fail to complete all requirements of the re-registration process by the deadline advertised by the Department of Student Activities will be placed in a "frozen" status. While frozen, these organizations will lose all privileges awarded to active RSOs. The frozen organization will have a second opportunity to complete the requirements for renewal during the late re-registration process.

Student organizations that fail to complete all requirements of the late re-registration process will be de-activated for the remainder of the academic year. If the

organization wishes to reactivate, it must follow the instructions for restarting an inactive RSO (see Chapter 2, Article V).

V. Restarting an Inactive RSO

RSOs that do not annually renew their registration will be marked as inactive. RSOs that have been inactive for less than two (2) academic years need only renew the RSO by submitting a Re-Registration form. RSOs that have been inactive for two (2) academic years or more must complete an RSO Registration form and are eligible for first-year funding as set forth below.

Students interested in restarting an inactive RSO should contact KSU's Department of Student Activities at studentactivities@kennesaw.edu to begin the process and determine if there are any past documents from the RSO to which KSU's Department of Student Activities has access. Any old documents will be provided for reference purposes only; the organization may create new governing documents if so desired. Once the registration process outlined above is completed, the RSO's information will be uploaded into the previously existing Owl Life page of the RSO, rather than a new Owl Life page being created.

VI. Denial or Revocation of Registration as an RSO

KSU will refuse to register an RSO (either upon the RSO's initial registration or the renewal registration) or deny or revoke a student organization's RSO designation at any time if KSU determines that the student organization:

- A. Seeks to accomplish its objectives, goals, purposes, or activities through the use or promotion of violence;
- B. Engages in activities that materially or substantially interfere with the discipline and normal activities of KSU or with the rights of others, including activities that present a danger to property, individuals, or the orderly functioning of the University;
- C. Seeks personal gain;
- D. Falsifies or forges an official University record or document;
- E. Refuses to comply with federal or state laws, Board of Regents' policy, and KSU policies and procedures, including KSU's Code of Conduct, or states an intention to do so;
- F. Fails to provide all necessary registration information to KSU; or,
- G. Fails to meet financial obligations to the University.

If KSU denies or revokes an RSO's registration or designation, the student organization may appeal the decision in writing to KSU's Associate Dean of Students within five (5) business days of notification of the decision, unless the denial or revocation was initiated under KSU's Code of Conduct, in which case appeals are handled in accordance with KSU's Code of Conduct. Appeals of decisions by the Associate Dean of Students may be further appealed to the Dean of Students in writing via email to deanofstudents@kennesaw.edu within five (5) business days of

the notification of the decision of the Associate Dean of Students. The decision of the Dean of Students is final and no further appeal is available.

VII. RSO Advisors

- A. *On-Campus Advisors:* All RSOs must have at least one full-time KSU faculty or staff member who will serve as the organization's on-campus advisor but will not make executive decisions for the organization or dictate organizational programs or services and whose KSU email address must be provided to KSU as part of the student organization's RSO registration application. On-Campus Advisors for RSOs are required to accept the "Advisor Terms & Conditions." The terms and conditions outline expectations for compliance with University policy and identifies the advisor as a responsible party to ensure compliance for members of the organization(s) for which they are affiliated. The terms and conditions must be accepted during the annual renewal process or during the new organization registration process. Information related to trainings, forms, and Advisor Terms & Conditions can be found at the RSO website under the "Current Advisors" section. RSOs may change their on-campus advisor at any point.
- B. *Off-Campus Advisors:* RSOs have the right to identify Off-Campus Advisors who have no affiliation to Kennesaw State University in addition to the KSU faculty/staff On-Campus Advisor(s) to the organization. These advisor(s) may be identified by the group or appointed by an external entity if the RSO has a formal affiliation with said entity outlined in their constitution. All Off-Campus Advisors must be identified during the annual renewal process, the initial RSO registration process, or through an Officer/Advisor Update Form in order to register with the Department of Student Activities. All Off-Campus Advisors must also become a Registered Visitor with Kennesaw State University through the conduction of a background check with Human Resources; the Department of Student Activities will initiate this process. RSOs are responsible for the costs associated with conducting a background check and being a Registered Visitor. Off-Campus Advisors must register with the Department of Student Activities and become a Registered Visitor on an annual basis although the background check with Human Resources may not need to be conducted annually; Human Resources will determine whether a background check must be conducted.
- C. *Fiscal Responsibility:* Advisors may advise organizations concerning management of their financial resources, but are not permitted to personally handle RSO funds or assume signature authority over organization off-campus bank accounts. More information about the role of Advisors as it relates to off-campus bank accounts can be found in Chapter 5, Article IV.B.2 below.
- D. *Policy and Protocol Compliance:* All advisors must be fully compliant with any required policies and protocols related to the activities of the organization.

For example, if driving a vehicle is involved, the responsible party must complete the necessary defensive driving course. Advisors must know and comply with all required laws, such as the Clery Act, Title IX, and FERPA, which require reporting certain information to University officials. No advisors have confidentiality exemptions and all are mandatory reporters – even if an Advisor is a counselor or faith leader off campus, those exemptions only apply when the individual is employed by the University to serve in that specific role and only when serving in that role, not while advising RSOs.

Chapter 3: Funding Requests Processes and Procedures

Registered Student Organizations requesting financial support from KSU are required to complete and submit a Budget Request form to the Student Activities Budget Advisory Committee (“SABAC”). All decisions made by SABAC are advisory recommendations to KSU’s Vice President for Student Affairs (“VPSA”). SABAC and the VPSA are both bound by the funding decision-making criteria and process as set forth in the SABAC Protocol Manual. Full information about the SABAC funding

process, decision-making criteria, deadlines, and appeal process can be found in the SABAC Protocol Manual on the [SABAC website](https://sabac.kennesaw.edu): <https://sabac.kennesaw.edu>.

