



Registered Student Organization Handbook

Valdosta State University

Adopted: 2026

SECTION 1. Registered Student Organization (RSOs)

1.1 Student Organization Status

- Large Student Organization
 - Any organization comprised of 26 or more members
- Active Student Organization
 - Any organization comprised of 11-25 members
- Emerging Student Organization
 - Any organization comprised of 5-10 members

1.2 Classification of RSOs

- Professional
 - Organizations related to an academic discipline/college or professional field available at Valdosta State University
- Club Sports and Recreational
 - Organizations that are formed to promote recreational purposes. These organizations are managed by the Recreational Supervisor in Campus Recreation.
- Fraternity and Sorority Life
 - Organizations affiliated with the College Panhellenic Council, Interfraternity Council, Multicultural Greek Council, and National Pan-Hellenic Council.
- Honorary
 - Organizations formed to recognize or honor excellence in a specific field and which have selective membership; i.e. requirements for membership
- Community Belonging
 - Organizations that promote or enhance specific traditions or related activities on campus. Their goals are to explore and celebrate their heritage while offering programs and services.
- Religious/Spiritual
 - Organizations affiliated with or promoting a religion, set of religious beliefs or lack thereof.
- Service
 - Organizations providing volunteer services or assistance to the university and local community through altruistic or philanthropy events.
- Special Interest
 - Organizations promoting or related to specific, defined interests.

1.3 Organization Coaches

To better serve the student organizations, each RSO will be assigned to a member of the Student Life staff. This staff member will serve as the Organization Coach and provide one-on-one advising support and be the organization's main contact point.

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1.4 Benefits of Becoming a Registered Student Organization (RSO)

Benefits of Becoming a Registered Student Organization (RSO) Organizations with the status of Registered Student Organization (RSO) have:

- Access to leadership development opportunities and resources for individual and organizational development including access to leadership resources, such as books and program guides.
- The ability to reserve university facilities for meetings and events for free within business hours. Additional costs may be added under special circumstances.
- Access to post announcements on university bulletin boards and appropriate campus structures.
- Campus posting privileges including chalking and posting flyers in compliance with the University Posting Policy
- Eligibility to win awards through the Student Life Office's Excellence Program
- Specialized training to develop a better understanding of organizational processes, and university policies and procedures.
- Authorization to request funds from the Student Government Association (SGA) in accordance with established procedures and guidelines.
- Access to volunteer opportunities, event planning resources, supplies for retreats and presentations.
- Connection to other Student Affairs departments and their resources for events and programs.
- Utilization of BlazerLink to send out announcements and manage RSO operations.
- Ability to utilize the Valdosta State University (VSU) name and logo in accordance with Visual Standards
- Assistance from the Student Life Office in starting and maintaining a student organization and consultations to help in organizational development

1.5 Expectations of RSOs

At Valdosta State University, RSOs are granted privileges and resources. In exchange, it is essential to adhere to and fulfill the following expectations of being a registered student organization.

RSOs will:

- Complete the annual registration process with the Student Life Office by submitting all required information on BlazerLink, participating in the RSO workshops, and making timely updates to organization's information (officers, constitution, etc.) as changes occur.
- Meet with their organization coach at least once a semester.
- Submit the Student Organization Excellence packet located on Blazerlink in the Spring semester of each year.
- Host at least two events a semester
- Attend the Fall Student Organization Summit and the Spring Leadership Conference
- Follow and abide by all federal, state, and local laws and regulations, and all policies and procedures of Valdosta State University, including the Valdosta State University Student Code of Conduct and the Student Organization Handbook.
- Remain in good standing with all Valdosta State University campus departments and conduct themselves in a manner that correlates with the mission of the University.
- Obey the rules and regulations expressed in the organization's constitution, including the non-discrimination and non-hazing requirements for membership.
- Meet all financial obligations incurred by the organization and abide by the SGA Finance Guidelines when applicable.
- Obtain a Valdosta State University Foundation account or checking account with a bank to secure the organization's funds.
- Ensure proper planning and execution of organization events and consult with the Student Life office for help with event policies and contract management.
- Provide sufficient training during the officer transition process.
- Have an advisor who is a full-time VSU faculty, staff or administrator. If an advisor resigns, the student organization has one month to find a new advisor. If they cannot find an advisor, they will be placed on the inactive list.
- Meet with the organization Advisor at least once a semester. It is recommended that RSOs meet with their advisor once a month.
- Ensure proper use of campus resources, including meeting and event space, office space, and other benefits granted to the organization.
- Unauthorized or malicious damage to the property of the University or other persons or entities resulting from organizational activities is prohibited and the student organization shall be responsible for all damages
- Organizational activities that encourage or precipitate riots or other disturbances, which materially interfere with the regular operation of the University, are prohibited.
- No organization shall commit, encourage, condone or contribute to violations of university statutes and regulations, and policies of the Board of Regents, of the Laws of Georgia and the United States.
- Conformance with organizational purpose- Activities or organizations must be in conformance with their application's stated purposes.
- Transition status each year to receive full RSO benefits. Any group which renews after this time or is chartered during the fiscal year will be inactive.
- Late organizations will only receive active status after meeting with their organization coach.
- Maintain a minimum of five (5) fully matriculated members.
- Maintain a President and Event Planner who is currently enrolled as a student at Valdosta State University in good standing.

- Not discriminate in their operation, programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, marital status, and political affiliation, status as a veteran, genetic information or disability. Notwithstanding the foregoing:
 - Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.
 - Student organizations which qualify as social fraternities or sororities under Title IX of the U.S. Education Act Amendments of 1972 (20 U.S.C. § 1681(a)(6)(A)) will not be denied registration solely because they limit membership or leadership positions on the basis of sex as permitted by Title IX and its implementing regulations.
- Report use of off-campus facilities. RSOs which use non-campus property (property owned or controlled by the RSO) or use an off-campus facility on a regular basis for meetings and programs, which include houses, lodging and community space, proof of insurance, certificate of building inspection and proof of fire inspection must be provided when registering as a student organization. It is the expectation of Valdosta State University that non-campus property will be inspected by the appropriate local and state inspectors on an annual basis to maintain quality conditions for utilizing the space. Documentation will be valid for one academic year: August-July.
- Any group planning to host an event, which meets any and/or all of the following guidelines, must submit a completed RSO event registration form **at least two weeks prior to your event**. Events cannot be advertised until final approval from The Office of Student Life has been received as coordination of activities and management of space is essential with the end goal being a safe and successful event. This form ensures all University officials, student organizations, event services, agree on the expectations and execution of the plans for the event.
 - For events social in nature, a completed Social Event Registration form is due **three (3) business days prior to the event**. See the Social Event Policy Appendix for more information.

SECTION 2. Starting a New Student Organization

2.1 Creating a New Organization

An organization seeking registration must meet with the Student Life Office to start the process of becoming a Registered Organization. After the initial meeting the organization must complete the follow items:

- Constitution containing the following information:
 - The name of the organization.
 - Purpose statement – Your goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising your organization.
 - Qualification of membership – what does it take to be a member of your RSO?
 - President and Event Planner must be a VSU Student currently enrolled in good standing.
 - Officer position and structure – how are your officer positions selected and organized?
 - Non-Discrimination Statement and Anti-Hazing Statement
- Number of students wishing to join (must be 5 or more students), unless approved by the Student Life office.
- Valdosta State University Full-time Faculty or Staff Advisor (name, phone number and VSU email)
- Explanation of any extra-campus affiliation (e.g. national parent organization)

Once the above-mentioned items are submitted to the Student Life Office, the Organization Coach will set up a meeting to complete the registration process and review any policies with the organization. The Student Life Office will examine each application and reject those not submitted in the proper form. A representative from the prospective organization may request a hearing on the proposed registration and, if necessary, may appoint a registration committee to review all facts pertinent to the establishment of such an organization on the Valdosta State University campus.

2.2 Expansion Policy for Fraternity and Sorority Life

The Office of Fraternity & Sorority Life is committed to developing fair processes, policies and guidelines for colonization of chapters of inter/national fraternities and sororities at Valdosta State University. Inter/national fraternities and sororities who seek to establish a colony should read these guidelines and criteria carefully and follow the processes and procedures outlined herein.

This policy will serve as a guideline for all groups with the intent to establish a new social fraternity or sorority at Valdosta State University. In order to provide maximum stability, guidance and support for each group, all fraternities and sororities intending to apply for recognition must be an inter/national fraternity or sorority. Preference will go to members of the following national umbrella organizations:

- North American Interfraternity Conference (NIC)
- National Panhellenic Conference (NPC)
- National Pan-Hellenic Council (NPHC)
- National Association of Latino Fraternal Organizations (NALFO)
- National Multicultural Greek Council (NMGC)
- National Asian Pacific American Panhellenic Association (NAPA)

Valdosta State University reserves the right to implement a moratorium on expansion or recolonization at any time. In addition, fraternities and sororities that decide not to adhere to the expansion policy will not be recognized by Valdosta State University and will be listed as a nonregistered organization on the Office of Fraternity & Sorority Life and Office of Student Life websites.

