

CLARK ATLANTA UNIVERSITY

Student Organization Handbook 2011 – 2013



Department of Enrollment Services & Student Affairs

Office of Student Activities

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CAU

CLARK ATLANTA UNIVERSITY

Dear Student Organization Leaders & Advisors,

The Office of Student Activities is pleased to provide you with *The Student Organization Handbook*. Within these pages you will find information needed in regards to the operation and management of your particular organization.

This handbook will cover University policies and procedures as they relate to campus clubs and organizations. It will also provide information on how to access campus services available to chartered organizations.

The intent of this handbook is to make your role as a student leader/advisor easier and more enjoyable. If you have any questions, please do not hesitate to call the Office of Student Activities in the Bishop Cornelius L. Henderson Student Center at 404.880.6307.

*GODSPEED WITH YOUR ORGANIZATIONS
AND HAVE AN OUTSTANDING YEAR!*

Clark Atlanta University

Office of Student Activities

MISSION STATEMENT:

The Office of Student Activities is dedicated to cultivating a campus of young leaders, developing men and women of integrity and distinction by implementing activities and events that promote a well rounded student population.

VISION STATEMENT:

Within the next three years, the Office of Student Activities will create and collaborate with other members of the University's community to promote events and activities that increase self-worth and Panther Pride.

PURPOSE STATEMENT:

The Office of Student Activities provides students with educational experiences beyond the classroom. Participation in substantive program activities can afford students a variety of pleasurable and enriching experiences which will augment classroom instruction and better equip them to discharge personal and citizenship responsibilities. Through clubs and organizations as well as cultural, social, recreational, and leadership programming, Student Life programs and Student Activities make available to students as many opportunities as possible for leadership development and self-realization.

The Office of Student Activities, in line with the overall mission of the University, is concerned with the total growth of the Clark Atlanta University students. It is our belief that attention should be given to the physical, social, emotional, and spiritual aspects of development, as well as the intellectual aspect. It is hoped that students will acquire a mature sense of values and responsibilities through the services and programs offered.

At the heart of campus life is the Bishop Cornelius L. Henderson Student Center, which serves as the "living room" of the University. The Student Center is not just a building; it is a community center for all members of the university family – students, faculty, administration, alumni, and guests to come and interact with one another in an informal or formal association outside of the classroom, serving as a laboratory for social responsibility and leadership training.

SGA & CAB

STUDENT GOVERNMENT ASSOCIATION (SGA)

Students at the University serve in many decision-making capacities. The Clark Atlanta University Student Government Association (CAUSGA) speaks for the student body. CAUSGA officers and the presidents of all chartered student organizations comprise the Council of Chartered Organizations (CCO), which is the executive arm of student government. The Council of Chartered Organizations represents the student body in its formal relations with the administration, faculty, other institutions, and the public. The objective of student organizations is to contribute to the continuous improvement of the University where the views of the students are considered invaluable. The presidents of the CAUSGA hold membership on the University's Board of Trustees.

**For additional information regarding SGA Membership Requirements, Student Election Committee, Responsibilities of the Officers and Queens, Term of Office and Organizational Structure, please see the Clark Atlanta University Student Government Association Constitution located within the CAU Student Handbook (Pages 75-80).*

CAMPUS ACTIVITIES BOARD (CAB)

The Campus Activities Board (CAB) consists of students that aid the Office of Student Activities in identifying, planning, implementing and evaluating cultural, social, educational, and entertainment activities for the students. The Board is composed of students who are selected by the Office of Student Activities and recommended by faculty and staff through an application process.



STUDENT ORGANIZATIONS' POLICIES & PROCEDURES



"Success is to be measured not so much by the position in life reached, as by the obstacles overcome while trying to succeed."

- Booker T. Washington

INTRODUCTION

There are more than 80 different interests and hobbies represented by the recognized clubs and organizations here at Clark Atlanta University. The operation of these organizations may not always be a simple task. While being involved in student organizations is a fun and rewarding venture, the maintenance and upkeep of these organizations must be the responsibility of its leaders. This handbook will provide you with hints and tips on handling different issues and situations that you may face.

