



Medical College of Georgia  
Student Organization Handbook  
2009 – 2010

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# Student Organization Handbook

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## **Types of Organizations**

Student organizations are groups whose regular membership is comprised of students enrolled at MCG, as well as faculty, staff, or individuals from the community. However, only students may serve as officers or have a controlling interest in the organization. Categories of student organizations include Academic, Service Group, Professional Interest, Institutional, and Special Interest.

### **Academic –**

Academic organizations are student organizations whose primary purpose is to support and enhance the academic goals of the University.

### **Service Group –**

Service Group organizations are student organizations geared primarily to giving back to the community or serving the public. Examples: Miracle Marathon; Give a Smile; Fundraising; Ambassadors; CEO

### **Professional Interest –**

Professional Interest organizations are local chapters of National Organizations. Examples: Surgery Interest Group; Pediatric Interest Group

### **Institutional –**

Institutional organizations are student organizations that serve a primary function and help to support the mission and goals of the University. These groups, by nature of their design, are essential to the fundamental purpose of student learning. Examples: SGA; AUPhi

### **Special Interest –**

Special Interest organizations are student groups with at least twelve currently enrolled students joined together for a common cause. Members are those individuals interested in goals of the organization who are actively willing to work toward those goals. Any group of students who meets the minimum requirement and receives approval from the Director of Campus Life Services can form these groups.

## **Registering an Organization**

Anyone interested in starting an organization can get the necessary help to do so at Campus Life Services. Call 706-721-3356 for information.

### *Criteria for Registration*

Registration will be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the University.

Registration shall be denied if the evidence shows that the proposed organization will conflict with the educational process of the university or any of the following:

- The regular and orderly operation of the University
- The requirements of appropriate conduct within the University community
- The academic pursuits of teaching, learning, and other campus activities
- The laws or public policies of the State of Georgia and the United States
- The statutes and regulations of the University and the policies of the Board of Regents

An organization seeking recognition must submit the following information in writing to Campus Life Services, on the form furnished by that office:

1. Name
2. Explanation of why the organization is desirable on campus
3. Qualifications for membership
4. Fees, dues, or other consideration for membership
5. Officer and leadership structure
6. Time and manner of election of officers
7. Number of students wishing to join
8. Faculty Advisor
9. Explanation of any extra-campus affiliation (ex – national parent organization)
10. Time and location of meetings
11. Names of prospective members who will serve as spokespersons for the organization during the recognition procedure (It is suggested that three students be named)

The same rules and regulations will govern all Recognized Student Organizations. These groups will have access to and be required to do the following:

- A mailbox housed in the Student Center
- Solicit membership on Campus
- Must register their group annually and classify them accordingly
- Must participate in the Student Organization and Activity fair

## **Renewal Requirements**

### *Changes to Constitution/Local Charter*

Any changes to the organization's constitution or local charter must be submitted through the procedures for registration. Constitutions are kept on file in Campus Life Services and must be updated every two years.

## **Relation to MCG, Use of MCG Name/Logo**

Student organizations, including the Student Government Association, are independent associations. They are not agents or representatives of the Medical College of Georgia and are in no way authorized or empowered to enter into any agreement, contract or understanding on behalf of MCG. Any provision or understanding that purports to bind the Medical College of Georgia is null and void.

Student Organizations may not use the MCG logo, but they may use the words “Medical College of Georgia” or “MCG” to distinguish the organization from similar organizations located at other universities.

The MCG tax-exempt status does not apply to on-campus student organizations. If your organization is an affiliate of a national organization, please contact them in regards to your organizations tax-exempt status. Organizations desiring a tax-exempt status should contact the IRS for additional details.

### **Number of Students Required for Recognition**

A minimum of three officers and twelve total members are required to form or continue a student organization. Professional Interest Groups are permitted to have only two officers.

### **Probationary Period**

All new student organizations begin with a probationary period, lasting up to one academic year, before becoming a Recognized Student Organization. Probationary groups may use facility space.

### **Qualifications of Student Leaders**

Nomination for, or the acceptance of a leadership position is contingent on acceptable academic progression and void of any conduct sanctions. Campus Life Services may vacate the office of those who do not meet the requirements.

Nominees for SGA Office should submit resumes, a letter of reference/recommendation from their school, Assistant Dean for Student Affairs, or program director, and a character reference to the Campus Life Services office.