Fraternity and Sorority expansion for inter/national fraternities or sororities can occur in three ways:

- Through the fraternity and sorority community (IFC, MGC, NPHC, or CPC), where it is decided that expansion is desired, and the University determines expansion is desired.
- A group of Valdosta State University students request to establish a chapter (new or previously recognized)
- Through an inter/national fraternity or sorority desiring to expand

For more information regarding the expansion policy and committee, please refer to the Expansion Policy Appendix.

2.3 Eligibility for Membership and Officer Status

Active membership shall be confined to currently enrolled Valdosta State University students. Twelve (12) credit hours is the minimum course load for any student participating in a student organization.

For all RSO classified as Professional, Honorary, Community Belonging, Religious/Spiritual, Service, and Special Interest:

- A student must maintain a semester GPA of a 2.0 to be a member of a student organization and must keep a 2.0 GPA per semester to remain a member in good standing. A student must have and maintain a 2.5 GPA per semester to be eligible to serve as an officer of a student organization. Organizations have the right to raise or require a higher GPA for membership or officers.

For RSOs classified as Fraternity and Sorority Life:

To be eligible to **join** Fraternity & Sorority Life, a student must fit into one of three categories and meet the requirements listed therein.

- First Year Student: A first semester first year student must have a minimum 2.5 cumulative high school GPA as calculated by the Office of Admissions.
- Current Students: Current Valdosta State University students with an established college GPA may join at any time during their collegiate careers given that they have a cumulative GPA of 2.50 or higher based on 12 or more credit hours and a minimum semester GPA of a 2.50 the semester prior to joining. Students must also be in Good Standing with the University.
- Transfer Students: Current Valdosta State University students who transferred to the University with an established college GPA may join at any time during their collegiate careers given that they have a cumulative GPA of 2.50 or higher based on 12 or more credit hours and a minimum semester GPA of a 2.50 the semester prior to joining. Students must also be in Good Standing with the University.

All Fraternity and Sorority Life organizations are required to maintain a minimum chapter grade point average of 2.5 per semester. See Appendix B for more information on academic probation.

SECTION 3. Liability Information

3.1 General Information

Valdosta State University holds each organization responsible for the actions of its members and their guests. Furthermore, all student organizations will abide by the Valdosta State University Code of Conduct. It should also be noted that if disciplinary actions are taken against a student organization, the disciplinary process under *Appendix B* of the *Student Code of Conduct* would be followed.

Although the University cannot provide constant, on-site supervision of all activities, it reserves the right to attend organization functions and enter any premises under the control of an organization when it deems necessary. Valdosta State University also reserves the right to discipline organizations and individual students when there is evidence of misconduct or the alleged violation University rules, regulations or outside laws are brought to the attention of the University. Your organization can be held accountable for upholding the Valdosta State University student code of conduct even if the event is held off campus.

SECTION 4. ADDITIONAL INFORMATION

4.1 Food Options

Valdosta State University has contracted with Aramark to provide all food services, including catering. All groups wishing to have food at their event need to contact Catering, conveniently located in the Student Union. Donated food will be allowed. Donated food is defined as food brought in by the users and not delivered (i.e. Pizzas, sub- sandwiches, etc. - prepackaged, premade foods)

Organizations are prohibited from cooking food on campus unless it is with University Catering (Aramark) or an approved vendor. Exceptions to this policy may be approved by Campus Reservations and Facilities.

4.2 Parades, Student Rallies, and Other Such Gatherings

Must be limited to areas designated by either the published notice for such activities or designated by the Freedom of Expression Policy as described in the Student Handbook's Code of Conduct, Appendix D.

Outside parades, student rallies, and other such gatherings which interfere with pedestrian or vehicular traffic on campus must be cleared with the Student Life Office and the Department of Public Safety, before they may be undertaken, as well as with the proper civil authorities if the event is held off campus.

Use of facilities, equipment, and other University property shall be subject to reasonable scheduling by Campus Reservations and Facilities to promote fair sharing of their use.

4.3 Amplified Sound/Noise Policy

Organizations hosting events that involve amplified sound must indicate this when completing the Event Registration Form. This includes events in which the organization will not use equipment provided by the Office of Student Life or Student Union, such as a DJ. The Office of Student Life reserves the right to deny the use of amplified sound if excessive noise disrupts academic or religious pursuits or the sleep environment in the residence halls. Quiet hours in the residence halls are from 11pm- 10am. Music with vulgar or explicit language is prohibited.

4.4 Film Screening Guidelines

All film events scheduled by RSOs must comply with federal copyright law, which regulates the public exhibition of films. Screenings for public display on campus do not qualify as "educational fair use" exemptions granted by the federal code. To ensure that the University complies with federal law, permission or license from the copyright owner must be obtained for any film that will be displayed to the public. To obtain a license or permission, sponsors of screening events must follow procedures described by the three criteria below. Only one of these three criteria must be met to authorize a screening event. It is the sole responsibility of the RSO to ensure that one of these criteria has been met prior to their screening event. Failure of an RSO to fulfill these obligations will result in their screening event's cancellation. A cancellation for this reason will not absolve the RSO of its financial obligation for the event.

Criteria for permissible screenings:

- Provision is made with the Campus Activities Board or its program advisor to obtain a license and rent the film through a theatrical or non-theatrical vendor. CAB and its advisors will then obtain a license and, in most cases, provide the film to be exhibited. Unless other arrangements are made with CAB, the RSO will be billed for the licensing fee.
- The RSO will assume responsibility for obtaining the license from the film's non-theatrical distributor. Contact information for most distributors may be obtained from Student Life. A copy of the distributor's invoice and a record of payment for the license must be submitted to Student Life before the screening. All text on these copies must be legible, including the distributor's contact information.
- Permission to publicly display the film is obtained from the copyright holder or their agent. A letter providing clearance is required for Student Life files. Each letter should be under a letterhead, indicating the discoverable titleholder for the film's copyright. Letters should describe the specific circumstances of the screening, including place, date, time, number of screenings allowed, and whether an admission charge is allowed. The letters should clearly state that Valdosta State University and the sponsoring organization are granted permission to screen the film under the specific circumstances described.

Proof of Licensing or Copyright Clearance Required:

The necessary paperwork required by criteria #2 and #3 should be provided to Student Life with the organization's event registration form. Should the RSO fail to provide a record of licensing or similar clearance for a screening with their event registration, Student Life has the right to cancel the booking and the event. Any public notice of a screening that has not yet met one of the preceding criteria shall likewise make the event subject to cancellation. (Such cancellation will not affect any reservation fees or other billable expenses associated with the event).

4.5 Auction Events

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). Events like these may be considered sexual discrimination and/or hazing.

4.6 "Pieing" and "Watering" Events

RSOs are permitted to host "pieing" members events with items such as whip cream and other ice cream toppings to help raise money for the organization. Due to the nature of the whip cream staining the concrete walls and sidewalks on campus, it will be required at all "pieing" and "watering" events will need to take place on Converse Square or Palms Quad grass and have a tarp down to avoid damage to the grounds. "Watering" events are permitted on Converse Square **only**. RSOs are also permitted to host "watering" members events but will need to provide their own water hose.

RSOs must provide water and paper towels for the participants to clean themselves up. Any “pieing” events outside of the approved location will be a violation of this policy, and the RSO will be responsible for all costs with clean up and maintenance.

4.7 Travel

RSO traveling to an activity, whether or not that event is sponsored by the registered student organization or utilizing university funds or resources, must complete an [Authority to Travel Form](#). “Travel” is defined as any time a student organization leaves Valdosta/Remerton area for organization-related business. The necessary forms can be accessed through the university website [Travel Procedures](#). Recognized Student Organizations are reminded that travel should generally not be required of the organization’s members unless it is fundamental to the purpose of the organization, or otherwise critical to its mission or goals. Please note students will be held to all institutional policies, state and federal laws while traveling and representing the organization and university. For example, if the RSO, VSU Fun is traveling together for Spring Break, an Authority to Travel Form is not needed if they are just going somewhere and the common thread is they are all in the same organization. However, if the group is traveling on Spring Break and attends a conference or conducts a game watch, the Authority to Travel Form would be necessary.

4.8 Advertising and Marketing

RSOs must make sure that all materials used to advertise for meetings or events are approved by the Student Life Office. These materials and strategies include:

- Indoor signage at event site
- Outdoor banners/sheet signs
- Campus Digital Signage – these will be approved by the New Media Center
- Sidewalk Chalk
- Print Shop
- Email messages for the list-serve may be emailed to students@valdosta.edu
- Spectator
- BlazerLink

4.9 Resource Room

This room is available for all RSOs to use for crafts and sheet sign painting. Student Organizations are upheld by the rules on the door and the handbook. If there is a mess or supplies have been left without proper cleaning and returning to their original place the organization can get fined and lose their rights to use the room.

APPENDIX A. Finances and Funding

A. Money Transfer Apps

Money transfer apps include: Venmo, CashApp, Zelle, Apple Pay, and any other apps that transfer money through a peer-to-peer model. Student Organizations can use such applications following this policy.