REQUIREMENTS FOR STUDENT ORGANIZATIONS

All student organizations' goals and objectives must be in line with the University's aims and purpose and must adhere to the following:

- I. Organizations shall be open to all students who meet established qualifications. Such qualifications shall not be based on race, age, religion, national origin or physical disability, except in cases where sex or physical conditions are bona fide qualifications.
- II. Organizational meetings shall be held on campus in University facilities, unless, another location is approved by the Office of Student Activities in writing.
- III. Organizations shall be held responsible for its member's behavior when:
 - A. they are representing the organization;
 - B. an event is held in the name of the organization

POLICIES GOVERNING STUDENT ORGANIZATIONS AND ACTIVITIES

Student organizations at Clark Atlanta University provide many opportunities for students interested in out-of-class participation, as well as fellowship and leadership development. All organizations on campus are nonprofit. They must register with the Office of Student Activities to use University facilities and services. Before an organization is regarded as active for any given year, a Roster of Officers, Members and Advisors, along with the time and place of regular meeting dates, should be completed and on file in the Office of Student Activities by the fourth week of each semester. Any organization which encourages the violation of University regulations forfeits the right to function on the campus. To retain its status on campus, each organization must adhere to the following guidelines:

✓ *CHARTERING PROCEDURES FOR STUDENT ORGANIZATIONS*

1. Student groups seeking authorization to function as approved student organizations shall first submit a proposed Constitution and Organization Application to the Office of Student Activities. The constitution shall be consistent with University regulations and policies governing student life.
2. Chartered student organizations (fraternities and sororities) shall submit an organization application, and national and chapter constitutions to the Office of Student Activities. The chapter constitution shall be consistent with University regulations and policies governing student life.
3. Upon receipt of the constitution, the Office of Student Activities shall present the proposed constitution to the Office of the Dean of Student Affairs for final action.

4. When a petitioning student group is granted approval, it shall be further required to submit to the Office of Student Activities an Annual Report by September 30th of each academic year.
5. Each student organization shall have TWO Representatives at all mandatory organizational workshops (Fall Leadership Mini-Workshop and Spring Leadership Conference).
6. Student organizations shall conduct TWO Campus or Community Service Projects each semester.
7. Student organizations are entitled to the use of University facilities; use of campus bulletin board space; publicity for events and activities in University publications; and guidance and assistance from the Office of Student Activities in planning programs and events.

REVOCAION OF CHARTER

The Office of Student Activities through the Student Activities Coordinator may recommend the revocation of the charter of a student organization to the Dean of Student Affairs. The reasons for the revocation of a charter include, but are not limited to, inactivity, violations of University policies, or other reasons deemed appropriate. This policy applies to all student organizations.

STUDENT ORGANIZATION ADVISOR

The Office of Student Activities views the position of advisor to a student organization as an integral role of the organization's success. This is an exceptional opportunity to work with college students in a non-classroom environment and should be viewed in a serious manner. The Office of Student Activities will make every effort to support, encourage, and work with advisors.

Clark Atlanta University requires all student organizations to have TWO faculty or staff Advisors who are full-time employees of the University. In the case of Greek Lettered organizations, one of the Advisors must be an active member of the said organization.

✓ SELECTION OF AN ADVISOR

Only full-time faculty or staff members of the University may serve as an organization advisor. Selection of an advisor is by mutual consent of the organization members and the potential advisor. Advisors are approved by the Office of Student Activities and the Dean of Student Affairs. A statement of consent must be signed and filed annually with the Office of Student Activities and the Dean of Student Affairs. It is best that the advisor be asked to serve one year at a time so that possible changes of this position may be addressed yearly.

✓ **PURPOSE OF AN ADVISOR**

The advisor of a student organization shall counsel and guide the organization in its activities. The advisor should be knowledgeable of University policies and procedures, including the policies and procedures of the Office of Student Activities and the Student Government Association.

The advisor does not directly control the group's programs and activities, but should take an active role through interaction with the members.

✓ **RESPONSIBILITIES OF AN ADVISOR**

The responsibilities of the advisor are:

- ❖ To counsel and advise the organization and its officers in the planning of meetings, programs, and group management;
- ❖ To serve as a resource, so that University policies and procedures for operations and expenditures are followed;
- ❖ To attend all organization events where money is exchanged and/or collected;
- ❖ To help ensure the organization's purpose and charter are adhered to;
- ❖ To attend organization meetings; and
- ❖ To attend organization advisor meetings.