I. First-Year RSOs

KSU will allocate a minimum starter amount of one hundred dollars (\$100.00) to each RSO for its first year of operations as long as the RSO submits a request for the starter kit amount using the “New RSO Starter Kit Request Form” in Owl Life. A first-year RSO may obtain additional funding beyond the starter kit amount by submitting requests for either an Annual Budget or Supplemental Funding using the processes and complying with the deadlines set forth in the SABAC Protocol Manual on the [SABAC website](https://sabac.kennesaw.edu).

II. Annual Budget Requests by RSOs

Any RSO that seeks an Annual Budget from SABAC must provide the following information to SABAC concurrently with its Annual Budget request by 12:00 P.M. on the last Friday in March each year. Full information about Annual Budgets can be found at <https://sabac.kennesaw.edu/annualreports.php>.

III. Supplemental Funding Requests by RSOs

An RSO that would like to request funding for a specific event or activity after the Annual Budget deadline must submit a Supplemental Funding Request. Full information about Supplemental Funding Requests can be found at <https://sabac.kennesaw.edu/supplemental.php>.

Chapter 4: Additional Policies Affecting RSOs

Policies and regulations of Kennesaw State University take precedence over all operating procedures and guidelines. All University-wide policies can be found on the Policy Portal (<https://policy.kennesaw.edu/>), and departmental policies can be found on respective departmental websites. In cases where University-wide policy and other information on websites or in practice (such as departmental policies) differ,

the policies and regulations of Kennesaw State University will take precedence. Some policies that are applicable to RSOs are outlined here in the RSO Manual.

I. RSO Events and Reservations

- A. *RSO Reservations:* All RSOs have the ability to request space for meetings and events on campus through KSU's Reservations portal at reservations.kennesaw.edu. Not all spaces are available for reservation by student groups (e.g. the Jolly Lodge). More information about how to access the KSU Reservations portal system, what spaces can be accessed, and what rules and regulations exist for space use can be found in the [Space Usage Prioritization Procedure](#), the online training at campustraining.kennesaw.edu, and on the [Department of Student Activities website](#).
- B. *KSU Reservations:* KSU Reservations is the interface that RSOs use to reserve space on campus. Access to the KSU Reservations portal and the ability to reserve space on behalf of an RSO is only provided to three (3) positions within an RSO: the President, the Reservation Delegate, and the Advisor. Your RSO must receive a written reservation confirmation from the Department of Student Activities in order to use space on campus. Access is only granted to fully registered RSOs in good standing with Student Activities and after the individuals in those positions meet the following qualifications:
1. For Presidents and Reservations Delegates: Individuals must (1) have completed the required online training, and (2) be listed in the position on the roster in Owl Life.
 2. For Advisors: Individuals must (1) be listed in the position on the roster in Owl Life, and (2) have accepted the Advisor Terms and Conditions on Owl Life.
- C. *KSU Reservations Templates:* There are three (3) reservation templates within the KSU Reservations portal for RSOs to use to reserve spaces on both campuses:
1. "RSO Reserve a Simple Meeting" is only for meetings that do not require any type of setup, special Audio/Visual needs, parking, do not have catering or require additional support from any other campus entity. There are limited meeting rooms available to reserve in this template, however, these meeting rooms can be reserved the day of the meeting up to fifteen (15) minutes in advance. RSOs that submit this reservation template will receive an automatic confirmation titled, "Web Confirmed;" these templates do not require processing from the Department of Student Activities.
 2. "RSO Reserve an Information Table" is for an information table to hand out information only. Fundraisers and food are prohibited at information tables with this template. Requests can be made forty-eight (48) hours in advance of the request. RSOs that submit this reservation

- template will receive an automatic confirmation titled, "Web Confirmed;" these templates do not require processing from the Department of Student Activities.
3. "Internal Event Request Form" can be used to request any space in the reservation system and can be used for any type of space request. Large scale events and fundraisers should be submitted using this template. Reservation requests in this template must be submitted at least ten (10) business days prior to the requested date and can be scheduled up to 365 days in advance.
 4. If your RSO would like to reserve a space that is not reflected in these three (3) templates or outside of regular building hours, please contact the Department of Student Activities at studentactivities@kennesaw.edu at least thirty (30) days in advance of the event/activity.

D. Reservation Approval: For reservation requests that require processing by the Department of Student Activities, students will receive acknowledgement of their reservation requests within five (5) business days of submission. RSOs must receive a written reservation confirmation in order to use space on campus. RSO reservation requests will only be denied for one (1) of the following reasons:

1. The reservation request is not fully completed or additional necessary information is not provided by the requestor;
2. The reservation requests contains a material falsehood or misrepresentation;
3. The area requested has previously been reserved;
4. The reservation request or subsequent information needed to confirm the reservation was not timely submitted;
5. The deadlines associated with various components of the reservation request (e.g. contracts, catering, etc.) were not met;
6. The use or activity intended by the requestor would conflict with or disturb previously planned programs organized and conducted by the University;
7. The area requested is not large enough to accommodate the expected or actual number of persons expected to attend the event;
8. The use or activity intended by the requestor would present a danger to the health or safety of the applicant, other members of the KSU community, or the public;
9. The use or activity intended by the requestor is prohibited by law, Board of Regents' Policy, KSU Policy, or any applicable departmental policies;
10. The RSO seeks to reserve an area on campus that is not available for reservation.
11. The requested activity falls within the definition of "expressive activity" as outlined in the Freedom of Expression Policy and should therefore be requested using the Public Forum Reservation Request Form.

12. The requestor submitted the incorrect reservation template for their desired activity.

E. Reservation Confirmation: RSOs who submit event space reservations through the KSU Reservations portal (reservations.kennesaw.edu) must receive the confirmation email in order to officially reserve space for an event on campus. RSOs must receive a written reservation confirmation in order to use space on campus. RSOs who do not receive an event confirmation email are not permitted to use space they have requested.