- We do not support using more than one form of transfer app accounts at an event.
- The balance of the account must be at \$0 and a screenshot of the balance must be sent to another member (President or Treasurer) and their advisor.
- Each transaction that happens through the app must receive a receipt, one for the purchaser, and one for the organization.
- After the event, the balance should be screenshotted and sent to the same member (President or Treasurer).
- The receipts are tallied and compared to the total on the money transfer app.
- The account holder of the money transfer app should withdraw and deposit the money via check or cash to the organization's back account within 48 hours of the end of the event.
- Submit this information with your financial report at the end of the year.

If an organization is found to have mishandled organization funds in any way, they will be placed on inactive status for one semester. When the inactive status is lifted, the RSO must use a University Foundation account to handle funds.

B. Financial Report

The following RSO categories are required to submit a financial report by May 3, 2026:

- Professional
- Club Sports and Recreation
- Honorary
- Community Belonging
- Religious/Spiritual
- Service
- Special Interest

This report should include any profits and expenses the organization accrued during the Fall 2026 and Spring 2027 semesters. An outline of this report can be found under the Documents section of the Student Life Office on BlazerLink.

APPENDIX B. Social Event Procedures and Events Policy

The following procedures are to be followed for each social event hosted by an organization. In addition, each organization is responsible for following its own inter/national organizational and organization policies concerning risk management and social events, if applicable.

A social event is defined as:

- a. Events where the primary focus is social in nature
- b. Events where alcohol is present
- c. Events where no formal agenda or program is provided
- d. Events where admission is charged
- e. Events open to non-VSU students or community members

A. Events with Alcohol

The Student Life Office recommends that all events where alcohol is present take place at an insured and certified third party vendor. It is the event host's responsibility to implement a sound risk management plan and ensure all social events taking place where alcohol is present conform to the following standards as well as the Valdosta State University Alcohol Policy stated in the Student Code of Conduct:

1. Registered Student Organizations at Valdosta State University may not host, financially support or participate in any event open to the general public where alcohol is permitted. Any exception must be reviewed in consultation with the Director of Student Life at least 72 hours prior to the beginning of the event.
 - a. RSOs may host closed events where alcohol may be present and where invited guests may be in attendance, subject to compliance with state and federal law, local ordinances and University regulations.
2. All social events where alcohol is present will be private events. A private invite is limited to the members of the host organization and their invited guest. The event must also be BYOB (bring your own beverage) or closed functions using a third party vendor to handle the alcohol. The host organization cannot purchase alcohol with organizational funds or participate in the purchase of alcohol in any other manner (no bar tabs, use of personal checking accounts, pooling of funds or "passing the hat," etc.).
3. Alcohol products above 15% ABV are **PROHIBITED** in any organization facility or at any organization event, except when served by a licensed third-party vendor.
4. The total number of persons present may not exceed three times the membership of one host organization or 100 guests, whichever is greater. Any exception must be reviewed in consultation with the Director of Student Life at least 72 hours prior to the beginning of the event.
5. The event, on or off campus, must be registered with the Student Life Office at least 72 hours prior to the date of the event.
 - a. **FRIDAY, SATURDAY, OR SUNDAY event:** Form due prior *Tuesday* by 5:00 PM
 - b. **MONDAY evening event:** Form due prior *Wednesday* by 5:00 PM.
 - c. **TUESDAY evening event:** Form due prior *Thursday* by 5:00 PM.
 - d. **WEDNESDAY evening event:** Form due prior *Friday* by 3:00 PM
 - e. **THURSDAY evening event:** Form due prior *Monday* by 5:00 PM

6. A sign shall be conspicuously displayed at all entrances indicating the event is restricted to members and invited guests and stating the ending time of the event.
7. If alcohol and invited guests are present at an event, the host organization must provide adequate identifiable security personnel or other security measures to ensure the safety of others in attendance during the entire event, including the 30 minute allowance for crowd dispersion at the end of the event.
8. Advertising on campus or social media of a social event where alcohol may be present is **prohibited**.
9. Each person attending the event is responsible for bringing his/her own alcohol for personal consumption (no more than one six pack of beer per person). Underage persons may not bring alcohol into any social event hosted by an organization. The organization is responsible for ensuring individuals bring in and consume only their own alcohol.
10. Organizations are responsible for taking steps necessary to prevent uninvited guests and noticeably intoxicated people from entering the event; to prevent underage persons from bringing alcohol into the event; to prevent persons from leaving the event to drink, then being readmitted to the event; and to make certain individuals do not leave the event with open containers of alcohol.
11. All common source containers of alcohol, including but not limited to, kegs, community coolers (cooler shared with others), punch bowls, bulk quantities, and any other container that may be shared with others, are prohibited.
12. All entrances and exits to the event must be monitored at all times. ALL registered organizations hosting a private party are responsible for providing a certified law enforcement officer to check IDs of all those attending to assure compliance with the State of Georgia's legal drinking age requirements.
13. Glass bottles are strictly prohibited at any social event, unless provided by a third party vendor.
14. The host organization is responsible for ensuring that a safe means of transportation is available for its member and guests such as cabs or designated drivers.
15. Fraternities and sororities must also conform to all standards established by their respective national organizations regarding social events with alcohol present.
16. Any outdoor event must be registered with the Valdosta-Lowndes County Police Department or other local municipalities, where required, if the event does not occur on University property.
17. All social event forms are to be turned into the Office of Fraternity and Sorority Life. Compliance to these policies is the responsibility of the host social organization.

Failure to comply with this policy may result in referral of the student organization to Student Conduct. Any questions should be directed to the Director of Student Life or his/her designee.

B. Time of Social Events

- a. Weekday events (Sunday - Thursday) must end by 12 Midnight.
- b. Weekend events (Friday and Saturday) must end by 2 AM.
- c. From the time the event is officially over, thirty (30) minutes is allowed to send all guests home.
- d. Security officers must stay until all guests have departed.

C. Event Management

- a. The event will begin at the designated time and will end at the designated time. Event may be closed early if problems occur.
- b. Security personnel may not leave until all guests have left and the event is closed.
- c. All federal, state, and local laws as well as university rules and regulations must be followed.
- d. Organization officers and members should always cooperate with the security officers in enforcing laws and campus rules and regulations.
- e. Officers and designated individuals should take action when they see problems occurring, not wait for others to bring the situation to their attention.
- f. Persons waiting on safe rides must wait inside the house and not cause any disturbance. These persons must be transported as soon as possible. **SECURITY OFFICERS MAY NOT LEAVE UNTIL ALL THESE INDIVIDUALS HAVE DEPARTED.**
- g. Events with alcohol present may not be advertised in any way (i.e. sheet signs, flyers, palm cards, Facebook, Instagram, Twitter, etc.)
- h. Specific invitations must be issued directly to individual guests.
- i. When the attendee total has been reached, no one else may be admitted. Persons leaving the event **DO NOT** create a vacancy for others to enter.
- j. All guests and members must sign in at the check-in table, present identification, and receive the proper wristband or security stamp.
- k. For guest safety and event control, members and guests may not linger in parking areas. Attendees should be inside the event area (inside the house or inside fenced area), not hanging out in unsecured areas.
- l. It may be necessary to put up temporary fencing to create a secure and controllable event environment. There is to be only one point of entrance for all members and guests. All temporary fencing must be removed 30 minutes after close of event.
- m. When the event closes, those waiting for safe drivers should wait **INSIDE**. No music or other disturbance is permitted. These individuals should be transported away from the venue as soon as possible by sober transportation or taxi cab service.

The following guidelines are for events held at a third party vendor:

- n. If the event is held at a licensed premise (bar) which is closed to all but invited guests, participants should be provided wristbands or a stamp in the normal manner; however, no alcohol may be brought into the event by attendees.
- o. Alcohol must be dispensed from a cash bar provided by the management of the establishment. Alcohol may be dispensed only on an individual drink basis. No pitchers or punch bowls.
- p. If the licensed premise (bar) admits those not invited, the party is to be closed immediately.
- q. Underage drinking is to be monitored and stopped if it occurs. Individuals found in

violation may receive a warning for the first violation. After a second violation, the individual should be removed from the event. SECURITY GUARDS SHOULD BE UTILIZED TO ESCORT INDIVIDUALS FROM THE EVENT, NOT MEMBERS OF THE ORGANIZATION. At no time should members of the organization attempt to physically handle an individual.

D. Event Clean Up

- a. **30 minutes following an event** the yard, parking lot, sidewalk, porch, and entire street area must be cleaned and free of debris.
- b. If the event is multi-day (i.e. Friday and Saturday), the clean-up is to be done each day of the each event.
- c. Each organization is responsible for keeping its area clean and free of debris.
- d. Failure to abide with the event clean up policy will result in chapter or individual sanctioning as determined by the Manager of Fraternity and Sorority Life.
- e. Repeat offenders will be referred to the Office of Student Conduct, which may include but is not limited to loss of privilege as a student organization.
- f. Clean-up procedures apply to any additional parking areas or University/community parking lots that have been used by the chapter or chapter guests as part of the event.

