

# GEORGIA STATE UNIVERSITY STUDENT CODE OF CONDUCT AND ADMINISTRATIVE POLICIES

## I. CHARTERING STUDENT ORGANIZATIONS

### 1. Definition of Terms

Chartered student organizations at Georgia State University are groups of students who come together to express a common purpose, accomplish certain goals, explore opportunities, and serve the campus community. The University Student Life and Development Committee is responsible for approving petitions to charter. Students involved in chartering a student organization should determine which category their petition to charter falls under prior to seeking to be chartered:

a. **New Charter**

A student group that is petitioning to establish at the institution for the first time (see sections I.8 and I.9 for specific guidelines).

b. **Renewal Charter**

A student group that already has an established charter at the institution and seeks to maintain active status. The renewal process occurs May 1 of each academic year and is facilitated by the Office of Student Life and Leadership (see section I.10 for specific guidelines).

c. **Re-Established Charter**

A previously chartered student group that is petitioning to be recognized after a period of inactivity exceeding 24 months. Student groups receiving a University judicial sanction that causes any amount of inactivity must petition as a re-established charter (see section I.12 and I.13 for specific guidelines).

d. **Inactive Charter**

A group that once existed at Georgia State, but is currently not recognized and unable to operate as a chartered student organization. The inactive status of a charter will result in a loss of all the benefits outlined in section I.2 (see section I.11 for specific guidelines).

e. **Terminated Charter**

A group that once existed at Georgia State but has been removed permanently from the University (see section I.14 for specific guidelines).

### 2. Benefits

Before creating an organization, students are encouraged to review the roster of chartered groups to avoid creating a new group that has similar goals to a group that already exists. Chartered groups are recognized as a part of the University community and are granted the privileges set forth below. Chartered groups may:

- a. be listed on the Office of Student Life and Leadership website
- b. reserve meeting rooms and event space
- c. be assigned a mail box in the Office of Student Life and Leadership
- d. petition for Student Activity fee funding
- e. request ownership of a web account and a link to the Georgia State University homepage
- f. reserve vehicles through the Office of Student Life and Leadership for officially recognized travel sponsored by a chartered student organization, department or the University
- g. promote or advertise the organization on campus

# GEORGIA STATE UNIVERSITY STUDENT CODE OF CONDUCT AND ADMINISTRATIVE POLICIES

## 3. Jurisdiction

An organization or activity whose membership includes students may be considered to be under University jurisdiction when it seeks to exercise one of the following privileges:

- a. hold meetings on University premises
- b. use the facilities of the University for carrying on business
- c. accept such financial support as may be available from the University
- d. solicit funds or distribute materials to members of the University community
- e. include the name Georgia State University (or any similar indication of University affiliation) at the end of its name
- f. use the campus mail service
- g. promote or advertise the organization on campus

## 4. Preliminary Steps

Students involved in the proposed organization should take preliminary steps prior to seeking to be chartered:

- a. select a name (see section I.15 for specific guidelines)
- b. adopt a statement of purpose
- c. determine eligibility for membership
- d. select a faculty or staff advisor, who must be a full-time employee of the University. Graduate students, temporary employees and part-time employees may not serve as the designated advisor to a chartered student organization.
- e. identify officers and their duties
- f. create a constitution

## 5. Conditions for Chartering

The conditions set forth below must be met and maintained at all times to qualify for a student organization charter at Georgia State University. Failure to maintain compliance with the conditions set forth below will result in administrative suspension or termination of the group and immediate loss all benefits afforded by the University to chartered student groups including, but not limited to, those identified in section I.2.

- a. Good Standing - Being in good standing with any state, regional, and/or national governing bodies, where applicable, is a condition of being a chartered student organization at Georgia State University. Upon notification of the loss of good standing, Georgia State University will take appropriate corresponding action up to and including suspension of the student organization's charter and all privileges afforded to chartered student organizations. Organizations that have their charters suspended shall immediately:
  - Cease all activities including, but not limited to, intake/recruitment activities, collection of dues, organizational meetings, and educational, social, recreational and philanthropic activities;
  - Relinquish the organization's designated room/office in University facilities, when applicable;
  - Lose existing reservations and the use of any University facilities, equipment or services that obtained on the basis of being a chartered organization;
  - Be excluded from recognition as a Georgia State University student group in University publications;
  - Lose the right to represent the organization as being affiliated with Georgia State University (e.g., no use of the University's name in relation to the organization's name whether on organization websites, in organization publications);
  - Become ineligible, as a group, to participate in, cosponsor, or host University athletic, educational, cultural, social or other events;

## GEORGIA STATE UNIVERSITY STUDENT CODE OF CONDUCT AND ADMINISTRATIVE POLICIES

- Become ineligible for student fee allocation, awards, honors, or any other privileges afforded to chartered student organizations and their members.
- b. Non-Discrimination – Abiding by Georgia State University’s non-discrimination requirements as set forth herein is a condition of being a chartered student organization at Georgia State.