F. General Reservation Policies and Procedures: Please remember that anytime you utilize a space on campus, you must adhere to KSU's Campus policies and procedures. Please remember that the space must be secured, left clean, and returned to the original configuration. Other items of concern to remember are:

1. Do not hang, staple or tape any items to the walls.
2. No food or drinks are allowed in academic spaces or auditoriums.
3. Always turn off all equipment and lights, return the facility to its original configuration, and shut the door before leaving to secure the space.
4. The sponsoring organization is responsible for securing all dates, times, and performers for an event, in addition to event control and the non-technical support delivery, set-up, break-down and removal of equipment. The sponsoring organization is also responsible for any financial costs associated with rental equipment, fees and use of spaces.

G. Cancellation Policy: If an RSO that has reserved space on campus needs to cancel or make changes to their reservation, the RSO must:

1. Fill out the "Reservation or Cancellation Change Request" form found at studentactivities.kennesaw.edu under "Forms and Resources" for reservations confirmed using the Internal Event Request Form; or
2. Cancel the reservation in the KSU Reservations portal for reservations that are "Web Confirmed" using the RSO Simple Meeting or RSO Information Table Reserve forms.

Changes that are submitted within three (3) business days of an event may not be approved. If a student needs to cancel an event within three (3) business days of an event for a legitimate reason, please contact the Department of Student Activities at studentactivities@kennesaw.edu. If the change to the reservation is approved, the original requestor for the reservation will receive a newly revised event confirmation. Groups that repeatedly reserve space and fail to utilize the space they have reserved are subject to sanctions from the Department of Student Activities up to and including cancellation of confirmed reservations and revocation of reservation privileges.

1. Administrative Cancellations/Changes: In rare instances, confirmed reservations may be changed or canceled if they are found to conflict with another function or academic need. Student Activities staff will work with

- the organization to provide alternative accommodations whenever possible.
2. **University Closure Cancellations:** When the campus is closed due to inclement weather or another emergency, your event will automatically be canceled. Due to the high demand for space, rain locations will not be available for events booked outdoors except for Presidential Events. In the case of inclement weather, any changes to outdoor reservations must be made at least 48 hours in advance. The University will announce campus closures and delayed schedules in several ways. Closure announcements will be made by a notice on the university home page.

H. Damages or Debris: RSOs may be held responsible for damage or debris that are the result of the organization's use of a space except that damage or debris that was caused by counter protestors or individuals not affiliated with or invited by the RSO. If, upon accessing a space the RSO has reserved, an RSO discovers that the space has damages to furniture or equipment or a noticeable level of trash or debris upon the start of their event, it is the responsibility of the RSO to notify the appropriate facility personnel as well as Student Activities reservation staff. For spaces on campus that require a full-time employee to provide access, the employee who provides access will be responsible for the conduct of the students and guests in that space to whom access was provided, regardless of whether they are present for the duration of the event or not.

I. Showing of Films and Other Media: RSOs may sponsor slide shows, videotapes, or films on campus provided they comply with all copyright regulations. RSOs must obtain permission from the individuals who have the rights to the film prior to showing the film. RSOs may choose to show films for free or charge for admission. However, the cost of obtaining a license to show a film where patrons will be charged is more expensive than a free screening. Organizations may not use videos rented from local distributors, personally owned items, or online streaming services (e.g. Netflix) to show videos to mass audiences. This is a violation of the law. Please contact the Department of Student Activities to learn how to obtain movie licensing.

J. Amplified Sound: Sound may only be amplified in areas that allow amplified sound. All classrooms have built-in AV equipment, which can be used as long as the volume does not disturb the surrounding academic classrooms. Indoor amplified sound is overseen by each respective building. The use of amplified sound outdoors is governed by the Outdoor Amplified Sound Policy.

1. The Carmichael and Wilson Student Centers allow amplified sound, both built-in systems and additional PA systems, in all locations in the building.

K. Alcohol: Alcohol is prohibited at RSO on-campus events.

- L. Liability Waivers: The Department of Student Activities recognizes that many activities in which students participate carry some risk of accidental injury. However, for the purpose of applying these policies, such activities are defined as those that carry a recognized risk of accidental injury. It is also recognized that the potential for such injury is substantially reduced upon the implementation of policies and procedures that ensure that reasonable due care is observed pursuant to safety and participation in such activities. It is for this reason that RSOs that host events on campus with a recognized risk of accidental injury may be required to have participants submit a signed Waiver and Release form and/or the Recreation Center(s) Waiver before participating in activities hosted by the RSO. Proof of insurance sufficient to cover injuries may also be requested. These forms can be obtained from the Department of Student Activities website under the "Forms & Resources" section. Completed forms must be turned in to the Student Activities Office within one (1) week of the conclusion of the event. Copies of these waivers will be kept on file for three years.
- M. Event Security or Medical Assistance: Per the KSU Security Policy, some on-campus events hosted by RSOs may be required to provide additional security or medical assistance depending on the type, nature, attendance, and logistics of the event. If Public Safety requires security measures at an RSO event or activity, then these requirements must be implemented in the planning and execution of the event.
- N. Programs with Minors: RSOs that want to host an event where minors who are not enrolled KSU students will be in attendance should familiarize themselves with the Board of Regents' and KSU policies on Programs Serving Minors, which may have implications for the event, including additional requirements, approvals, and safety measures.
- O. Bonfires: Bonfires are only permissible on the Marietta Campus on the Field between Norton & Howell Halls. RSOs wishing to host a bonfire must meet with a Student Activities Event Specialist at least 30 days prior to the event. For more information about hosting a bonfire, go to the KSU Fire and Life Safety Office website.
- P. Reservations by Campus Departments: Campus departments cannot reserve space for departmental use for meetings, events, etc. through a registered student organization. Campus Departments must go through the appropriate reservation process for campus departments. Also, campus departments cannot reserve space on behalf of a registered student organization; RSOs must submit their own space reservations as outlined above. More information can be found through the Department of Event and Venue Management:
https://events.kennesaw.edu/reservations/gen_information.php.