E. Sign-In Lists

- a. All members, new members and guests must sign in by swiping their VSU 1Card upon entrance to the event through a registered event in Blazerlink a. If a guest is not a VSU student, he or she must sign in on a physical sign in sheet.
- b. The sign in list from each event must be printed and submitted to the Office of Student Life within two (2) business days of the event. Failure to turn this sign in list in will result in a \$25 fine.
- c. The organization will not be allowed to host another event until the sign in list is submitted.
- d. The total number of persons present may not exceed three times the membership of one host organization or the fire code of the venue. Any exception must be reviewed in consultation with the Director of Student Life at least 72 hours prior to the beginning of the event.

F. Sober Event Monitor and Safe Drivers Sober monitors and safe drivers should not register a BAC (Blood Alcohol Content) if they were to be checked by Valdosta State University Police, Valdosta City Police, Lowndes County Sheriff Department and/or Georgia State Police. The event may not begin and will be shut down if any sober monitor listed on the Event Registration Form registers a BAC.

a. Sober Event Monitors

- i. 20% of your chapter attendees must be sober monitors unless your national organization requires a higher percentage.
- ii. At least one monitor should assist security at the check-in table with guest admission. The remaining monitors should assist security officers in patrolling the event, directing guests and members to the check in table, keeping guests inside the party or getting their ride home.

b. Safe Drivers

- i. Three (3) Safe Drivers must be present for the entire event.
- ii. Pledges, provisional members, associate members, new members, candidates, etc. may not serve as safe drivers unless an equal number of initiated members are

required to drive also.

- iii. There should be sufficient number of safe drivers available along with other transportation options (cab service, rented van/bus).

G. Alcohol Management

- a. All events are BYOB or Third Party Vendor. No alcohol may be served or sold by the host organization at any time.
- b. If the event is BYOB, only those over the age of 21 are permitted to bring alcohol to the event.
- c. BYOB guidelines (please reference the FIPG Risk Management Manual) provide that an individual of legal age may bring one six-pack of twelve-ounce beers or one four-pack of wine coolers for personal consumption only.
- d. There shall be no common source containers for alcohol. A common source is defined as an open access, un-monitored that holds copious amounts of alcohol such as Kegs, 5 gallon drums, buckets, hot tubs, pools, coolers, party-balls, cases, jugs, barrels, troughs, etc. (please reference the FIPG Risk Management Manual)
- e. If the event is Third Party Vendor, only those who are 21 may purchase or consume alcohol.
- f. Alcohol products above 15% ABV are PROHIBITED in any chapter facility or at any chapter event, except when served by a licensed third-party vendor.

H. Expectation of Security Officers

- a. One security officer must be present per 50 attendees. If the guest list exceeds 50 persons, one additional security officer must be present for every additional 50 attendees.
- b. Officers should arrive at the event thirty (30) minutes prior to stated start time and meet with all of the organization's sober monitors and drivers, discuss event security, and receive the wristbands or stamps from the organization. They must identify the chapter officer responsible for the event and the security officer in charge.
- c. The organization's monitors should assist security in monitoring the event and determination of guest admission, as well as any problems that arise. In addition, the security officers should assist the monitors in dissolving any issues that may arise.
- d. Security Guards (which is defined as a certified State of Georgia police officer or an officer approved by VSU police) should check identification and issue wristbands or stamps to members and guests.
- e. Particular attention is to be given to the consumption of alcoholic beverages by those not 21 years of age. If underage persons are observed, the alcohol is to be taken from the individual. If the same individual is again found in possession of alcohol, that person is to be escorted from the event and not readmitted.
- f. Persons found without wristbands or stamps should be asked to leave the event immediately (the only exception is listed in Section VIII B).
- g. At large events, additional security may be necessary to help patrol the event and parking lot.
- h. When behavior warrants, the security officer should call the proper authorities and have the individual(s) involved arrested.
- i. When gross violations of regulations occur, the security officer in charge should inform the officers of the organization of the fact and if corrective action is not immediately taken, the event should be closed. If the organization refuses to cooperate, the security officer should

call the applicable law enforcement agency: University Police, Valdosta City Police or Lowndes County Sheriff Department.

- j. Security officers (which is defined as a certified State of Georgia police officer or an officer approved by VSU police) may be required to appear before a University Judicial Board as witness.

I. Third Party Vendor Regulations

- a. The Third Party Vendor must be properly licensed by the appropriate local and state authority. This may involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
- b. The Third Party Vendor must be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance, prepared by the insurance provider.
- c. Third Party Vendors must agree in writing to cash sales only, collected by the vendor, during the function.
- d. The Third Party Vendor must assume in writing all the responsibilities that any other server of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - i. Checking identification cards upon entry, unless the organization has hired security to complete this task.
 - ii. Not serving minors (those individuals under the age of 21).
 - iii. Not serving individuals that appear to be intoxicated.
 - iv. Maintaining absolute control of ALL alcoholic containers present.
 - v. Collecting all remaining alcohol at the end of a function (no excess alcohol, opened or unopened, is to be given, sold or furnished to the chapter).
 - vi. Removing all alcohol from the premises.

Failure to comply with this policy may result in referral of the student organization to their respective council's judicial board or the Student Conduct Office. Any questions should be directed to the Manager of Fraternity and Sorority Life or his/her designee.

APPENDIX C. Fraternity and Sorority Life Additional Information

A. Expectations

- a. Adhere to the principles and ideals contained in your Ritual.
- b. Comply with all your national policies (hazing, risk management, meeting attendance at national conventions and leadership schools, new member education, etc.)
- c. Attend all training session, retreats, meetings and workshops such as Greek Council, IFC, CPC, MGC, NPHC, etc.
- d. Achieve a chapter GPA, that is equal to or exceeds Valdosta State University's all women's or all men's average.
- e. Update your chapter roster by the end of finals each semester. This will ensure that you have an accurate roster for scholarship compliance, payment of dues to your respective councils, and verification of membership figures with the national headquarters.
- f. Comply with the Risk Management Policy.
- g. Submit the names of new members to the Manager of Fraternity and Sorority Life after recruitment/intake to have the most accurate roster for posting of recruitment results and for new member seminar attendance figures.
- h. Comply with the VSU Greek Life Human Dignity statement both as individuals and as a group.
- i. All new members must attend the New Member Risk Management Seminar.
- j. NPHC and MGC groups must inform the Manager of Fraternity and Sorority Life (prior to intake) of the dates for chapter intake activities. Chapters will have two weeks following the start of their MIP to furnish a list of names to the Manager of Fraternity and Sorority Life which will be kept confidential until after membership showcase.
- k. All groups **will not** participate in a little brother/sister program.
- l. Comply with the Student Life Excellence Program in its entirety.

B. Scholastic Requirements

All Greek organizations are required to maintain a minimum chapter grade point average of 2.5 per semester. The average is derived from the roster provided by the Spring Semester and Fall Semester deadlines. In regards to Membership Section 1, items 4 and 5 are contingent upon the completion of items 1-3. The Manager of Fraternity and Sorority Life will be responsible for dictation the sanction and limitation to their probation.

- a. Any organization earning below a 2.5 for one semester:
 - i. Fined \$100.
 - ii. Required to plan and attend an educational program for time management and/ or study skills for the following semester.
 - iii. Required to submit and implement a Chapter Scholarship plan.
 - iv. Allowed two social events (including brotherhood, formals, semi-formals, socials, dates nights) for the following semester.
 - v. Will be allowed to participate in Greek Wide Events such as, but not limited to Greek Week, Greek Stock, Homecoming events, and chapter's sponsored Philanthropy Week.
 - vi. Any individual member who obtains a cumulative previous semester GPA of less than 2.5 shall not be eligible in any CPC, IFC, MGC, and NPHC activity, excluding the chapter's sponsored Philanthropy Week. Scholarship requirements can only be adjusted by the Manager of

Fraternity and Sorority Life.

- b. Any organization earning below a 2.5 for two consecutive semesters:
 - i. Fined \$100.
 - ii. Placed on Social Probation for that semester.
 - iii. Required to submit and implement a Chapter Scholarship plan.
 - iv. Will not be allowed to participate in Greek Wide Events, such as Greek Week and Greek Stock, and Homecoming events.
 - v. Any individual member who obtains a cumulative previous semester GPA of less than 2.5 shall not be eligible in any CPC, IFC, MGC, and NPHC activity, excluding the chapter's sponsored Philanthropy Week. Scholarship requirements can only be adjusted by the Manager of Fraternity and Sorority Life.
- c. Any organization earning below a 2.5 for three consecutive semesters:
 - i. Inactive for one semester and unable to meet or act as a chapter.
 - ii. Will not be allowed to participate in recruitment/intake events.
 - iii. Will not be allowed to participate in Greek Week, Homecoming, or any other Greek Wide events.

Any chapter that fails to complete the outlined sanctions will automatically go to the next level probation.

Regaining Recognition After Loss of Recognition due to Academic Reasons

You will have one semester to meet these goals once inactive status has been set.

- 1. Have a semester average GPA of 2.5.
- 2. The chapter must have an active chapter advisor.
- 3. All fines and forms must be completed at the end of each term.
- 4. Any debts to the University or Student Life must be paid in full.
- 5. A full chapter development plan must be presented

C. Greek Event Calendar or Closed Calendar

The chapters will be able to place dates on the calendar during the first President's Roundtable meeting of the semester. The order in which chapters can put their events on the calendar changes each semester based on the previous semester's GPA. In the event that organizations have the same GPA for the previous semester, community service hours will be the deciding factor.