Persons serving as Advisors may visit the Office of Student Activities for helpful tips as how to advise a campus organization.

UNIVERSITY POLICY ON HAZING

This policy applies to all Clark Atlanta University students, clubs, chartered student organizations, and Greek-letter organizations. All ceremonies of induction or private actions by individuals, which tend to allow mental or physical suffering, are prohibited. Be it known that any action taken, specifically hazing, or any situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, is the breaking of school rules. Activities considered to be hazing include two elements: (1) coercion, either overt or covert, and (2) production of physical or mental discomfort, in either the participant(s) or spectator(s). Such activities suggested or ordered by a group or a member of a group, to new or trial members, will be considered to carry with them covert coercion; even if the activity is defined as "voluntary".

See additional information on Hazing in the Greek Life Section of this Student Organization Handbook.

STUDENT ORGANIZATIONS'

RIGHTS & OBLIGATIONS

RIGHTS AND PRIVILEGES OF CHARTERED ORGANIZATIONS

As a registered student organization on campus, your group is entitled to certain rights and privileges. As long as your organization remains in good standing with the University, your group may:

1. Reserve University facility and equipment
2. Hold fund-raisers
3. Sponsor campus-wide activities
4. Invite speakers to campus
5. Sponsor on-campus social activities
6. Publicize sponsored activities
7. Recruit Clark Atlanta University students as members

**Permission to use the University logo must be obtained from the Office of the Vice President for Enrollment Services and Student Affairs.*

**The University Counsel must approve all contractual agreements whereas Clark Atlanta University is named a party.*

OBLIGATIONS OF CHARTERED ORGANIZATIONS

As a recognized student organization on the campus of Clark Atlanta University, you must adhere to the following guidelines:

- I. All organizations must follow the purposes as stated in their constitutions and bylaws. No organization may use its recognized statutes for any purpose other than that of the organization.
- II. The use of funds provided by Student Activities fees must conform to the practices and policies approved by the University.
- III. Organizations must sponsor only projects and events that will benefit both the group and the University.
- IV. Practices of all student organizations shall not be contrary to stated policies of the University. All students and student organizations are responsible for the conduct,

standards, and regulations of the University. Such regulations are spelled out in the Student Conduct Code of the Student Handbook.

- V. Any changes in an organization's constitution must be submitted to the Office of Student Activities. An updated constitution must be on file in the Office of Student Activities at all times.
- VI. Each organization must have two faculty or staff advisors who are interested in the purpose of the organization and gives counsel and advice to the organization. Advisors must be full-time faculty and/or administrative staff members of Clark Atlanta University and should be selected or appointed for a one-year term.
- VII. Each organization is responsible for maintaining adequate communication with the Office of Student Activities.

ANNUAL REPORTS

All recognized student organizations are required to complete an Annual Report along with an Organizational Evaluation each year. The Office of Student Activities will send the appropriate forms to each organization. If an organization fails to submit their Annual Report and Evaluation, they will be classified as **INACTIVE**. Inactive organizations cannot exercise any of the privileges granted to recognized groups. Active status will be reinstated only upon completion of the Annual Report within a one-year period.

If an organization fails to complete their Annual Report within the allotted one year period, then the organization will loss recognition status with the University and must complete the necessary requirements to register as a new campus organization

STUDENT ORGANIZATIONS' FINANCES

RECEIVING UNIVERSITY FUNDS

Each year the Undergraduate Vice President of SGA and the Executive Board set aside a small amount of funds for individual student organizations to use for programs that assist them in meeting their goals and benefit the University as a whole. Such chartered organizations are not permitted to maintain any off campus bank accounts.

Organizations may request allotted funds on an as needed basis during the course of the academic semester. Organizations requesting funds must be able to document and itemize anticipated expenses and meet the requirements set by the Office of Student Activities.