### **Term Limits**

Students should themselves limit to two terms of office (in any role) with each organization of which they are a member. Anything longer restricts opportunity for other students to develop leadership experience.

### **Role of Faculty Advisor**

Every student organization must have an advisor selected by the group which shall be defined as faculty, staff, or administrative officer of the University who shall offer support and advice to the organization. Certain organizations may be approved to have a professional adviser. All advisers to student organizations must be approved by the Director of Campus Life Services.

The amount of involvement expected of the adviser will depend primarily on the level of activity of the organization. An individual should not accept the invitation to serve as an adviser if he is not prepared to fulfill the expectations of the role. The voluntary association between the adviser and the organization should continue as long as both parties believe the relationship is productive and mutually satisfactory.

Registered Student Organization (RSO) advisors, provided they are State employees, enjoy the liability protection under the Tort-Claims Act. This means that they are covered for acts and omissions while in the course and scope of their duties as a RSO advisor. This means that they have professional liability insurance, but not necessarily personal liability insurance. Not everything is covered, even if you write it down. The only thing that is inherently obvious is that an advisor advises. Everything else is subjective.

### **Fiscal Responsibility & Reporting**

Organizations should carry on business transactions and contractual obligations in a professional manner whether using student monies or off-campus accounts. No university employee may be a signatory to any campus organization's off-campus financial accounts.

Organizations should submit a financial statement (including fundraising & expenses) by November 30, and April 30. Reports should include accounting of all revenue (dues, fundraising, etc.) and expenses along with a current balance sheet.

### **Year-end report of Activities with Election Results**

A year-end report of all effort along with election results for new officers must be submitted to Campus Life Services by April 30<sup>th</sup>. Groups failing to file reports may have future requests for approval (recognition, fundraising) denied.

### **Fund-raising Guidelines**

Use of University facilities or grounds for fund raising must be approved by the Department of Campus Life. Requests for approval must be submitted to the office of the Director of the Department of Campus Life.

Fund raising as it pertains to student organizations is defined as the on-campus seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms of support; the selling or distribution of items, materials, products, or services; and the sponsorship of events where admission is charged. The distribution by student organizations of materials or commercial publications not protected by the First Amendment must also be approved.

To be approved, proposed student organization fund raising projects must comply with the following procedures:

1. Projects may not in any way interfere with normal academic programs or functions.
2. Requests should be submitted to Campus Life Services at least one week prior to the proposed event. The appropriate form for making a request can be obtained at the Campus Life Services Office in the Student Center.
3. The proposed fund raising project must not interfere with existing University-operated services or contracts.
4. Priority for requests will be given to fund raising activities that are (a) educational in nature or directly related to the curriculum, (b) for philanthropic purposes, or (c) for the benefit of a large segment of the University population. Fund raising requests will not be granted for the personal benefit of an individual.
5. A separate request must be submitted for every fund raising activity
6. Activities involving student organization fund raising or other projects covered by these guidelines are subject to the following:
  - Door-to-door residence hall contact is prohibited
  - Use of the campus mail service is prohibited
  - An organization may not use coercive acts that might intimidate those persons from whom support is sought
  - Posters may be placed on approved outside billboards. These areas do not include waste receptacles, entrances to buildings, telephone poles, etc. Posters may be placed on bulletin boards within a building only after permission has been received from the office responsible for the bulletin board.

Fund Raising activities by a registered MCG student organization for political, religious, or public issue purposes that do not involve the sale of a product shall be regulated only as to time, place, and manner in the following ways:

- Such fund raising activities may be conducted at a stand, table, or booth at the Student Center as designated by the Director of Campus Life.
- Fund raising activities shall not be conducted in offices, classrooms, corridors, food facilities, and other buildings or open areas of the campus.
- An organization shall not use coercive acts that might intimidate those persons from whom support is sought.

Campus organizations, faculty, or other institutional personnel may use their offices or other campus facilities for the development or implementation of activities for which an admission fee is charged or other funds are solicited, provided that the fund-raising events are held only to benefit recognized charities. Approval will be granted only for use of facilities for fund-raising events or other purposes which are consistent with institutional policies and health related purposes. Organizations, faculty, or other personnel using offices or other facilities of the institution for the development or implementation of approved

income-producing events will be required to pay the institution for the expenses incurred because of the event. Within three weeks following the event, an itemized income and expense statement must be submitted to the Director of Campus Life Services.