*There cannot be more than 2 social events per day during the week (Monday - Thursday) & no more than 4 events (2 per council) during the weekend (Friday – Sunday).

If it is something minor, the chapter requesting to add to the date must have permission from each of the other chapters that have something scheduled.

D. Required Paperwork

Chapters will be required to submit a variety of Paperwork to the Office of Fraternity and Sorority Life each semester. Failure to turn in this paperwork will result in a fine schedule determined by the chapter's respective council.

Forms:

Roster, Faculty Advisor Form, Chapter Officer Contact Form, and Human Dignity Statement.

Due Date: September 15th by 5pm & February 15th by 5pm

Excellence Packet:

- Gold-
 - Letter to national office notifying them of your year's status and recognized on VSU website
- Silver/Bronze-
 - Letter to national office notifying them of your year's status
- Below Minimum Point Requirement:
 - Probation status- chapter on probation status will be required to submit an improvement plan explaining how your chapter will make improvements within the next semester and year to the Office of Greek Life by September 15.
 - The Greek Life Office will send a letter to your organization's national office notifying them of your year's status. The chapter will also be required to send a letter to the chapter advisor and national chapter explaining how they will improve their chapter status.
 - Your chapter will be put on Tier One Probation status. If the chapter remains in the development stage for two years this will lead to inactive status.

Due Date: February 15th by 5pm

E. New Member Process

All new member education processes shall be conducted in the fall of spring semester of each academic year. The Office of Fraternity and Sorority Life considers the start of the new member education process to be the point when the potential new member is being extended an invitation for membership, or bid, by the organization.

Regardless of start date, new member education activities shall end no later than the day prior to the beginning of finals week. There is to be no crossover of new member education activities from semester to semester. The new member education process should not last any longer than what the inter/national headquarters has approved, but under no circumstances should it be longer than **8 weeks**.

The Office of Fraternity and Sorority Life retains the right to override any of these policies if deemed in the best interest of student organizations or if there is a concern of safety or wellbeing within the organizations or an individual member of and Valdosta State University Greek Lettered Organizations.

APPENDIX D. Fraternity & Sorority Life Expansion Policy

The Office of Fraternity & Sorority Life is committed to developing fair processes, policies and guidelines for colonization of chapters of inter/national fraternities and sororities at Valdosta State University. Inter/national fraternities and sororities who seek to establish a colony should read these guidelines and criteria carefully and follow the processes and procedures outlined herein.

This policy will serve as a guideline for all groups with the intent to establish a new social fraternity or sorority at Valdosta State University. In order to provide the maximum stability, guidance and support for each group, all fraternities and sororities intending to apply for recognition must be an inter/national fraternity or sorority. Preference will go to members of the following national umbrella organizations:

- ☐ North-American Interfraternity Conference (NIC)
- ☐ National Panhellenic Conference (NPC)
- ☐ National Pan-Hellenic Council (NPHC)
- ☐ National Association of Latino Fraternal Organizations (NALFO)
- ☐ National Multicultural Greek Council (NMGC)
- ☐ National Asian Pacific American Panhellenic Association (NAPA)

Valdosta State University reserves the right to implement a moratorium on expansion or re-colonization at any time. In addition, fraternities and sororities that decide not to adhere to the expansion policy will not be recognized by Valdosta State University and will be listed as a non-registered organization on the Office of Fraternity & Sorority Life and Office of Student Life websites.

Fraternity and Sorority expansion for inter/national fraternities or sororities can occur in three ways:

- ☐ Through the fraternity and sorority community (IFC, MGC, NPHC, or CPC), where it is decided that expansion is desired and the University determines expansion is desired.
- ☐ A group of Valdosta State University students request to establish a chapter (new or previously recognized)
- ☐ Through an inter/national fraternity or sorority desiring to expand

Please see headings below for more information on each of these processes and procedures.

If the fraternity and sorority community desires to expand, the following the process must be followed:

- ☐ The president of the governing council (IFC, MGC, NPHC, or CPC) must schedule a meeting with the Manager of Fraternity & Sorority Life to review expansion procedures and discuss if expansion is desired or not.
- ☐ Final decision whether or not expansion is desired lies within the Office of Student Life.
- ☐ If expansion is desired, the Manger of Fraternity & Sorority Life will reach out to all national umbrella organizations letting them know Valdosta State University is open for expansion.
- ☐ Interested inter/national organization will be required to submit an electronic expansion packet by the specified date communicated to the appropriate umbrella organization. The packet should provide at minimum the following information:
 - o Brief history and purpose of the organization.
 - o Cost expectations for members.
 - o Copy of New Member Education Program.
 - o Copy of Risk Management Policy.
 - o Detailed description of how the organization will benefit Valdosta State.
 - o Detailed description of how the organization will benefit the fraternity and sorority community.
 - o Expected colony and chartering timeline.
 - o List of all current colonies established in the last three years (status of each, expected chartering timeline for each, resources devoted to each).
 - o List of active collegiate chapters within a three-hour distance of Valdosta.
 - o Number of active alumni in the Valdosta/Tallahassee area.
 - o Requirements for membership within the organization.
 - o Relations that can be built within the governing council, the university, and surrounding communities.
 - o Statement of national support for expansion.

An expansion committee will be created to look at all inter/national expansion packets submitted. The expansion committee will determine which organizations will be invited to campus for a presentation. Organization will be given the option to do an in person presentation or a virtual presentation.

The Expansion committee will review the expansion packet and the presentation and vote to recommend extending an invitation to colonize. The final decision on whether or not to expand and/or the order in which organizations will be invited to colonize will be made by the Manager of Fraternity & Sorority Life.

Once a decision has been made, the Manager of Fraternity and Sorority Life will issue a letter officially denying or inviting the inter/national organization to colonize at Valdosta State. At this time the inter/national organization will be allowed to begin recruiting on campus. The Office of Student Life will assist with the process.

For more information regarding the expansion committee, please refer to the last section of this document.

If a group of VSU student(s) request to establish a chapter (new or previously recognized) they must follow the process listed below:

- ☐ Schedule a meeting with the Manager of Fraternity & Sorority Life to review expansion procedures and discuss if expansion is desired or not.
- ☐ The Office of Fraternity & Sorority Life in consultation with the appropriate governing council will determine if expansion is desired or not.
- ☐ Final decision whether or not expansion is desired lies within the Office of Fraternity & Sorority Life.
- ☐ If expansion is desired; student(s), will be asked to submit a Letter of Interest to the Office of Fraternity and Sorority Life. The letter, minimally, should include the following:
 - o The organization's website
 - o Names of all interested students
 - o All interested students must have a minimum individual GPA of a 2.5 or above
 - o All interested students must be non-graduating seniors

After receiving the letter of interest, the Office of Fraternity & Sorority Life will request an electronic expansion packet from the inter/national organization. The packet should provide at minimum the following information:

- ☐ Brief history and purpose of the organization.
- ☐ Cost expectations for members.
- ☐ Copy of New Member Education Program.
- ☐ Copy of Risk Management Policy.
- ☐ Detailed description of how the organization will benefit Valdosta State.
- ☐ Detailed description of how the organization will benefit the fraternity and sorority community.
- ☐ Expected colony and chartering timeline.
- ☐ List of all current colonies established in the last three years (status of each, expected chartering timeline for each, resources devoted to each.)
- ☐ List of active collegiate chapters within a three hour distance of Valdosta.
- ☐ Number of active alumni in the Valdosta/Tallahassee area.
- ☐ Requirements for membership within the organization.
- ☐ Relations that can be built within the governing council, the University, and surrounding communities.
- ☐ Statement of national support for expansion.

After receiving the expansion packet, the Office of Fraternity and Sorority Life will issue a letter officially denying or inviting the inter/national organization to colonize at Valdosta State. At this time the inter/national organization will be allowed to begin recruiting on campus. The Office of Fraternity & Sorority Life will assist with the process.

If an inter/national fraternity or sorority desires to expand, they must follow the process listed below:

- ☐ Any inter/national organization desiring to expand, must first contact the Office of Fraternity & Sorority Life to review Expansion Procedures and inquire if expansion is desired or not.
- ☐ The Office of Fraternity & Sorority Life in consultation with the appropriate governing council will determine if expansion is desired or not.
- ☐ Final decision whether or not expansion is desired lies within the Office of Fraternity & Sorority Life.
- ☐ If expansion is desired the inter/national organization will be asked to submit an electronic expansion packet. The packet should provide at minimum the following information:
 - o Brief history and purpose of the organization.
 - o Cost expectations for members.
 - o Copy of New Member Education Program.
 - o Copy of Risk Management Policy.
 - o Detailed description of how the organization will benefit Valdosta State.
 - o Detailed description of how the organization will benefit the fraternity and sorority community.
 - o Expected colony and chartering timeline.
 - o List of all current colonies established in the last three years (status of each, expected chartering timeline for each, resources devoted to each).
 - o List of active collegiate chapters within a three hour distance of Valdosta.
 - o Number of active alumni in the Valdosta/Tallahassee area.
 - o Requirements for membership within the organization .
 - o Relations that can be built within the governing council, the University, and surrounding communities.
 - o Statement of national support for expansion.