The following types of organizations may not request funds from Student Activities:

1. Fraternities or Sororities
2. Athletic Teams which receive money from the Athletic Department

REQUISITION PROCESS

All organizations **MUST** complete a purchase requisition to receive funds from the University to pay for goods or services. The requisition must be signed and approved by the Organization's Advisor and Treasurer, SGA Treasurer or President, and the Office of Student Activities. Once the requisition has the proper signatures and budget clearance, a purchase order is created and sent to the vendor for goods and services by the Purchasing Department. The Department receives the item(s) and the invoice, and the invoice is forwarded to the Office of Student Activities for signature. The Office of Student Activities is responsible for forwarding the invoice to the Accounts Payable Department for payment.

IMPORTANT! Although the process for requesting and receiving funds from Student Activities is not a complicated one, it is highly recommended that organizations plan ahead and allow enough time for the request to be discussed and a budget hearing to be held. If your request is approved, then the Office of Student Activities will work with your organizations to request the funds from the Business Office. **A good rule of thumb is to allow at least three to four weeks for the entire process.**

For more information or a requisition form to request funds, please stop by the Office of Student Activities.

FINANACIAL MANAGEMENT PROCEDURES FOR STUDENT ORGANIZATIONS

- I. The organization's Treasurer or Business Manager will keep records of all monies received and expended.
- II. Requisitions for expenditures must have the signatures of the Advisor and Treasurer/Business Manager.
- III. A Financial Statement must be submitted to the Coordinator of Student Activities each semester.

STUDENT ORGANIZATION BANK ACCOUNTS

Student organizations are not permitted to have off-campus bank accounts under the University's umbrella (i.e., using the University's name and/or Federal Tax Identification Number – FEIN).

STUDENT ORGANIZATION AGENCY ACCOUNTS

Recognized student organizations may establish Agency Accounts with the University's Finance and Business Services Department wherein deposits may be prepared for activities such as membership dues or fund-raising efforts.

For more information regarding establishing an Agency Account, please stop by the Office of Student Activities.

FUND-RAISING

The University recognizes the need for chartered student organizations to independently raise money in order to sponsor activities and events. All registered student organizations are encouraged to make every possible effort to become financially self-supporting. Organizations may generate funds by charging dues to members, charging admission to events, and sponsoring approved fund-raising activities. Fund-raising events must be approved at least two (2) weeks in advance by the Office of Student Activities, including approval of method to be used in selling tickets and collecting money when admission is to be charged to an event. Fund-raising is defined as anytime an organization collects money for any purpose on or off campus.

When planning a fund-raiser, please keep in mind the following guidelines:

- ✓ All fund-raiser events sponsored by a chartered student organization both on and off campus must be requested and approved through the Office of Student Activities at least two (2) weeks prior to the event.
- ✓ Any organization sponsoring a fund-raiser must submit the Student Organization Revenue Report & Financial Reconciliation Form and deposit funds to the Office of

Student Activities no later than two (2) business days after the event. This form may be picked up from the Office of Student Activities

- ✓ Projects are limited to approved campus locations and to one day in length, unless an extension is given.
- ✓ Fund-raising may not take place within the residence halls without the expressed consent of the Office of Residence Life.
- ✓ Student Organizations may not act as an agent for non-university affiliated organizations.
- ✓ Dances, concerts, step shows, or similar projects must be approved by the Office of Student Activities and with the Department of Public Safety.
- ✓ Advisors of the student organization must be present at all events where money is exchanged and/or collected.
- ✓ The Clark Atlanta University logo cannot be used without permission from the Office of the Vice President for Enrollment Services and Student Affairs.
- ✓ Fund-raisers and raffles which involve the hiring, “renting,” or “purchasing” of human beings for unspecified tasks will not be approved. These practices have the potential to violate the basic rights of those involved and by nature are demeaning to participants.

CONTRACTS

All contracts for services or purchases must be signed and approved by the Organization’s Advisor, the SGA Treasurer, and the Office of Student Activities, before submission to the Vice President for Finance & Business Services for final approval.

SOLICITING CORPORATE SPONSORS/DONORS

Each student organization must remember that one of the primary steps in soliciting sponsorship is first receiving approval from the Student Affairs Administration. Corporate sponsorship of University activities by private business enterprises are permitted provided that such sponsorships do not:

- Involve the explicit advertising of alcohol, tobacco products or the promotion of sexually explicit materials
- Compete with business enterprises contracted through Auxiliary Services
- Bring adverse exposure to the University

The University reserves the right to accept or reject any and all sponsorship activities.