Q. Reservations by Non-Campus members: Non-campus members (individuals or groups of people who are not enrolled at or employed by KSU) may not use an RSO to reserve KSU event space. All non-campus members must reserve space through Event and Venue Management or through the Public Forum Reservation Request form.

R. Decorations: All decorations and materials must follow Environmental Health and Safety regulations. Student Activities does not supply decorations to RSOs. If any damage occurs to surfaces and/or excessive cleaning is required, the organization may be assessed a fee or lose reservation access. Decorations Guidelines:

1. Decorations must not block exits or fire safety equipment.
2. Keep lighting equipment (especially high intensity) and other heat sources away from decorations.
3. Only use materials that are Class "A" rated or UL listed for flame retardant in decorations, theatrical scenery.
4. Decorations should be removed immediately after the event.
5. Prohibited Decorations:
 - a. Do not cover overhead pipes or sprinkler heads
 - b. Tape, staples, tacks, nails, pins and hooks (painter's tape is acceptable in some venues)
 - c. Glitter, confetti or water filled items
 - d. Decoration that may pose a fire hazard
 - e. Open flamed candles
 - f. Balloons not permitted in most indoor venues on campus. Please contact Student Activities staff for additional information
 - g. No balloons allowed in the Convocation Center
 - h. Portable helium tanks must be disposed of properly

S. Loss of Reservation Access: RSOs found in violation of University policy as it relates to space reservation and use by the RSO will receive a written warning that includes the specific policy violated and the date(s) when the violation occurred. Upon receiving a first violation, the President and Reservation Delegate will meet with a staff member from the Department of Student Activities. Upon a second violation, the President and Reservation Delegate must complete the online training again or complete a reservation workshop offered by the Department of Student Activities, and a staff member from the Department of Student Activities will speak at a meeting with at least 50% of the organization membership. Upon receiving a third reservation violation within one (1) academic year, the RSO will lose reservation access for at least fifteen (15) weeks from the date of the most recent violation. This includes the loss of any future approved reservations the RSO may have had at the time of the third violation. Organizations that violate regulations for a third time will also be referred to the Department of Student Conduct and Academic Integrity. Violations include, but are not limited to: furniture damage, space violations such as allowing other organizations to use a space reserved for your

organization, unapproved fundraisers, violating Catering policies, film showing violation, using a space without a confirmed reservation, and/or falsifying reservation request information.

II. RSO Food

- A. Catering for Events On-Campus: All events held on campus that require setup and/or on-site service (such as chafers, sterno or other heat source, banquet attendants, servers, etc.) or any food that requires temperature maintenance is considered catering and must go through KSU Catering or have an approved "[Secondary External Caterer Request Form](#)" to use an off-campus catering service. The "[Secondary External Caterer Request Form](#)" may be completed for any event with catering needs as defined above and must be approved by KSU Catering at least ten (10) business days prior to the event. For a link to the "[Secondary External Caterer Request Form](#)" and a list of exceptions to the catering definition, visit the [KSU Catering website](#).
- B. Use of Grills: Grilling events must be reserved with and approved by the Department of Student Activities. Whether using grills on campus or bringing grills from off-campus, RSOs must obtain a fire extinguisher and follow all Environmental Health & Safety guidelines. Visit the [KSU Environmental Health & Safety website](#) for a list of regulations and guidelines for grilling.
- C. Sale or Distribution of Food on Campus: KSU follows all local and state health and sanitation regulations and guidelines with regard to food handling. It is the organization's responsibility to be sure that food is prepared and served in the safest way possible and organizations should review the Food borne Illness Prevention guidelines provided by the CDC to learn about proper techniques for preparing and serving food. Pursuant to distribution or sale of food and beverages on or in University properties, including off-campus preparation for distribution or sale on campus, students must speak with their designated Event Coordinator from the Department of Student Activities before proceeding as additional forms may need to be in place before an event can be confirmed or approved. Exceptions to this policy will be permitted only with prior approval from the Director of the Department of Student Activities.

III. RSO Travel

- A. Travel Registration: When RSO travel is being funded wholly or in part by Student Activity Fees, the trip is a University-authorized activity. Each group or individual participating in the travel must submit a Student Trip Registration Form to the Student Activities Budget Advisory Committee prior to departure. Copies of the form are to be kept with both the Department of Student Activities and the organization traveling so that emergency contact information is available if needed.

1. *International Travel:* When an RSO participates in international travel abroad in order to meet the organization's mission and/or purpose(s), the group must submit a Group International Travel Form (Non-Education Abroad) to the Office of International Safety and Security at least 60 days in advance of travel (90 days in advance for travel to high risk locations). International travel is defined as any travel outside of the United States of America and its territories. The Group International Travel Form and more information can be found on the Office of International Safety and Security website at <https://dga.kennesaw.edu/safetyandsecurity/>. The Group International Travel Form can also be found on the Department of Student Activities website under the "Forms & Resources" tab.

- B. *Missed Coursework:* Students who participate in University-authorized travel are personally responsible for making necessary arrangements with faculty concerning class work. Approval to travel or receipt of Student Activity Fees in support of travel should not be construed as permission to miss class meetings and course work. Please refer to the current KSU Faculty Handbook for the most up to date policies on student attendance.

- C. *Conduct:* Even though RSO travel takes place off-campus, all institutional policies apply regardless of location. This includes the Student Code of Conduct, policies outlined in this manual, and all Board of Regents' and/or KSU policies and procedures. RSOs or individuals that violate institutional policies will be held accountable, regardless of where the violation takes place or whether the travel was University-authorized or not.

- D. *Travel Using University Vehicle:* For RSOs using a University vehicle (either owned, leased, or rented by the University) for travel, the only person or persons allowed to drive the vehicle are those who have completed the appropriate driver training offered by the Office of Insurance and Risk Management and abide by the KSU Vehicle Operator Policy.