After receiving the expansion packet, the Office of Fraternity and Sorority Life will issue a letter officially denying or inviting the inter/national organization to colonize at Valdosta State. At this time the inter/national organization will be allowed to begin recruiting on campus. The Office of Fraternity & Sorority Life will assist with the process.

Expansion Committee

The Expansion Committee purpose is:

- ☐ To consider the opportunity for fraternity and/or sorority growth at Valdosta State;
- ☐ To make recommendations to the Office of Fraternity & Sorority Life as to which organization(s) will most benefit the fraternity and sorority community;
- ☐ To provide justifications for expansion based on various factors.

Expansion Committee Membership

- ☐ President or representative from each fraternity/sorority council (IFC, MGC, NPHC, and CPC)
- ☐ Five (5) members of the fraternity & sorority community
- ☐ Manager of Fraternity and Sorority Life (ex-

officio) Duties of the Expansion Committee

The Expansion Committee will make a recommendation to the Manager of Fraternity & Sorority Life regarding expansion. The Expansion Committee will utilize multiple factors in making this determination, including but not limited to: success of the past expansion efforts, recruitment/intake statistics, human, financial, and facility resources.

The expansion plan is given to the Manager of Fraternity & Sorority Life who will make the final decision about whether expansion will occur. In the event that expansion will be pursued, the Expansion Committee will follow the procedure below to determine the specific organization(s) invited to campus.

Expansion Committee Quorum

- ☐ Voting may only occur when there is quorum, which is established as 50% plus one
- ☐ The decision to expand requires a 2/3 vote of the committee members present

Expansion Committee Meetings:

The Expansion Committee will meet at least twice a month until a decision is made as to who will be invited to campus for a presentation. Additional meetings may be convened as necessary.

Inter/National Organization Presentation

Selected organization will be invited to campus to give a presentation to the Expansion Committee. Organization will be given the option to do an in person presentation or a virtual presentation. The Presentation should include the following information:

- ☐ Brief history and purpose of the organization.
- ☐ Cost expectations for members.
- ☐ Detailed description of how the organization will benefit Valdosta State.
- ☐ Detailed description of how the organization will benefit the fraternity and sorority community.
- ☐ Expected colony and chartering timeline.
- ☐ Number of active alumni in the Valdosta/Tallahassee area.

- ☐ Requirements for membership within the organization.
- ☐ Relations that can be built within the governing council, the university, and surrounding communities.

Decision Making Process

The Expansion committee will review the expansion packet, the presentation and then vote to recommend extending an invitation to colonize. When multiple organizations under one council submit materials to seek expansion, the Expansion Committee will create a list of the order in which to invite to colonize or charter and will provide an estimated timeline.

The final decision on whether or not to expand and/or the order in which organizations will be invited to colonize will be made by the Manager of Fraternity & Sorority Life.

Once a decision has been made, a letter will be issued from Fraternity and Sorority Life. Organizations invited to colonize will be allowed to begin recruiting on campus. Fraternity and Sorority Life will assist with the process.

Special Notes

The College Panhellenic Council shall use the National Panhellenic Conference (NPC) Extension procedures, outlined in the NPC Manual of Information, as a guide in facilitating the expansion process. The Office of Fraternity & Sorority Life will provide this information, if needed.

Risk Management Policy

For the Registered Student Organizations at
Valdosta State University



1 HAZING POLICY

Valdosta State University expects that all members of all recognized student organizations will observe and fully comply with the State of Georgia Education Code requirements on hazing. In addition, all students are expected to adhere to regulations set forth by their respective (Inter) National fraternities, *IFC, NPHC, MGC and CPC councils(if applicable)*, and University policies concerning practices commonly referred to as hazing. Individuals can report hazing anonymously at any time through the Student Conduct Incident Report found on the Student Conduct Office website. Individuals can also report anonymously to the Hazing Hotline at 1-888-NOT-HAZE. All reports and calls will be handled confidentially. We thank all those willing to help stop hazing in our community by reporting acts of hazing that they may be aware of on our campus.

Valdosta State University's Student Code of Conduct, Section J, Hazing.

This policy applies to all Valdosta State University students, clubs, groups, and student organizations. Hazing includes, but is not limited to, acts of servitude and or behavior that humiliates, degrades, embarrasses, harasses, or ridicules an individual, or is otherwise harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, as an actual or apparent condition for initial or continued affiliation with any group.

A student or organization violates this standard regardless of either the lack of intent to cause harm or the hazed individual's own willingness to participate and regardless of whether the actions took place on or off campus. Unless affirmative steps were taken by the responding student or organization to prevent the hazing behavior, conduct charges may be brought against the group, officers of the group, and members of the group who are deemed to have encouraged the behavior, in addition to any conduct action against persons who engaged in the hazing behavior. Under specific conditions, those involved in hazing may be able to receive amnesty as outlined in this code.

Georgia State Law 16-5-61. Hazing

(a) As used in this Code section, the term:

- (1) "Haze" means to subject a **student** to an activity which endangers or is likely to endanger the physical health of a **student**, regardless of a **student's** willingness to participate in such activity.
- (2) "School" means any school, college, or university in this state.
- (3) "School **organization**" means any club, society, fraternity, sorority, or a group living together which has **students** as its principal members.
- (4) "**Student**" means any person enrolled in a school in this state.

(b) It shall be unlawful for any person to haze any **student** in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school **organization**.

(c) Any person who violates this Code section shall be guilty of a **misdemeanor** of a high and aggravated nature.

The following is a **NON- INCLUSIVE** list of fraternity or sorority activities considered to be hazing.

1. Calisthenics — such as sit-ups and push-ups.
2. Total or partial nudity at any time in which the new member is told, encouraged, or some form of the above to expose parts of themselves in public.
3. Wearing or carrying items such as helmets, coconuts, burlap bags, paddles, rocks, etc.
 - a. Dropping food (eggs, grapes, liver, etc.) into the mouths of associates or pledges.
4. Paddle swats.
5. Extremely loud music or many repetitions of the same music played during pre-initiation week and/or between portions of the ritual.
6. Throwing whipped cream, water, paints, eggs, etc., on an associate member or pledge.
7. Pushing, shoving or tackling associates.
8. Associate members or pledges awakened during the night.
9. Call-outs requiring pledges or new members to meet at a certain place at a certain time.
10. Forcing alcoholic beverages on a member who does not wish to drink.
11. Line-up of the associate member/pledge class in order to quiz members under pressure, interrogate, berate, etc.
12. Required eating of raw onion, spoiled food, etc.
13. Road trips and kidnaps of associate members or pledges.
14. War games.
15. Putting associate members or pledges in a room which is uncomfortable (temperature, noise, too small) during pre-initiation activities or between portions of the ritual.
16. Personal errands run by associate members or pledges for the active members.
17. Assigning "pranks" such as stealing, painting objects, panty raids harassing other organizations.

18. Active members intentionally messing up the house or rooms for the associate members/pledges to clean.
19. Calling associates "scums" or similar names.
20. Less than six (6) continuous hours of sleep for associate members/pledges each night during pre-initiation periods.
21. Associate members/pledges are not permitted adequate time for studies during pre-initiation or initiation periods.
22. Yelling and/or screaming, or use of obscenities, at associates members/and or pledges.
23. Lengthy work sessions that limit sleep, take time away from academics, etc.
24. Associate members/pledges expected to do anything that the active members say.
25. Running stairs while reciting fraternity material.
26. Purposeless runs for the sake of creating "unity."
27. Telling associate members/pledges they have failed by snuffing out candles in front of them.
28. Blindfolding associate members/pledges and telling them to do certain things.
29. Bracing and finger-snapping in an associate member/pledges ear.
30. Exposure to extreme climate changes.
31. Verbal abuse.
32. Any activity not consistent with the policies of your (Inter)National organization, the University and/or the

2 SEXUAL ABUSE POLICY

Registered Student Organizations will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to any person including but not limited to date rape, gang rape, sexual or verbal harassment.

Sexual Harassment Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

Examples of sexual harassment may include, but are not limited to the following:

- Physical Assault.
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
- Sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.
- A pattern of conduct, which can be subtle in nature that has sexual overtones and is intended to create or has the effect of creating discomfort and/or that, humiliates another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history that does not serve a medical or academic purpose.

Sexual harassment can occur regardless of the relationship, position or respective sex of the parties. Same sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

3 AUXILIARY GROUPS POLICY

From Valdosta State University's Student Organization Regulations, Section O, Auxiliary Groups:

The North-American Interfraternity Conference (as of 1987), the National Panhellenic Conference (as of 1988) and the member organizations of the National Pan-Hellenic Council, Inc. urge and recommend that member organizations work to eliminate auxiliary or "little sister/little brother" programs.

Valdosta State University formally recognizes the request from these national organizations and their national presidents and **hereby prohibits** the formation of auxiliary group on the campus. Any organization believed to be acting as an auxiliary group shall be prohibited from using University facilities. The Office of Greek Life will contact the national organization of the group in connection with the auxiliary immediately.