### **Fund-Raising Approvals**

All requests to raise funds on the MCG campus should be submitted to Campus Life Services for approval.

### **Advertising Guidelines**

In accordance with the Medical College of Georgia's policies and procedures governing the use of facilities, student organizations desiring to use university facilities for their activities and meetings must be registered by the institution on an annual basis. Student organization registration forms are available in the Campus Life Services office in the Student Center.

Any use of campus facilities or grounds shall always be subject to the preservation of orderly conduct, noninterference with College functions or activities, and identification of sponsoring groups or individuals. The preservation of a suitable environment for study, research and patient care is of paramount importance. In this respect:

1. Amplified sound may be used, but the privilege may be withdrawn if it interferes with the function of the College.
2. Placing of posters or displays may only be done on bill boards or other areas approved for this purpose. Erecting, posting or displaying signs or other similar materials in any and all other locations is prohibited without the written permission of the President or his designee.
3. Noncommercial materials or literature may be distributed at any outdoor location which is not closer than 25 feet to the entrances of a building, providing such distribution does not interfere with regularly scheduled classes, patient care or similar activities or does not infringe upon the privacy of individuals.
4. The distribution of materials and literature within campus buildings or facilities shall be confined to areas prescribed for such activity. All distributed material must be clearly identified by the name of the organization or sponsoring persons and, except for official MCG announcements, shall be removed from posted areas after ten days.
5. Public advertising of any event must not include the mention of alcohol

### **Outside Speakers**

The freedom of speech and assembly guaranteed by the first and fourth amendments to the United States Constitution are confirmed and are to be enjoyed by those affiliated with the Medical College of Georgia; therefore, students, residents, interns, faculty, staff and alumni

of the College shall be permitted to have the opportunity to hear off-campus or outside speakers on the campus.

As there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech, the issuance of invitations to outside speakers shall be limited, but only in manner set forth herein:

1. An invitation to an outside speaker shall be made by any organized campus group recognized by the President or his designee, or by a formally registered student organization
2. The President has the authority to deny the presentation by an outside speaker under the following circumstance when after proper inquiry, it has been determined that the proposed speech will constitute a substantial likelihood of danger to the institution's orderly operation by the speaker's advocacy of such actions as:
  - the willful damage or destruction, or seizure and subversion of the College's buildings or other property; or
  - the forcible disruption or impairment of, or interference with, the College's regularly scheduled classes, provisions for patient care, research, services and similar operations; or
  - the physical harm, coercion, intimidation, or other invasion of lawful rights, of the College's officials, faculty, staff, residents, interns, students or alumni; or
  - the violent overthrow of the government of the United States, the State of Georgia, or any political subdivision thereof; or
  - other campus disorder of a violent nature.
3. Where the presentation by a speaker is denied, the sponsoring organization thereby allegedly aggrieved may make written application to the Board of Regents for a hearing. The Board of Regents shall have the power to grant or deny the request, and its decision will be final.
4. Approval of a presentation by a speaker shall not be construed, through advertising or other means, to imply that the speaker's views are endorsed by the College. The President or his designee may require that all public advertising concerning the speaker specifically state that the speaker's view's on any issue do not represent the views of the Medical College of Georgia.
5. When deemed to be in the best interest of the College, the President or his designee may require that any meeting be closed to all persons other than faculty, staff, students, residents, interns and/or alumni of the Medical College of Georgia.
6. The College has no responsibility to provide facilities for outside speakers. Therefore, facilities will not normally be provided for nonaffiliated or non-sponsored speakers.