IV. RSO Marketing and Publications

- A. *Posting Regulations:* All RSO postings must abide by all building-specific posting policies. The following items are included in the posting policies: Chalking, Flyers and Table Tents, Banners, Distribution of Literature, Painting the Rock, and Donation Collection Boxes. More regulations can be found on the [Student Activities](https://studentactivities.kennesaw.edu/rso/management/advertising-recruiting.php) website (<https://studentactivities.kennesaw.edu/rso/management/advertising-recruiting.php>)
 1. RSOs may request posters through the Talon Express Print Shop. Printing guidelines may be found online at the Talon Express website. The Department

of Student Activities and Student Center Operations staff are not responsible for postings displayed outside of the Carmichael and Wilson Student Centers.

B. Use of KSU Name/Logo: RSOs are permitted to use the Kennesaw State master brand in association with a specific identifier for the organization. If the master brand is applied it must be located in a prominent location and larger or of equal size as the organization's identifier. RSOs that wish to use the KSU master brand are required to obtain logo approval. RSOs must submit their designs for approval to the KSU Office of Strategic Communications and Marketing via the Design Approval Form at designapproval.kennesaw.edu. The use of University marks and/or logos are subject to all brand guidelines. For more information, please refer to the [KSU Official Logo Guidelines](#).

C. Owl Life Event Announcements: Event announcements are digital fliers for RSO events in the Owl Life System that must be approved by the Department of Student Activities before they will be posted to Owl Life. When the Department of Student Activities approves an event announcement, it is approving the event announcement only, not indicating that it approves or supports the activities of the event itself. Owl Life events submitted by RSOs for approval must meet the following standards:

1. Must indicate the name of the hosting RSO in the event announcement.
2. Must include an accurate address for the event with the campus, building, and room number (1000 Chastain Rd and 1100 S Marietta Pkwy is not permissible). This includes indicating whether the event is on or off campus and if it is on the Marietta or Kennesaw campus (if on-campus).
3. Must include a date and time. Events advertised in Owl Life cannot exceed a two-day span. If your organization is hosting a week-long series of events, a separate Owl Life event must be submitted for each event.
4. If the event indicates that funds will be raised in any fashion, a correlating "RSO Fundraising Approval" form must also be completed and approved prior to the Owl Life event.
5. Must not make any reference to alcohol or other drugs or illegal activity.
6. Note that an approved Owl Life event is not a space-use approval.
7. RSOs must complete an event request through the KSU Reservations system to reserve space on campus.

V. Additional University Policies and Regulations

All RSOs are bound by all applicable policies set forth by the Board of Regents and KSU. In addition to the policies outlined in this manual, other policies and regulations which apply to RSOs include, but are not limited to, the following:

A. Access to University Facilities Policy*

- B. Alcohol and Other Drug Policy*
- C. Contract Approval and Signature Authority Policy*
- D. Environmental and Occupational Safety Policy*
- E. Freedom of Expression Policy*
- F. Hazing Policy*
- G. Motor Vehicle Operator Policy*
- H. Outdoor Amplified Sound Policy*
- I. Programs Serving Minors Policy*
- J. Public Safety Policy: https://police.kennesaw.edu/special_events.php
- K. Space Usage Prioritization Procedure: <https://events.kennesaw.edu/internal-events/procedures.php>
- L. Student Codes of Conduct*
- M. Travel Policy*
- N. SABAC Protocol Manual: <https://sabac.kennesaw.edu/>
- O. Tailgating Regulations: <http://www.ksuowls.com/sports/2016/8/10/football-gameday-central-tailgating.aspx>

*All official policies of Kennesaw State University can be found in the [KSU Policy Portal](https://policy.kennesaw.edu/) (<https://policy.kennesaw.edu/>).

As outlined in Chapter 4, Article VI, all RSOs are held accountable for all KSU policies and regulations.

VI. RSO Accountability

The Codes of Student Conduct, in addition to all KSU policies and regulations, apply to behaviors that take place on any KSU campus, at University-sponsored events, and may also apply off-campus when the Dean of Students, or designee, determines that the off-campus conduct affects a substantial University interest. As such, Registered Student Organizations are collectively responsible for any actions committed by members while at organizational events or when representing the university. For more information about the RSO Accountability Processes, please go to the RSO Website.

Chapter 5: Additional Information for RSOs

I. Communication with RSOs

The official means of communicating to any student organization member, officer, or advisor will be through KSU emails. Other emails or forms of communication may be

used to reach out to RSOs or their members, but KSU email remains the official method.

II. RSO Membership

- A. As set forth in the Registered Student Organizations Policy above, all RSOs must have at least six (6) KSU student members joined together for a common purpose and general membership may be comprised of both full-time and part-time KSU students.
- B. Removal of RSO Members - All RSOs have the right to remove someone from their membership roster or officer position with appropriate due process. For RSOs who do not have a member or officer removal procedure specified within organizational governing documents, the most current version of Robert's Rules of Order will govern the process in consultation with the Department of Student Activities. RSOs should utilize appropriate adjudicating processes at KSU (through Student Conduct and Academic Integrity and/or the Office of Institutional Equity) when appropriate.
- C. Right of Members to End Membership - Each member of an RSO (student and non-student) may discontinue membership without undue pressure or interference. If, however, the member has outstanding obligations to the RSO at the time of ending their membership (e.g. monies owed, property that needs to be returned), the individual may be required to satisfy those obligations even though discontinuing membership in the RSO.

III. RSO Resources

The following list is a non-exhaustive list of resources associated with RSO status at KSU. RSOs are encouraged to check with Student Activities or other offices to see what other resources may exist.

- A. Owl Life: Owl Life is the online organization management software used by the University and the officially recognized record of all organizational activities per KSU's Department of Student Activities, including officer information, membership rosters, and organizational events among other aspects of operations. All RSOs are required to utilize Owl Life to document organizational activities, especially those that will be submitted for review by University bodies (e.g. SABAC).
 - 1. Roster Access - Officers listed as President, Vice President, and Advisor will have access to manage an RSO's roster in Owl Life with the exception of the President, Reservation Delegate, Treasurer, and Advisor positions. These positions must be updated by the Department of Student Activities to ensure compliance with applicable forms and trainings. To update the President, Reservation Delegate, Treasurer, or Advisor positions, the Advisor or

President currently listed must complete the "Officer/Advisor Update" form located on the Department of Student Activities website under the "Forms and Resources" section.

