



Any updates to policies, procedures, guidelines, or regulations to RSO activities (e.g. meetings, events, programs, recruitment, ad, elections, etc.) provided by Kennesaw State University, the University System of Georgia, or State of Georgia take precedence over any previous documented policies, including those outlined in this manual.

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

Contact information for the Department of Student Activities is provided below. Additional contact information may be accessed on the Student Activities website.

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

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

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

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

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

Each RSO at KSU will have one (1) or more category designations, the definitions of which are set forth below. Each RSO must initially register as an RSO pursuant to the instructions set forth below and must renew its registration annually.

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

The categories of RSOs at KSU are as follows:

- _____ Organizations that promote academic or professional growth by focusing on a particular major or academic program.
- _____ Organizations that compete on a local, state, or national level in primarily applied academic competitions.
- _____ Organizations that provide volunteer and community service opportunities including, but not limited to, philanthropy activities, advocacy work, and hands-on service opportunities.
- _____ Organizations that act as a means for students of a particular culture or nationality to interact with others of the same affiliation or to share their respective culture with the broader campus community.
- _____ Organizations that act as a means for students of a particular denomination or religious affiliation to interact with others of the same affiliation or to explore ideas and topics related to faith and spirituality.
- _____ Organizations that exist to provide benefits, support, and services primarily to graduate students.
- _____ Organizations that recognize students and select membership based on academic and personal achievement.
- _____ Organizations that support and advocate for military veterans and military members.
- _____ Organizations that promote the enjoyment of or performance of the arts and music.
- _____ Organizations that relate to, or deal with, the structure and affairs of government, politics, or the state, whether partisan or non-partisan.
- _____ Organizations that exist in order to provide information

_____ All RSOs must have at least six (6) KSU student members joined together for a common purpose (general membership may be comprised of both full-time and part-time KSU students) and the KSU email address for each student member must be provided to KSU as part of

societies that choose to limit membership to students who meet the academic criteria and do not provide a general membership option will not receive access to state or student fee funds as outlined in the SABAC Protocol Manual.

3. Any group that is formally affiliated with a national entity that has Title IX exemption status based on sex may be restricted based on sex alone. Organizations that have Title IX exemption status and limit membership based on sex alone will not receive access to state or student fee funds as outlined in the SABAC Protocol Manual (see Chapter 3).

b.

Engages in activities that materially or substantially interfere with the discipline and normal activities of KSU or with the rights of others, including activities that present a danger to property, individuals, or the orderly functioning of the University;

Seeks personal gain;

Falsifies or forges an official University record or document;

Refuses to comply with federal or state laws, Board of Regents' policy, and KSU policies and procedures, including KSU's Code of Conduct, or states an intention to do so;

Fails to provide all necessary registration information to KSU; or,

Fails to meet financial obligations to the University.

If KSU denies or revokes an RSO's registration or designation, the student organization may appeal the decision in writing to KSU's Associate Dean of Students within five (5) business days of notification of the decision, unless the denial or revocation was initiated under KSU's Code of Conduct, in which case appeals are handled in accordance with KSU's Code of Conduct. Appeals of decisions by the Associate Dean of Students may be further appealed to the Dean of Students in writing via email to deanofstudents@kennesaw.edu within five (5) business days of the notification of the decision of the Associate Dean of Students. The decision of the Dean of Students is final and no further appeal is available.

in order to register with the Department of Student Activities. All Off-Campus Advisors must also become a Registered Visitor with Kennesaw State University through the conduction of a background check with Human Resources; the Department of Student Activities will initiate this process. RSOs are responsible for the costs associated with conducting a background check and being a Registered Visitor. Off-Campus Advisors must register with the Department of Student Activities and become a Registered Visitor on an annual basis although the background check with Human Resources may not need to be conducted annually; Human Resources will determine whether a background check must be conducted.

_____ Advisors may advise organizations concerning management of their financial resources, but are not permitted to personally handle RSO funds or assume signature authority over organization off-campus bank accounts. More information about the role of Advisors as it relates to off-campus bank accounts can be found in Chapter 5, Article IV.B.2 below.

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

Registered Student Organizations requesting financial support from KSU are required to complete and submit a Budget Request form to the Student Activities Budget Adv

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

be found in the [Space Usage Prioritization Procedure](#), the online training at campustraining.kennesaw.edu, and on the [Department of Student Activities website](#).