Solicitation of corporate sponsorships shall be consistent with the procedures outlined in the *Prospect Cultivation/Solicitation Form*. Forms may be obtained from IA/UR. Solicitation for corporate sponsorships shall be in consultation with the Senior Director for Corporate and Foundation Relations and approved by the Vice President for IA/UR, and, where appropriate, may also include the Vice President for Finance and Business Services/CFO, the Vice President for Academic Affairs and/or the Vice President for Enrollment Services and Student Affairs.

Corporate sponsorships requiring either party to enter into a contractual arrangement must be reviewed and approved by the Vice President for Finance and Business Services/CFO, the Vice President for IA/UR (or a designee), and the University General Counsel, prior to acceptance.

Authorized Unit to Solicit Corporate Donors

Student Activities (Intramurals and Registered Student Organizations)

- a. The Director of Student Activities may request corporate sponsorships for activities under his/her control. Sponsorships may take the form of:
 - Print opportunities
 - Signage
 - Game and event promotions
 - Apparel advertising
- b. Sponsorships may be long-term (e.g. signage at intramural venues), be of a limited nature, or be a one-time event.

The Office of Student Activities must follow the existing University policy of completing the University's *Prospect Cultivation/Solicitation Request* form that is submitted to all divisions to ensure there is no conflict with other units' solicitation efforts.

For more information, please refer to the University Policy 12.03: Gift and Donor Solicitation/Fundraising Policy.

STUDENT ORGANIZATIONS' GUIDELINES

ON-CAMPUS SOCIAL EVENTS

The University takes seriously its commitment to create a pleasant campus environment conducive to the safety and well being of its students. To achieve this aim, the subsequent guidelines for social events must be met:

- ✓ The Advisor of record or his/her designee must be present at the social event from start to finish.
- ✓ All Clark Atlanta University students must show a valid student identification card at the entry point to the social event in order to gain access to the event. Non-Clark Atlanta University students must be invited guests of the organization sponsoring the event. It is preferable that the sponsoring organization develops a guest list, which should be available at the entry point to the event. Once it has been determined that the individual is indeed a guest, he or she must present a picture identification card and log his or her name on a roster. The guest will be required to provide his or her driver's license number and/or social security number. (The log containing such information is to be treated confidentially, monitored by the Advisor, and delivered to the Office of Student Activities on the first business day following the event.)
- ✓ Prior to each social event, student clubs and/or organizations are responsible for arranging the appropriate presence of police officers through the Department of Public Safety. This should be arranged at least two weeks before the event is held. The Department of Public Safety will determine the appropriate number of officers, which is typically calculated by the anticipated number of attendees; the costs for hiring such police personnel will be incurred by the club or organization sponsoring the event.
- ✓ With the exception of members of the Clark Atlanta University community, individuals are not permitted to congregate in any campus area after the social event.
- ✓ In the event that disorderly behavior manifests itself during the social event, the event will end immediately. The University will exercise "zero tolerance" for fighting and other disorderly conduct during the event.
- ✓ Campus organizations that do not adhere to any particular aspect of these guidelines could lose campus charter.

OFF-CAMPUS TRIPS

Off-campus trips sponsored by the University or activities of University clubs and organizations that complement the educational experience are permitted. Students and the accompanying faculty and/or staff are required to complete a Student Liability Waiver for Educational & Cultural Trips two weeks prior to departing for the trip and secure the approval of the Vice President for Enrollment Services and Student Affairs or designee. The purpose of the waiver is to express that typically the student traveler assumes any and all liability for his/her personal safety and well-being. The waiver is available in the Office of Student Activities as well as in the Office of Student Affairs. University-sponsored or related trips require that a member of the faculty or staff accompany students. Students must abide by all instructions provided by the University representative throughout the duration of the trip. Traveling on University-sponsored or related trips includes the requirement that students return with the group. One-way travel is not permitted, unless the Vice President of Enrollment Services and Student Affairs grants prior approval. More importantly, throughout the trip, students are expected to demonstrate civil, responsible, and ethical behavior and follow all University rules and policies.