2. In addition to serving as an official record for the University, there are many other benefits for organization function and practice available through the system, including the following:
 - a. Each organization's basic information, primary contact information, cover photo, links to social media accounts, and other items can be updated to better describe and market the organization and to provide ways to contact the organization.
 - b. The organization's membership roster can be maintained through Owl Life. Through the online roster, student leaders can message members or share documents, events, or forms pertinent to group activities. Student Activities requires all organizations to keep their Owl Life rosters up to date with officers and accurate member lists, as this is the official roster used by the University.
 - c. Organizations can create event announcements to market to non-members or create events specifically for members only. Events open to the public will be displayed on the Owl Life main page. With created events, student leaders can track attendance, invite attendees, and follow up with people who attended your event. All SABAC funded events must track attendance in Owl Life events. Additionally, the event attendance tracking feature in Owl Life is compatible with the tap card readers available for checkout (see below). For hosted activities and events receiving financial support from SABAC, remember that you must use Owl Life to capture all the students who attend. Likewise, when returning from travel using any SABAC funds, you must complete the SABAC Travel Recap Form.
 - d. Organizations can store files online in the organization's Owl Life page in the "Documents" section. Student leaders can create permissions so that only officers or members are able to access or edit these files. Passwords and account information can be kept secure with roster-based permissions. One benefit to storing the documents here is that the group will never lose access in the event that an officer steps down.
 - e. Organizations can create forms that can be used for organizational activities such as applications or interest forms. Owl Life forms can also have permissions for who will have access to submit and review submissions.
 - f. The gallery is used to store photos for the organization and assist with advertising the organization in Owl Life.
 - g. The news tab is a place for organizations to share updates with members or non-members on organizational activities.
 - h. Organizations can coordinate online elections and set specific

permissions to who and when people may be able to access the election.

- B. SABAC: The Student Activities Budget Advisory Committee (“SABAC”) is an advisory body to the KSU Vice President for Student Affairs that assists with the allocation of Student Activity Fee money to RSOs. Processes and procedures related to RSO funding from SABAC are included in the Kennesaw Student Organizations Policy. Additional information on SABAC may be found on the [SABAC website](#).
- C. Department of Student Activities Office: The Department of Student Activities is located in the Student Center on both Marietta and Kennesaw Campuses. Both locations are open Monday through Friday during the fall and spring semesters (hours may vary). These offices serve as a one-stop shop for RSO assistance with computers, work space, and knowledgeable student assistants that should be able to assist with most RSO questions. For current hours and description of services offered, go to the [Student Activities website](#). Contact information can be found in Chapter 1, Section III.
- D. On-Campus Mailbox - RSOs receive an on-campus mailbox on the campus of their choice (chosen during initial registration or annual registration renewal). The RSO mailboxes are located in the SOS office of both the Kennesaw and Marietta campus. For RSO correspondence, the mailing address of the on-campus mailboxes for RSOs are as follows:
1. For the Kennesaw Campus:

[RSO NAME, not Kennesaw State University]
Carmichael Student Ctr. Rm 336 MD 0507
395 Cobb Avenue NW
Kennesaw, GA 30144
 2. For the Marietta Campus:

[RSO NAME, not Kennesaw State University]
Wilson Student Ctr. Ste 230 MD 9002
860 Rossbacher Way
Marietta, GA 30060
- E. Online Officer Trainings: The online officer trainings focus on multiple aspects of organization operations and leadership development. It also serves as the vehicle whereby University-wide policy announcements are made. The modules feature helpful workshops focused on everything from Owl Life and reservations troubleshooting to leadership development and marketing strategies in addition to other sessions geared towards helping equip RSOs to be successful. Completion of the trainings is required for all RSOs.

- F. RSO Workshops: Throughout the fall and spring semesters, KSU's Department of Student Activities will host workshops on both campuses focused on developing skills and providing networking opportunities for RSO leaders. Check the Student Activities website for more details and a list of upcoming events and topics.
- G. Student Involvement Fairs: Student Involvement Fairs are a marketing opportunity for RSOs to gather in one place and speak to potential members. Student Involvement Fairs are typically held at the start of both fall and spring semesters.
- H. Photocopies: Each RSO may make two-hundred (200) free single-sided black and white copies per semester (fall and spring semester only) at the Department of Student Activities Office on either campus. The organization must supply the original copy.
- I. Posters: Each organization is allowed to print two (2) free color paper posters each semester (fall and spring semester only). In order to submit a banner for printing, please fill out the Talon Express Project Request Form located on the [Talon Express Print Shop website](#). If an RSO wishes to print additional posters beyond their two (2) free posters each semester, they are responsible for all costs.
- J. Card Reader Checkout: RSOs may check out tap card readers for their events to track attendance. Card readers may only be requested after a reservation is confirmed and an Owl Life event announcement is approved. Card readers must be picked up in the SOS Office on the campus that they are requested during normal business hours and returned within one (1) business day of the event.
- K. Students with Disabilities: Students who are members or are interested in becoming members of RSOs are entitled to the accommodations outlined by KSU's Student Disabilities Services ("SDS"), including but not limited to approved accommodations for disability-related absences and confidentiality of information. All accommodations must be arranged in advance with SDS, as retroactive accommodations are not required. For more information, go to the Student Disabilities Services website.
- L. Recognition and Awards: RSOs and RSO leaders and advisors are eligible to receive recognition and awards for outstanding performance at the Student Leadership Awards. More information on the awards and nomination process can be found through the Division of Student Affairs website in the spring semester.