## **Use of Facilities**

- The use of Medical College of Georgia academic facilities, classrooms, seminar spaces, laboratories and auditoria for scheduled instructional purposes shall take precedence over all other uses of such spaces. It should be understood that some exchanges of facilities may be required for specific needs engendered by certain scheduled instructional purposes, e.g., the utilization of the small auditorium in the Auditoria Center for MCG Continuing Education courses. (It is suggested that such exchanges could be handled on a person-to-person basis). Hospital and clinical facilities designated for teaching, research, and patient care purposes shall not be used for these purposes unless the expressed approval of the President, or his authorized designee, for its use is obtained in writing.
- The Medical College of Georgia requires that campus organizations or individuals who are planning to use the facilities will submit notification of such an event to the appropriate division or divisions that would be expected to provide services, e.g., Physical Plant, Health Communications, one week prior to the ensuing event.
- The Medical College of Georgia expects and requires the principal focus of all activity on and within the facilities of the College will be directed toward and essentially restricted to the faculty, staff, students, residents, interns and alumni of the Medical College of Georgia as defined herein.
  1. Programs or activities sponsored by recognized, nonprofit service or health organizations for which it can be clearly demonstrated that a major public or institutional benefit will be rendered.
  2. Programs or activities sponsored by recognized health or health related professional organizations when it can be clearly demonstrated that a major benefit will be rendered in enhancing the professional competence of recognized practitioners of the health professions.
  3. Programs or activities sponsored by recognized service and/or social organizations composed of members of the families of students, staff, residents, interns, faculty or alumni of the Medical College of Georgia. It must be clearly demonstrated that a major institutional benefit will be rendered by such programs or activities.
  4. Programs or activities necessary for the provision of health care to the people of this community, district, state and region when such programs and activities are within the capability of the college and/or essential for the educational purposes of the College.
- The use of College offices or other space shall not be granted to any organizations or groups who propose to use such facilities for any unlawful activity or for the purpose of organizing or aiding any unlawful activity.
- The use of College offices or other space shall not be granted to groups, including community organizations who are not affiliated with the Medical College of Georgia for:
  1. any commercial or business enterprise.
  2. political campaigning or fund raising for political purposes

3. social, recreational, and athletic programs or activities.

Campus organizations, including formally registered student organizations, shall have access to Medical College of Georgia facilities for regular meetings and other events related to the stated objectives and purposes of the organization.

### **Student Organization and Activity Fair**

The Student Organization and Activity Fair will be held on Wednesday, August 19, 2009 from 11:00 AM – 1:00 PM in the Wellness Center. The fair will be open to all MCG students, and will give organizations the opportunity to gain visibility on campus and recruit new members. All registered organizations are required to attend.

### **Responsibilities of Registered Organizations**

1. Financial Responsibility
  - Use of allocated student activities monies must conform to the purposes and practices approved by the allocating authority.
  - Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.
2. Conformance with Organization Purpose
  - Activities of organizations must be in conformance with their applications' stated purposes
3. Campus Displays
  - Displays, including but not limited to posters, notices or banners, which litter the campus or damage the property or the institution or of other persons or entities, or which are obscene, or which materially interfere with the regular and orderly operation of the institution, are prohibited.
4. Disorderly Conduct
  - Organization activities which may encourage or precipitate riots or other disturbances which materially interfere with the regular and orderly operation of the institution are prohibited.
5. Law Violations
  - No organization shall commit, encourage, condone or contribute to violations of institutional statutes and regulations, the Policies of the Board of Regents, or the laws of Georgia or the United States.
6. Eligibility for Membership and Officer Status
  - Active membership shall be confined to regularly enrolled students
7. Information to be submitted to Campus Life Services

- A list of officers must be submitted to Campus Life Services within 7 days after each election.
  - A copy of each organization's constitution and bylaws and of all subsequent amendments thereto must be submitted to Campus Life Services within 7 days after enactment.
  - Hazing, defined as any action taken, or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment or ridicule, is strictly prohibited.
8. Organization Publications
- Student Organization publications shall not contain material which is obscene or defamatory, or which may create a substantial likelihood of material interference with the regular and orderly operation of the institution.
  - Student organizations publications shall abide by the guidelines and policies established by the institution.

The Board of Regents has determined that the use of marijuana, controlled substances or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the University System of Georgia. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of institutions of the University System, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which, through its officers, agents or responsible members, knowingly permits, authorizes or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt. Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one year. Any lease, rental agreement or other document between the Board of Regents or the institution and the student organization which relates to the use of the property leased, rented or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above. All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents (Article VIII of the Bylaws).

An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board's review unless the Board so

directs. Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter

### **Implementation of Regulations**

Charges of violations shall be submitted to the Director of Campus Life Services. The Director may impose the following sanctions if deemed necessary:

- Cancellation of recognized status
- Imposition of monetary fines, withholding or withdrawal of allocated student activities monies
- Imposition of restitution for damages
- Removal of any of the organization's officers or members from participation in the organization or its activities
- Restriction of any of the privileges or rights enjoyed by organizations

An organization may appeal the imposition of any sanctions by the Director of Campus Life Services to the President of the Medical College of Georgia.

### **Time to Consider Application**

Campus Life Services requires a total of thirty days to consider all applications for the formation of student organizations.