The University recognizes that a nondiscriminatory environment complements its commitment to academic inquiry, intellectual discourse and personal growth. Georgia State also recognizes the interests of students to organize and associate with like-minded students. Accordingly, any individual who subscribes to the goals and beliefs of a student organization may participate in and become a member of the organization.

Membership, leadership and participation in the organization must be open to all students without regard to race, color, sex (unless exempt under Title IX), age, religion, national origin, sexual orientation, gender identity, marital status, disability, or status as a U.S. veteran. Organizations may limit membership and/or leadership in the organization to students who, upon individual inquiry by the organization, affirm that they support the organization’s goals and agree with its beliefs, so long as no student who meets these criteria is excluded based on his or her race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or a status as a U.S. veteran.

### 6. Special Procedures

In addition to being recognized by the Student Life and Development Committee, certain groups must also seek prior approval from appropriate governing bodies.

a. **Social Fraternities and Sororities**

Expansion involves inviting inter/national fraternities and sororities to establish chapters at Georgia State University. This is encouraged when a need exists and the Greek community is viable for additional chapters. Expansion of social fraternities or sororities requires the adherence to the Greek Life Expansion Policy outlined by the Office of Student Life and Leadership. Only inter/nationally recognized fraternities and sororities may be considered for expansion. Individuals wishing to re-establish a Greek letter organization must follow the expansion policy outlined by the Office of Student Life and Leadership.

b. **Sport Clubs**

Sport Club student organizations are made up of individuals that have a desire to compete or participate in a sport throughout their college career. These sport clubs are formed because no varsity team exists, or because the talent, dedication, and interest to the sport demand an opportunity other than varsity athletics or intramurals. Sport Club teams function under student leadership and the monies needed to support them are generated through membership dues, fundraisers, donations, Department of Recreation Services or University support. Coaches and leaders are often unpaid volunteers or students. Teams or groups hold regular practices and often compete in an organized league with other collegiate sport club teams. Prior to any sport club filing a petition to charter, the group must obtain approval from the Sport Clubs Coordinator in the Department of Recreation Services.

# GEORGIA STATE UNIVERSITY STUDENT CODE OF CONDUCT AND ADMINISTRATIVE POLICIES

## c. **Publication and Media Groups**

These groups must receive approval from the Committee on Student Communications, prior to their submission of the "Petition to Charter" (see section I.18 for specific details).

## 7. **Faculty or Staff Advisors**

Each campus organization is required to have a faculty or staff advisor and to register that name at the Office of Student Life and Leadership in order to be recognized. The advisor must sign "Petition to Charter" forms, Officer Update forms, and Charter Renewal forms and additional forms as needed. In addition, the advisor's duty is to counsel and advise the officers and members of the organization. No advisor shall have the power to prohibit the expression of editorial opinion by a unit of campus media. The Office of Student Life and Leadership may assist an organization in obtaining an advisor.

## 8. **Petition for a New Charter**

After the preliminary steps have been accomplished, a "Petition to Charter" form should be obtained from the Office of Student Life and Leadership, Suite 330, Student Center. The form can also be downloaded from the Student Life and Leadership website at [www.gsu.edu/studentlifeandleadership](http://www.gsu.edu/studentlifeandleadership). This typed form must be completed and returned to the Office of Student Life and Leadership. An appointment with the designated representative in the Office of Student Life and Leadership shall be scheduled to review the petition. Submission of a "Petition to Charter" does not guarantee approval.

## 9. **Steps of New Charter**

The steps of chartering a new student organization are as follows:

- a. complete all preliminary steps (See section I.4 for details)
- b. the "Petition to Charter" is filed with the Office of Student Life and Leadership
- c. the petition is reviewed by the Office of Student Life and Leadership. Approval is required.
- d. the petition is reviewed by the Student Life and Development Committee of the University Senate. Approval is required.

Notification will be sent from the Office of Student Life and Leadership notifying the group of the approval or non-approval of the group's application. Upon such approval by the Student Life and Development Committee, the group is considered a chartered student organization at Georgia State University.

## 10. **Petition for Annual Renewal**

Each chartered group must file an annual renewal form to the Office of Student Life and Leadership, Suite 330, Student Center. This shall be accomplished by May 1st of each year. Renewal of charters will not be granted until the typed renewal form is completed, signed by the advisor, and returned to the Office of Student Life and Leadership. Failure to comply with the rules outlined by the Office of Student Life and Leadership will result in an inactive status. Organizations that do not meet the May 1st deadline will be deemed inactive by the Office of Student Life and Leadership.