IV. RSO Finances and Contracting

A. State Funds vs. Private Funds: There are several different types of funds for RSOs including state funds (e.g. funding from an academic department) student fees (e.g. SABAC funds), and non-state funds (e.g. monies collected through membership dues, fundraising profits, support from a national governing body, etc.). Funding from state sources carries restrictions for use, while non-state funds may be less restrictive. RSOs receiving state funds are required to familiarize themselves with the limitations of use of funds upon receipt of those funds. See the SABAC Protocol Manual for more information.

B. Off-Campus Bank Accounts:

- B.1. All RSOs reserve the right to maintain an off-campus bank account; however, NO University Funds are permitted in these accounts. RSO bank accounts are not permitted to contain the name of the University or any variation/abbreviation anywhere in the account name. Organizations wishing to establish an off-campus bank account must use a unique Federal Tax ID/EIN to the individual RSO. However, the KSU Federal Tax ID/EIN may NEVER be used by any RSO. More information regarding EINs and off campus accounts are available online through KSU's Department of Student Activities. The Department of Student Activities and other offices and departments within Kennesaw State University reserve the right to review the amounts and use of these accounts for the following reasons:
- a. RSO conduct issues
 - b. Requests for Student Activity Fee funding (i.e. SABAC requests)
 - c. Compliance with requested audits
2. Advisors must not personally handle RSO funds or assume signature authority over organization off-campus bank accounts. RSOs are responsible for ensuring that On-Campus Advisors and other employees of the University are not given control of signatory access to their off-campus bank account. On-Campus Advisors are not permitted to do the following:
- a. Open an off-campus bank account in the name of or for the benefit of any RSO.
 - b. Be included as a signatory on any RSO's off-campus bank account.
 - c. Have access to funds associated with any RSO's off-campus bank account (e.g. depositing funds, withdrawing funds, or spending funds).

C. Fundraising: RSOs are able to raise funds on and off campus for organizational operations as well as charitable causes (i.e. philanthropy). However, the following additional guidelines apply:

1. All RSOs who wish to raise funds on campus, including selling sponsorships off campus for an on-campus event, must complete an RSO Fundraising Approval Form.

2. Under no circumstances is an RSO allowed to provide the University's tax information as a means of soliciting donations. Unless your organization is truly a non-profit with 501(c)(3) status, your donors will not be able to receive a tax deduction for their donations to you.
3. No sales will be allowed for the financial gain of individuals outside of the common interests of the RSO with the exception of the student organizations that have 501(c)(3) status.
4. There are limitations on the ways Student Activity Fee money (i.e. SABAC funds) may be used towards the cost of hosting or producing an event where the primary focus is fundraising (this includes philanthropic fundraisers as well). Please check the SABAC Protocol Manual at sabac.kennesaw.edu for additional details.
5. Raffles - Per the Georgia Code, a raffle is defined as "any scheme or procedure whereby one (1) or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win such prize. Such term shall also include door prizes which are awarded to persons attending meetings or activities provided that the cost of admission to such meetings or activities does not exceed the usual cost of similar activities where such prizes are not awarded". RSOs are prohibited from hosting raffles pursuant to GA State gambling laws. However, groups may engage in "opportunity drawings" in which people can become eligible to receive a prize without having to purchase a ticket or be present to win (e.g. everyone who attends an event is given a ticket at no cost and can leave the event and still win).
6. Food and Merchandise Sales - RSOs are allowed to sell food or other merchandise if 100% of the proceeds are to go towards a charitable non-profit or directly to the sponsoring RSO and follow the guidelines below.
 - a. RSOs selling food for fundraisers must adhere to restrictions on campus food set forth below.
 - b. RSOs cannot sell food in front of, or adjacent to, campus-based food vendors (e.g. the Commons, Stingers).
 - c. Only members of the official group may sell or conduct promotional services and sales.
 - d. No sales, sales promotion, or other action taken by an RSO shall be conducted in such a manner as to establish or to extend to the campus the appearance of a commercial enterprise.
7. Sponsorships - All proposed sponsorships (or other agreements that could be interpreted to be such) are subject to the University Advertising Policy and Solicitation Policy. A few points of the Sponsorship Policy are highlighted below, but this list is not exhaustive.
 - a. It is generally permissible for RSOs to accept external support or sponsorship (financially or through the provision of products or

- services) for University events, programs, publications, or other activities.
- b. Acknowledgment of sponsorship is not the same as paid advertising. A sponsorship agreement may include a provision for sponsorship signage (e.g., baseball field sign) or other acknowledgement of support (e.g., sponsor's logo on event program).
 - c. Sponsorship support from tobacco and alcohol companies are not permitted at KSU.
 - d. The support or sponsorship may be in the form of a gift of money or a gift-in-kind of goods or services.
 - e. An acknowledgment of sponsorship or recognition of the sponsor's support, may not include an endorsement by the University, department, unit, or RSO of the sponsor's product or service. The name, logo, images of the University may not be used in any statement, website, print or electronic communication to market, sell, promote, or endorse any product, business, service, or candidate for public office. An endorsement may lead to the conclusion that the support is an advertisement.
 - f. Special guidelines apply when a department or unit uses campus facilities as part of a sponsorship. Campus facilities must be scheduled through an Internal Event Request Form (i.e. KSU Reservations) and the appropriate authorization obtained.
8. Auctions - RSOs are permitted to host silent or in-person auctions for merchandise or donated professional services (e.g. certificate for free manicure). RSOs are not permitted to host auctions of any type that offer acts of personal servitude outside of professional services through a licensed vendor or business (e.g. date auctions).
9. Ticket Sales - RSOs are allowed to host ticketed events so long as 100% of proceeds are to go towards a charitable non-profit or directly to the sponsoring RSO and follow the guidelines below. An event is considered ticketed if there is any exchange of goods or moneys in order to gain access to the event, including required donations.
- a. RSOs may not sell tickets to events where alcohol will be served.
 - b. Tickets and entrance to ticketed events must be available to all KSU students. An RSO can limit access to non-KSU students or charge a separate price for non-KSU students.
 - c. RSOs receiving SABAC funds to host an event are not permitted to charge an admission fee to the event, unless the revenue from ticket sales is used to offset the cost of the event through reimbursement to SABAC.
10. Percentage Nights - RSOs are permitted to host percentage nights (i.e. events where a portion of a business's proceeds on a specific date and time go to the organization) or similar events with restaurants and other

licensed businesses. However, RSOs are not permitted to host percentage nights or similar events with taverns, bars, or other establishments where the majority of earned profits come from the sale of alcohol.