USE OF UNIVERSITY FACILITIES

All chartered campus clubs and organizations are able to utilize certain University buildings and equipment. A **Requisitions Form** (*A Request for Space and/or Services*) must be submitted seven (7) to fourteen (14) days before the event is scheduled to occur.

The following information must be obtained in order to utilize property:

1. Signature of the organizations' Advisor.
2. Signature of the person designated as Director of the building or location.
3. Signature from the Department of Public Safety indicating that you have secured extra security for all events after 5PM.
4. Signature from the Dean of Student Affairs.
5. Final approval from the Office of Student Activities.

Once final approval is given to utilize space on campus, the organization is responsible for any damages that may occur. All step shows, dances and parties will require additional safety officers.

- **Individuals or groups shall be responsible for any negligent damage of any University property, and damages shall be charged to the individuals or groups using a facility at the time damages occur.**
- **The University will not be responsible for any articles lost in its facilities. Articles that are discovered can be turned into the Clark Atlanta University Department of Public Safety.**

PROHIBITED CONDUCT

- **SMOKING**
The use of all tobacco products is prohibited in University Facilities. This includes all office spaces, doorways, meeting rooms, restrooms, dining areas and loading docks.
- **ALCOHOLIC BEVERAGES**
The use, possession, consumption, distribution or sale of alcoholic beverages on any property owned or leased by the University is strictly prohibited.
- **DRUGS**
Use or possession of **any** illegal drugs is strictly prohibited.
- **GAMBLING**
Gambling, in any form, is not permitted on the campus of Clark Atlanta University.
- **ANIMALS OR PETS**
Animals are not permitted in university facilities without prior approval. However, animals trained to assist the disable are permitted. To request permission to have an animal in a facility, submit a written outline of activities involving the animal with discussion of proper safeguards for controlling the actions of that animal to the Assistant Director/Event Coordinator ten business days prior to the event.

POSTING FLYERS & ADVERTISEMENTS ON CAMPUS

Flyers and advertisements must be submitted for approval at least 24 hours prior to posting. Any clubs, organizations or individuals wishing to distribute or post signs and/or posters must have approval from the Office of Student Activities and adhere to the following rules:

1. Materials should be posted in designated bulletin board areas only
2. Each building director shall assign areas for posting and has the right to remove any materials not approved or posted in the areas assigned.
3. Posting should not obscure the view from glass doors.
4. The organization or individual is responsible for removing posted materials once the event is over.

PARADES, STUDENT RALLIES & GATHERINGS

Parades, student rallies and other such gatherings must be limited to areas designated by published notice for such activities. Outside parades, rallies and other such gathering, which interfere with pedestrian or vehicular traffic on the campus, must be cleared with the Vice President for Student Affairs and the Department of Campus Security before they may be undertaken.

CATEGORIES OF CHARTERED ORGANIZATIONS

HONORARY ORGANIZATIONS:

Alpha Eta Society (allied health majors); Alpha Kappa Delta National Sociological Fraternity (sociology majors of high standing); Alpha Kappa Mu National Honor Society (juniors and seniors who have accumulated a 3.3 average); Beta Kappa Chi (natural sciences and mathematics majors); Beta Phi Beta Biological Society (biology majors and minors); Epsilon Tau Sigma (allied health majors); Iota Beta Chemical Society (chemistry majors and minors); Phi Mu Alpha Sinfonia National Music Fraternity (Omicron Kappa Chapter - music related); Pi Gamma Mu (social science majors); Psi Chi (psychology majors); Sigma Delta Pi (Spanish majors); Kappa Delta Epsilon (education majors).

HONORS PROGRAM:

Composed of selected students who maintain a grade point average of 3.25 and above. Applications are available in the Office of the Associate Dean for Academic Services.

PAN-HELLENIC COUNCIL:

Composed of the president, secretary, and advisor of each fraternity and sorority, this council makes recommendations and consults with the Dean of Student Affairs through the Director of Student Activities regarding the activities of Greek-letter organizations on campus. Copies of regulations governing the activities of fraternities and sororities may be obtained upon request from the advisors of the Pan-Hellenic Council.