Any organization alleged to have violated this policy will be referred to the Vice President of Student Affairs and Dean of Students via the Office of Student Conduct.

4

DISRUPTIVE BEHAVIOR

A

ccording to the Valdosta State University's Student Code of Conduct, Section I, D:

D. Disruptive Behavior The Board of Regents (BOR) Policy Manual Section 12.2 regarding disruptive behavior states: "Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held at any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

1. No one shall assemble on campus for the purpose of creating a riot, or causing destruction of property, or creating a disorderly diversion, which interferes with the normal operation of the University. This section should not be construed to deny any student the right of peaceful, non-disruptive assembly per the policies set forth in Appendix C Section IV of this code.
2. No student or group of students shall obstruct the free movement of people about the campus, interfere with the use of University facilities, or materially interfere with the normal operation of the University.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited. (Any use of sound amplification equipment must be cleared through the Event Services Office.)

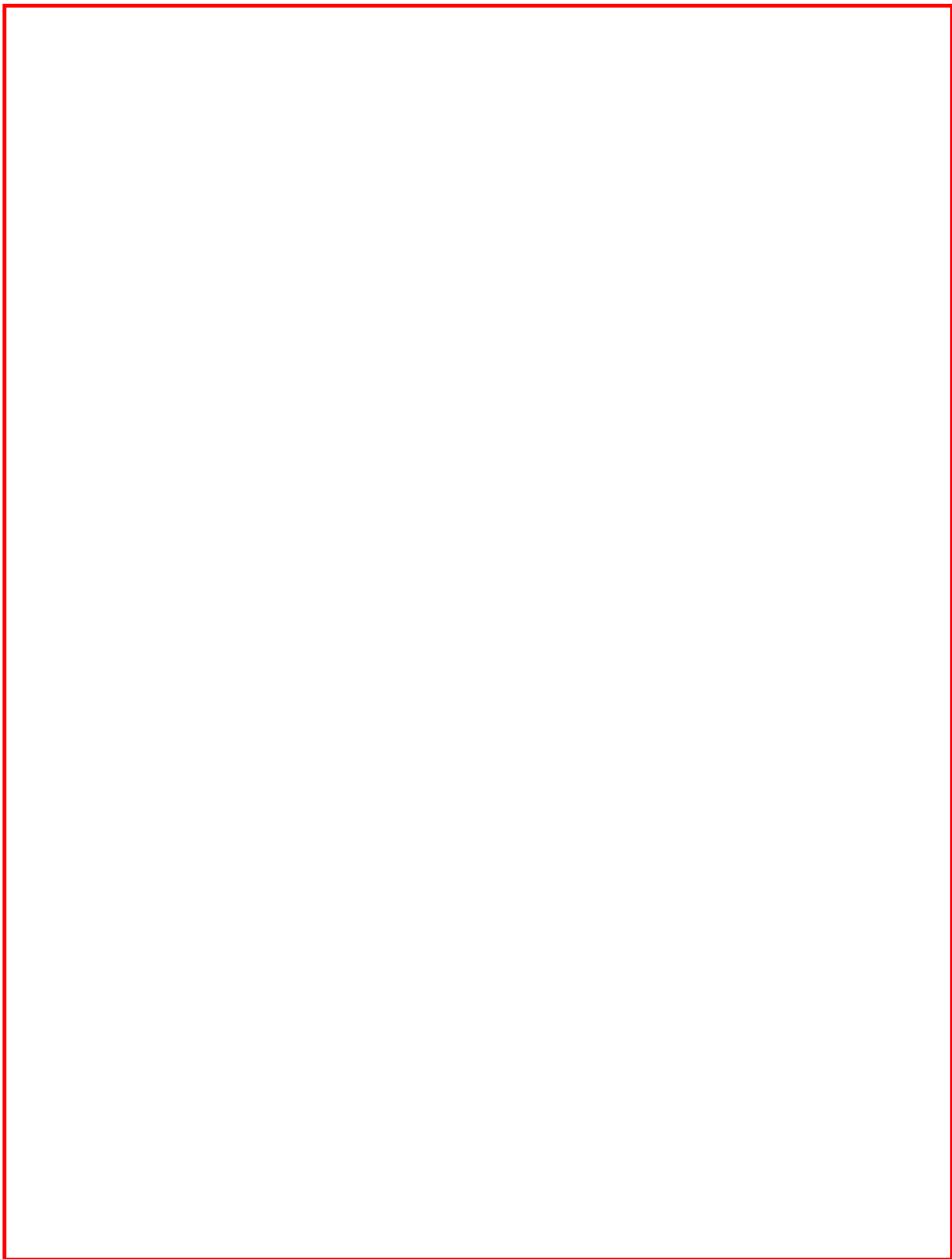
5

ALCOHOL AND OTHER DRUGS POLICY

The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on organization premises or during an organization's event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the organization, must be in compliance with all applicable laws of the state, county, city and Valdosta State University, and must comply with either the BYOB or Third Party Vendor Guidelines.

- A. No alcoholic beverages may be purchased through organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization.
- B. The purchase or use of bulk quantity or common sources of alcoholic beverages, (e.g. kegs, cases, alcoholic punch, tubs filled with cans, trucks filled with cans, etc.) is strictly prohibited.
- C. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (anyone under the legal drinking age of 21).
- D. Anyone under the age of 21 is not allowed to drink according to Georgia State Law.
- E. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
- F. No organizations may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
- G. No organizations may co-sponsor or co-finance a function, fundraiser or philanthropy event that involves alcohol.
- H. All recruitment/intake activities associated with any fraternity/sorority chapter will be a DRY (no alcoholic beverages) recruitment/intake function.
- I. No member of an organization shall permit, tolerate, encourage or participate in an activity which could be construed as a "drinking game."
- J. No alcohol shall be present at any pledge/associate member/new member/novice program, activity, social or ritual of the chapter/organization.
- K. Public intoxication on campus is prohibited.
- L. Driving under the influence of alcohol and/or drugs is prohibited.

- M. The possession, sale and/or use of any ILLEGAL DRUGS, CONTROLLED SUBSTANCES and/or DRUG PARAPHERNALIA, at any chapter house, sponsored event or at any event that an observer would associate with the fraternity/sorority, is strictly prohibited.
- N. The possession or use, (without valid medical or dental prescription), manufacture, distribution, or sale of any drug controlled by federal or Georgia law is prohibited



6

HOW TO DETERMINE AN ORGANIZATION EVENT

O rganization events are defined as events where organization, chapter, or provisional group members are present and the general perception is that the event is organization, chapter, or provisional group related. **If you answer yes to just one of these questions, then it qualifies as an organization event.**

1. Would an observer associate it with the RSO?
2. Did the incident involve expenditure of RSO funds?
3. Was the purpose of the event to be a party?
4. Did members supply alcohol?
5. Were there a large number of members present with alcohol?
6. Was the event publicized/advertised by the chapter or any individual member(s) of the chapter?
7. Was the perception of the gathering a "party"?
8. Was your RSO name assuming responsibility for the event?
9. Was the advisor, or any of the executive officers of the RSO, aware of the incident before it took place, and did they not prohibit it from taking place; **or** did not take steps to insure that the activity in question was in compliance with the applicable University policies, local ordinances, or Greek standards of conduct, etc.?
10. Did the advisor, or any of the executive officers of the RSO, knowing the identity of chapter members involved in the incident, refuse(s) to divulge such identity to the appropriate authorities (of the University, the police, the Judicial Board, etc.)?
11. Was the incident actively or passively endorsed by other members of the chapter?
12. Was the event publicized either in written form or by word of mouth as a chapter event?
13. Did the incident take place on chapter property, or occur on/in a location which has been contracted for by the chapter or in private residence for the purpose of holding a chapter-sponsored event.

7

VIOLATIONS OF POLICY

Any member of the University community may notify the Office of Greek Life or the Office of Student Conduct of a violation of the Policy. Disciplinary charges may be filed against the individual, officers, and/or the chapter as a whole. Violations will be handled administratively through the Office of Greek Life or by the Dean of Students Office via the Office of Student Conduct or may be passed on to an appointed University Judicial Board. Organizational National Headquarters, as well as local chapter advisors will be contacted of any violation of the Policy.

Enforcement Criteria

The following is a description of the levels of policy violations and suggested organizational sanctions that may be solicited. Any violation of these criteria is viewed seriously, and it is the responsibility of every chapter member to see that the Greek Risk Management Policy is upheld and equally important, that the spirit of the Policy is met. The levels below indicate the severity of the violation and the suggested reprimand that may be sanctioned to the chapter.

Level I Violations

Includes, but is not limited to, the following violations:

1. Failure to complete a social event form
2. Failure to communicate with the Manager of Fraternity and Sorority Life proper information of the upcoming event
3. Failure to hire an Officer for the registered event
4. Drunken or elicit behavior by any active or associate member
5. Failure to comply with the Greek Risk Management Policy and/or the Valdosta State University Student Code of Conduct in any aspect

Sanctions

Includes, but is not limited to, the following sanctions;

1. Chapter members must host/organize an educational program on a topic that is in direct relation with the nature of the violation and must be approved by the executive board and administration.
2. Monetary fines
3. A written, formal apology to the administration and university

Level II Violations

Includes, but is not limited to, the following violations:

1. A second violation or failure to comply with any of the sections within the Greek Risk Management Policy and/or Student Code of conduct
2. Minor acts of violence and/or abuse of a member/or non-member of a Greek organization

3. Inappropriate behavior that hinders the growth of the Greek community

Sanctions

Includes, but is not limited to, the following sanctions:

Social probation for an extended period of time that may be determined by the administration.