D. Contracts: RSOs using University funding or resources (including the use of space on campus) must receive approval from appropriate University officials before entering into any contracts. KSU officials will only deny an RSO the ability to enter into a contract if the contract violates applicable law or Board of Regents' or KSU policy or procedures. Only designated University officials may sign contracts on behalf of the University and RSOs must be fully transparent when inquiring with vendors and service providers that they are only seeking quotes and have no contracting authority. For more information, go to the KSU Contract Compliance Office website.

V. Student Activities Policies

- A. Combining Multiple RSOs into One RSO:* If two (2) or more active RSOs wish to combine to make one (1) new organization, the new RSO must submit a new constitution via the "RSO Update Form" located on the Department of Student Activities website under the "Forms and Resources" section. The new organization will need to meet with Student Activities staff before the new organization is finalized.
- B. Changing the Official RSO Name:* Organizations that wish to change the name of their organization should submit a revised constitution via the "RSO Update Form" with minutes from the meeting showing a majority of the organization membership agrees to the name change. After reviewing the constitution with the new name to ensure all constitution requirements are met, Student Activities staff will update the Owl Life page to reflect the updated name.
- C. Interference with Educational Activities:* RSOs may not engage in behavior that willfully disrupts or prevents the conduct of classes or interferes with the educational mission of the University.
- D. Commercial Enterprises:* RSOs may not engage in operations (i.e. sales or sales promotion) conducted in such a manner as to establish or to extend to the campus the appearance of a commercial enterprise. RSOs engaging in such behavior may be subject to the cancellation of their event(s) and/or revocation of Registration status as an RSO.
- E. By-Laws and Other Individual RSO Protocols:* In addition to a constitution, some RSOs may elect to include by-laws, protocol manuals, membership agreements, or other documents that govern operations of the specific RSO. The Department of Student Activities does not routinely review these additional documents, but will do so if requested. It should be noted that any governing

document created by an RSO is not automatically approved by the Department of Student Activities, and may be subject to review if the effect of the document violates a policy outlined in this manual or other KSU policy.

Chapter 6: Glossary of Terms

Category- All RSOs fall into one (1) of thirteen (13) categories. The category of an organization describes the type of organization and the common purposes that exist among similar organizations (i.e. Academic/Professional).

Initial Registration- The process of starting a new RSO. Used interchangeably with "New Registration."

KSU Reservations- the online portal used to request event space for RSOs. It can be found at reservations.kennesaw.edu.

Off-Campus Advisor- This is an individual who is not affiliated with KSU that may serve as an additional advisor for an RSO. The advisor may be selected by the RSO members or appointed to the RSO depending on the organization's expressed affiliation(s) to an external entity (must be expressed in the RSO's constitution). The advisor is responsible for advising, not supervising, the group, and may not make executive decisions for the organization.

On-Campus Advisor- This is the full-time faculty or staff member that serves as the primary Advisor for an RSO. The advisor may be selected by the RSO members or appointed to the RSO. The advisor is responsible for advising, not supervising, the group, and may not make executive decisions for the organization. Advisors may need to be present for room access on campus. Advisors are encouraged to attend RSO meetings or events.

Owl Life- This is the online organization management software used by the University. It serves as the official record for the University regarding officers and is the official directory of all RSOs.

President- The person identified as the President in Owl Life is viewed by the University as the top executive of the organization and is one (1) of two (2) officers that have access to the KSU Reservations system to make reservations on behalf of the organization. An organization may refer to their President by another name inside the organization (i.e. Captain), but the positional name in Owl Life is fixed. The student serving as President cannot also serve as the Treasurer.

Primary Organizer- This is the person who gathers the information needed for the New RSO Registration process and submits the information in the New RSO Registration form in Owl Life. The Primary Organizer will also be the main person receiving notifications from Student Activities staff regarding the Registration process.

Registered Visitor- The term used by Kennesaw State University to refer to an Off-Campus advisor once the individual has registered with the Department of Student Activities and successfully completed a background check through Human Resources. RSOs are responsible for the costs associated with an Off-Campus Advisor becoming a Registered Visitor.

Re-Registration- The annual process of remaining an active RSO by completing all requirements from the Department of Student Activities. Used interchangeably with "Renewal."

Reservation Delegate- The person identified as the Reservation Delegate in Owl Life is one (1) of two (2) officers that have access to the KSU Reservations system to make

reservations on behalf of the organization (the other being the President). An organization may include the Reservation Delegate duties as part of another officer's responsibilities (i.e. Secretary or Vice President) and thus the officer has two (2) positions in Owl Life, but the positional name of "Reservation Delegate" in Owl Life is fixed.

RSO- Registered Student Organizations (RSOs) are groups that have registered with the Department of Student Activities at KSU and have met all of the expectations of RSOs.

SABAC- The Student Activities Budget Advisory Committee (SABAC) is an advisory body to the VP for Student Affairs that assists with the allocation of Student Activity Fee money to RSOs through the form of annual budgets and supplemental funding for specific event and/or travel.

Student Activities- The Department of Student Activities is part of the Division of Student Affairs at Kennesaw State University. This department is the primary department responsible for the registration, support, and oversight of RSOs.

Treasurer- The person identified as the Treasurer in Owl Life is viewed by the University as the person responsible for financial operations of the organization. An organization may refer to their Treasurer by another name inside the organization (i.e. Finance Chair), but the positional name in Owl Life is fixed.

Chapter 7: References

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