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- ARC Amphitheater
 - Convocation Center
 - Event Center
 - Neusoft Soccer Field
 - Recreational Facilities
 - Parking Lots
 - Various Auditoriums and Theaters

_____ KSU Reservations is the interface that RSOs use to reserve space on campus. Access to the KSU Reservations portal and the ability to reserve space on behalf of an RSO is only provided to three (3) positions within an RSO: the President, the Reservation Delegate, and the Advisor. Your RSO must receive a written reservation confirmation from the Department of Student Activities in order to use space on campus. Access is only granted to fully registered RSOs in good standing with Student Activities and after the individuals in those positions meet the following qualifications:

- For Presidents and Reservations Delegates: Individuals must (1) have completed the required online training, and (2) be listed in the position on the roster in Owl Life.
- For Advisors: Individuals must (1) be listed in the position on the roster in Owl Life, and (2) have accepted the Advisor Terms and Conditions on Owl Life.

_____ There are three (3) reservation templates within the KSU Reservations portal for RSOs to use to reserve spaces on both campuses:

- "RSO Reserve a Simple Meeting" is only for meetings that do not require any type of setup, special Audio/Visual needs, parking, do not have catering or require additional support from any other campus entity. There are limited meeting rooms available to reserve in this template, however, these meeting rooms can be reserved the day of the meeting 48 hours in advance. RSOs that submit this reservation template will receive an automatic confirmation titled, "Web Confirmed;" these templates do not require processing from the Department of Student Activities.
- "RSO Reserve an Information Table" is for an information table to hand out information only. Fundraisers and food are prohibited at information tables with this template. Requests can be made forty-eight (48) hours in advance of the request. RSOs that submit this reservation template will receive an automatic confirmation titled, "Web Confirmed;"

these templates do not require processing from the Department of

- The requested activity falls within the definition of “expressive activity” as outlined in the Freedom of Expression Policy and should therefore be requested using the Public Forum Reservation Request Form.
- The requestor submitted the incorrect reservation template for their desired activity.

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

_____ Please remember that you must adhere to KSU’s Campus policies and procedures whenever you utilize a space on campus. Please remember that the space must be secured, left clean, and returned to the original configuration. Other items of concern to remember are:

- Please refrain from hanging, stapling, or taping any items on surfaces to prevent damage. No food or drinks are allowed in academic spaces or auditoriums.
- Always turn off all equipment and lights, return the facility to its original configuration, and shut the door before leaving to secure the space.
- The sponsoring organization is responsible for securing all dates, times, and performers for an event, in addition to event control and the non-technical support delivery, set-up, break-down and removal of equipment. The sponsoring organization is also responsible for any financial costs associated with rental equipment, fees and use of spaces.

Recreation Centers Reservation

- The Betty L. Siegel Recreation Center on the Kennesaw Campus and the Recreation and Wellness Center on the Marietta campus have various spaces that are reservable for RSOs. Reservable spaces within each building are:
 - Activity Room 1090
 - Activity Room 2090
 - 4-court Gymnasium
 - Outdoor Basketball Court
 - Mac Gym
 - Tennis Courts
 - Indoor Pool Lanes
 - Outdoor Pool
 - Sand Volleyball Courts
 - Racquetball Courts
 - Recreation and Wellness Center on the Marietta campus
 - 2-court Gymnasium

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the employee who provides access will be responsiblemt-11(ovciOn/SuT1ET@0.000009

the conclusion of the event.

- Decorations must not block exits or fire safety equipment.
- Keep lighting equipment (especially high intensity) and other heat sources away from decorations.
- Only use materials that are Class "A" rated or UL listed for flame retardant in decorations, theatrical scenery.
- Decorations should be removed immediately after the event.
- Prohibited Decorations:
 - Do not cover overhead pipes or sprinkler heads
 - Tape, staples, tacks, nails, pins and hooks (painter's tape is acceptable in some venues)
 - Glitter, confetti or water filled items
 - Decoration that may pose a fire hazard
 - Open flamed candles
 - Balloons not permitted in indoor venues on campus. Please contact Student Activities staff for additional information