Social Probation: The organization is unable to host social events with alcohol. During social probation, chapters are not permitted to coordinate and/or hold events with alcohol. This includes social functions with alcohol in chapter housing or third party venues. Recruitment, New Member Education, Educational Events, and Philanthropic and Community Service events are allowed during social probation.

An event is social if it meets one or more of these criteria (please note this list could include but is not limited to the following):

- a. Events where the primary focus is social in nature
- b. Events where alcohol is present
- c. Events where no formal agenda or program is provided
- d. Events where admission is charged
- e. Events open to non-VSU students or community members
 - i. Parties/Mixers/Socials
 - ii. Step Shows/Dance competitions
 - iii. Founder's Day Events

The administration will determine any other or alternative sanctions

Level III Violations

Includes, but is not limited to, the following violations:

1. More than a second count of failing to comply with the Policy and/Student Code of Conduct.
2. Any other inappropriate behavior determined by the administration/university that may be detrimental to the mission of the Greek community and/or institution.

Sanctions

Includes, but is not limited to, the following sanctions:

1. The chapter may be referred to the Office of Greek Life or Dean of Students via the Office of Student Conduct for further disciplinary sanctions, , that may include, but are not limited to chapter suspension or individual expulsion.

Appeals Process

The purpose of an appeals process is to review the chapter's probation in order to determine if there has been any error. Chapter presidents have the right to appeal decisions made by the Office of Fraternity and Sorority Life provided relevant grounds for an appeal are cited.

Appeals levels:

1. Manager of Fraternity and Sorority Life
2. Director of Student Life
3. Vice President of Student Affairs

All appeals must be submitted in writing to the Office of Fraternity and Sorority Life within two weeks after the original decision has been communicated to the chapter president. The Office of Fraternity and

Sorority Life will submit the appeal to the appropriate office, and then communicate to the chapter by electronic mail the decision regarding the appeal, including the process for further appeals.

8

CRISIS MANAGEMENT PROTOCOL

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here are several steps to follow in the event of an emergency, with some additional steps to follow in the event of a death of one of your members or new members. There are a variety of things that constitute an emergency, such as serious injury, excessive consumption of alcohol, overdose, fire, suicide or other death. It is imperative that each chapter review the following protocol with all chapter officers.

1. Be certain that every person in the RSO knows that the president is in command of every emergency situation involving serious injury, death or fire. In the president's absence, a ranking order of officers should be established.
2. If a tragedy has occurred within the house or any off campus organization property, close the house/property at once. Instructions cannot be given if members are leaving and strangers are entering. Permit only appropriate official to enter.
3. The first phone call you make is to the 911 emergency number. Briefly and calmly explain the situation so that appropriate emergency personnel can respond.
4. Before you leave the phone, the second phone call is to your advisor. Then call Abby Beam, Manager of Fraternity and Sorority Life. Call him at any hour, day or night (office: 229-259-2516; or personal cell phone which all chapter presidents and Risk Managers have access to). If you are in doubt about whether the situation is serious or not, CALL!! Next, call your Inter/National headquarters.
5. Assemble your members in a group. Explain to them that there is an emergency situation and that the house/property is closed. Request all members to cooperate in halting outgoing phone calls until the situation is under control. DO NOT discuss the situation until the chapter advisor and/or Manager of Fraternity and Sorority Life arrives. Instruct all members to make no statements to anyone other than law enforcement and/or University officials. The president of the chapter will make any appropriate statements to the media after the situation is under control and the content of the statement has been discussed with University officials. Where possible litigation may follow, be cautious about jumping to conclusions or speculation.
6. DO NOT notify parents. In the event of a serious accident or illness, the medical personnel will notify parents and advise them of the student's physical situation. In the event of a death; hospital, law enforcement, or University officials will notify parents.

APPENDIX A:

RISK MANAGEMENT STATEMENT OF UNDERSTANDING

RISK MANAGEMENT POLICY STATEMENT OF UNDERSTANDING FOR OFFICERS

We, the officers of _____ (RSO/fraternity/sorority), have completed the following:

- ☐ Chapter officers understand Valdosta State University Risk Management policies as read at a meeting designated by the organization on _____ (date).
- ☐ Understand that all social functions organized and sponsored by the RSO will adhere to Valdosta State University Risk Management Policy and our (Inter)National fraternity/sorority risk management policy, if applicable.
- ☐ In the event that the Valdosta State University Risk Management Policy is violated, the RSO is aware of its judicial due process rights and responsibilities.
- ☐ The undersigned officers recognize our duties to uphold the laws, rules, regulations and policies of our RSO/fraternity/sorority, Valdosta State University and the State of Georgia.
- ☐ We understand that this statement of understanding will be re-signed every academic semester in addition to when there is a succession of new chapter officers.

President (Print)

President (Signature)

Date

Vice President (Print)

Vice President (Signature)

Date

Risk Manager (Print)

Risk Manager (Signature)

Date

Social Chair (Print)

Social Chair (Signature)

Date

Recruitment/Intake Chair (Print)

Recruitment/Intake Chair (Signature)

Date

New Member Educator (Print)

New Member Educator (Signature)

Date

Advisor (Print)

Advisor (Signature)

Date

Manager of Fraternity and Sorority Life (Print)

Manager of Fraternity and Sorority Life (Signature)

Date

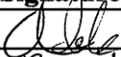
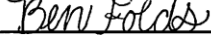
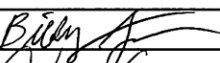
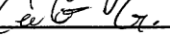
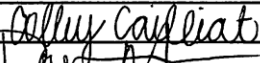
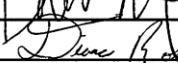
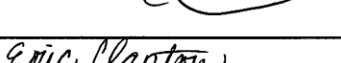
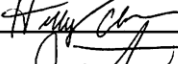
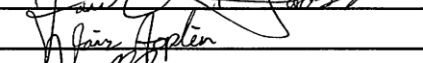
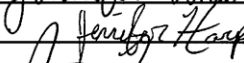
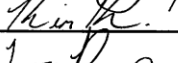
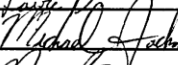
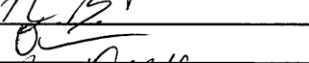
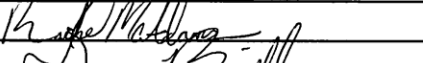
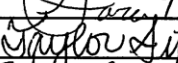
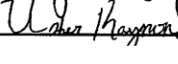
APPENDIX B: EXAMPLE SIGN-IN LIST

Beta Beta Beta

Welcome Back Mixer

August 30, 2010, 10:00pm-2:00am

Sharky's Bar and Grill

Name of Attendee (Alpha by first name)	Signature
Adele	
Ben Folds	
Ben Harper	
Billy Joel	
Ceelo Green	
Christiana Aguilera	
Colby Caillat	
Dave Matthews	
Diana Ross	
Ellen Degeneres	
Eric Clapton	
Eric Hutchenson	
Hillary Clinton	
Janet Jackson	
Janis Joplin	
Jason Mraz	
Jennifer Aniston	
Jennifer Harper	
Jennifer Lopez	
Jim Morrison	
Jimmy Buffet	
Jimmy Hendrix	
Katy Perry	
Kim Kardashian	
Laura Dern	
Michael Jackson	
Natasha Bedingfield	
Oprah	
Rachel McAdams	
Sara Bareilles	
Taylor Swift	
Usher Raymond	

APPENDIX C:

HUMAN DIGNITY STATEMENT

Human Dignity Statement **Valdosta State University**

The furtherance of human value and maintenance of the dignity of men and women are constant goals of Valdosta State University, and the Student Life department. The concepts of enhancing human dignity and fostering personal development provide a foundation for each student organization registered with Valdosta State University.

Student Life at Valdosta State University serves a vital role in educating men and women about issues confronting our community. Racism and sexism are directly counter to the ideals of our University and will not be tolerated. The Office of Student Life, under the direction of the Vice President of Student Affairs and Dean of Students, further condemns of all forms of hazing, alcohol and substance abuse, auxiliary groups, and activities that are sexually explicit, demeaning, or degrading to women and/or men.

We, the members of _____, have been made fully aware of the rules and regulations regarding the consequences of violating any hazing and/or human dignity statement. This means, I have read and understand the VSU hazing Statement and the Code of Conduct, the State of Georgia Hazing Law, and our national hazing/human dignity policies (if applicable). If I or my organization's membership is found to be in violation of such policies, I and my organization is fully aware of the potential consequences and liabilities that may ensue. I am in complete understanding that if at any time I am being hazed or treated in a matter that is in violation of the human dignity statement, I can speak confidentially with the Manager of Fraternity and Sorority Life, the organization Advisor, and my National Organization.