## 11. **Inactive Status**

The inactive status of a charter will result in a loss of all the benefits outlined in section I.2. The charter status of a student organization shall become inactive if the annual renewal is not completed by May 1 each year. Failure to comply with others rules outlined by the Office of Student Life and Leadership may also result in an inactive status. Any chartered student organization deemed inactive for more than 24 months or been judicially sanctioned resulting in any period of inactivity, must file a petition to re-establish. Upon inactivation of the student organization a notification will be sent to the president and advisor on record.

## 12. **Petition to Re-Establish a Charter**

A "Petition to Re-Establish" form should be obtained from the Office of Student Life and Leadership, Suite 330, Student Center. An appointment with the designated representative in the Office of

## GEORGIA STATE UNIVERSITY STUDENT CODE OF CONDUCT AND ADMINISTRATIVE POLICIES

Student Life and Leadership shall be scheduled to review the petition. Submission of a “Petition to Charter” does not guarantee approval.

### 13. Steps to Re-Establish a Charter

The steps to re-establish a previously chartered student organization are as follows:

- a. meet with the designated representative in the Office of Student Life and Leadership to confirm intent to re-establish a previously chartered student organization.
- b. review prior charter documentation on file with the Office of Student Life and Leadership.
- c. revise the charter constitution on file
- d. select a faculty or staff advisor, who must be a full-time employee of the University. Graduate students, temporary employees and part-time employees may not serve as the designated advisor to a chartered student organization.
- e. the “Petition to Re-Establish” is filed with the Office of Student Life and Leadership.
- f. the petition is reviewed by the Office of Student Life and Leadership. Approval is required.
- g. The petition is reviewed by the Student Life and Development Committee of the University Senate. Approval is required.

Notification will be sent from the Office of Student Life and Leadership notifying the group of the approval or non-approval of the group’s application. Upon such approval by the Student Life and Development Committee, the group is considered a chartered student organization at Georgia State University.

### 14. Termination of Charter

The charter of a student organization may be terminated by the Student Life and Development Committee. The termination of a charter will result in a permanent loss of all benefits outlined in section I.2. Appeals of the termination may be made in writing to the Office of the Dean of Students.

### 15. Use of University Name and Facilities

- a. To be eligible to use the words “Georgia State University” in its name, a student organization must be chartered by the Student Life and Development Committee, which has been designated by the Dean of Students as the authority to charter student organizations. However, unless given express written permission by the University, no student organization may use “Georgia State University” as a prefix to their names (example of prohibited use: “Georgia State University ABC Club”). The only allowed identification is the “ABC Club at Georgia State University”. No student organization may use the University’s name in such a way that states or reasonably implies that the activities of the organization are official University actions or are endorsed by the University. For example, no student organization may identify the University as a sponsor of an activity because such reference gives the appearance of University endorsement of the involved activity. It shall be a violation of this section to use the University name in such a way as to give the impression that action taken by the student group or its individual members is official University action.
- b. All student organizations approved by the Dean of Students and Committee on Student Life and Development are eligible to meet on University premises provided that they make reservations through the Reservations Office, Suite 345 Student Center, in accordance with the rules and regulations for room and space reservations. Requests for space outside of the jurisdiction of the Reservations Office must be approved by the appropriate authority. Students and student groups may not make reservations in the name of the student group for use of University space by non-University groups, people or entities.

# GEORGIA STATE UNIVERSITY STUDENT CODE OF CONDUCT AND ADMINISTRATIVE POLICIES

## **16. Academic Standards for Membership in Student Organizations**

Members of student organizations must have and maintain at least a 2.0 Georgia State cumulative grade-point average or better and must not be on academic probation or suspension. An organization officer whose Georgia State cumulative grade-point average drops below 2.0 or who is on academic probation or suspension must relinquish his/her elected or appointed office in the organization until such time as he/she meets the required 2.0 cumulative GPA.

## **17. Additional Policies**

- a. No student organization may collectively, or through the actions of its individual members, engage in discriminatory, harassing, obscene or indecent conduct.
- b. Each organization is required to have and maintain an advisor who is a full-time faculty or staff member at Georgia State University.
- c. Student organizations must follow all rules and regulations related to Student Fee Usage guidelines. Any organization collecting monies through dues, sale of goods, donations, etc. other than through the Student Activity Fee Allocation Process, must open and maintain a bank account in the name of the student organization and run all of the non-fee money through the account. Only current officers of the organization are allowed to perform transactions on the account.
- d. Student organizations must cooperate with all reasonable requests for information by the University including, but not limited to, requests to review financial information and records.

## **18. Committee on Student Communications**

The Committee on Student Communications has been authorized by the Dean of Students to oversee the operation of University media organizations, to select or recommend the selection of the editor or general manager of each such organization and to make necessary policies that govern the operations of such organizations.

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