_____ RSOs found in violation of University policy as it relates to space reservation and use by the RSO will receive a written warning that includes the specific policy violated and the date(s) when the violation occurred. Upon receiving a first violation, the President and Reservation Delegate will meet with a staff member from the Department of Student Activities. Upon a second violation, the President and Reservation Delegate must complete the online training again or complete a reservation workshop offered by the Department of Student Activities, and a staff member from the Department of Student Activities will speak at a meeting with at least 50% of the organization membership. Upon receiving a third reservation violation within one (1) academic year, the RSO will lose reservation access for at least fifteen (15) weeks from the date of the most recent violation. This includes the loss of any future approved reservations the RSO may have had at the time of the third violation. Organizations that violate regulations for a third time will also be referred to the Department of Student Conduct and Academic Integrity. Violations include, but are not limited to: furniture damage, space violations such as allowing other organizations to use a space reserved for your organization, unapproved fundraisers, violating Catering policies, film showing violation, using a space without a confirmed reservation, and/or falsifying reservation request information.

_____ All events held on campus that require setup and/or on site service (such as chafers, sterno or other heat source, banquet attendants, servers, etc.) or any food that requires temperature maintenance is considered catering and must go through KSU Catering or have an approved "[Secondary External Caterer Request Form](#)" to use an off-campus catering

Form to the Student Activities Budget Advisory Committee prior to departure. Copies of the form are to be kept with both the Department of Student Activities and the organization traveling so that emergency contact information is available if needed.

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

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

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

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Activities to ensure compliance with applicable forms and trainings. To update the President, Reservation Delegate, Treasurer, or Advisor positions, the Advisor or President currently listed must complete the "Officer/Advisor Update" form located on the Department of Student Activities website under the "Forms and Resources" section.

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

to other sessions geared towards helping equip RSOs to be successful. Completion of the trainings is required for all RSOs.

_____ Throughout the fall and spring semesters, KSU's Department of Student Activities will host workshops on both campuses focused on developing skills and providing networking opportunities for RSO leaders. Check the Student Activities website for more details and a list of upcoming events and topics.

_____ Student Involvement Fairs are a marketing opportunity for RSOs to gather in one place and speak to potential members. Student Involvement Fairs are typically held at the start of both fall and spring semesters.

_____ Each RSO may make two-hundred (200) free single-sided black and white copies per semester (fall and spring semester only) at the Department of Student Activities Office on either campus. The organization must supply the original copy.

_____ Each organization is allowed to print two (2) free color paper posters, size 36' x 48', each semester (fall and spring semester only). To submit a banner for printing, please fill out the Talon Express Project Request Form located on the [Campus Print Shop website](#). If an RSO wishes to print additional posters beyond their two (2) free posters each semester, they are responsible for all costs.

Leadership Awards. More information on the awards and nomination process can be found through the Division of Student Affairs website in the spring semester.

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

- B.1. All RSOs reserve the right to maintain an off-campus bank account; however, NO University Funds are permitted in these accounts. RSO bank accounts are not permitted to contain the name of the University or any variation/abbreviation anywhere in the account name. Organizations wishing to establish an off-campus bank account must use a unique Federal Tax ID/EIN to the individual RSO. To obtain a Federal Tax ID/EIN you may visit: <https://sa.www4.irs.gov/modiein/individual/index.jsp> However, the KSU Federal Tax ID/EIN may NEVER be used by any RSO. More information regarding EINs and off campus accounts are available online through KSU's Department of Student Activities. The Department of Student Activities and other offices and departments within Kennesaw State University reserve the right to review the amounts and use of these accounts for the following reasons:
- a. RSO conduct issues
 - b. Requests for Student Activity Fee funding (i.e. SABAC requests)
 - c. Compliance with requested audits
2. Advisors must not personally handle RSO funds or assume signature authority over organization off-campus bank accounts. RSOs are responsible for ensuring that On-Campus Advisors and other employees of the University are not given control of signatory access to their off-campus bank account. On-Campus Advisors are not permitted to do the following:
- a. Open an off-campus bank account in the name of or for the benefit

- b. Tickets and entrance to ticketed events must be available to all KSU students. An RSO can limit access to non-KSU students or charge a separate price for non-KSU students.
 - c. RSOs receiving SABAC funds to host an event are not permitted to charge an admission fee to the event, unless the revenue from ticket sales is used to offset the cost of the event through reimbursement to SABAC.
10. Percentage Nights - RSOs are permitted to host percentage nights (i.e. events where a portion of a business's proceeds on a specific date and

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

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

Registered Visitor- The term used by Kennesaw State University to refer to an Off-