GREEK-LETTER ORGANIZATIONS:

Alpha Phi Alpha Fraternity, Inc., Alpha Phi Chapter; Alpha Kappa Alpha Sorority, Inc., Alpha Pi Chapter; Kappa Alpha Psi Fraternity, Inc., Gamma Kappa Chapter (as well as, the Intermediate (Graduate) Kappa Alpha Psi Fraternity, Inc., Kappa Zeta Chapter); Omega Psi Phi Fraternity, Inc., Beta Psi Chapter; Delta Sigma Theta Sorority, Inc., Sigma Chapter; Phi Beta Sigma Fraternity, Inc., Psi Chapter; Zeta Phi Beta Sorority, Inc., Psi Chapter; Sigma Gamma Rho Sorority, Inc., Phi Chapter; Iota Phi Theta Fraternity, Inc., Epsilon Beta Chapter.

RELIGIOUS ORGANIZATIONS:

The Midweek Prayer Hour and the Student Christian Association (merger of Faith in Action Group, the YWCA) command the interest and services of many students. A desire to serve is the only qualification necessary for membership.

The Office of Student Activities can furnish students with a list of contact persons for each organization.

GREEK LIFE

INTRODUCTION

Greek-letter fraternities and sororities have assumed an active role on the CAU campus, and contributed to the cultural, scholastic, political, service, and social life at the University. In addition, Greek-letter organizations provide another vehicle for student leadership opportunities. Greek-letter organizations offer their members with a strong bond of friendship and esprit de corps. Fraternities and sororities are expected to comply with regional, national, and institutional regulations governing their respective organizations as well as those established by the campus Pan-Hellenic Council and University Code of Student Conduct. Further, they are required to adhere to the published rules and regulations governing student organizations.

Prospective students interested in obtaining membership in campus Greek-letter fraternities and sororities must have the minimum requirements set by the University and additional requirements set by the individual organization. All students interested in obtaining additional information and regulations concerning Greek Life should contact the Office of Student Activities located inside the Student Center, Suite 245.

GENERAL REGULATIONS GOVERNING MEMBERSHIP IN-TAKE

All Greek organizations must submit the required forms to the Office of Student Activities for approval of the prospective members. The organization's President or in-take chairperson must provide a written statement signed by each organization member stating their compliance with the rules and regulations regarding hazing. Organizations must not hold any activities with or for prospective members before the official membership in-take period as stipulated by the Office of Student Activities. Greek organizations must provide the Office of Student Activities with general guidelines on membership required by their local, state, or national office. All organizations must follow the rules and regulations regarding hazing on a state, local and national level in addition to the policy of Clark Atlanta University regarding hazing. The hazing policy is located in the Student Code section of the Student Handbook.

MEMBERSHIP IN-TAKE REQUIREMENTS

- ✓ A new student must be in residence one academic year before he/she is eligible for in-take. Transfer students from an accredited school who satisfy all requirements are eligible for in-take during the second semester of matriculation at Clark Atlanta University.
- ✓ A student must complete a minimum of 24 semester hours with a cumulative grade point average of 2.7 for all courses completed at the college level.

- ✓ In-take periods will be established by the Director of Student Activities and the Pan-Hellenic Council Advisors.
- ✓ No student carrying less than twelve semester hours is eligible for in-take activities.
- ✓ Graduate students may not be initiated into an undergraduate chapter.
- ✓ All students interested in membership must complete the membership in-take class conducted by the Office of Student Activities. Only students whose names appear on the eligibility list are to be considered for in-take. Any organization violating this rule is subject to suspension. Eligibility will be determined by the Director of Student Activities and the Pan-Hellenic Council Advisors.
- ✓ Hazing or physical harm of any kind is prohibited. (University policy on hazing can also be found in the Code of Student Conduct section of the Student Handbook.)
- ✓ In-take activities are not to interfere in any manner with classroom work or University work-study assignments of students. Any organization violating this rule is subject to probation or suspension.
- ✓ Students are eligible for in-take if their financial accounts with the University are current, they meet the GPA requirement and if they are not on University disciplinary probation.
- ✓ Persons holding offices in an organization must be full-time students pursuing degrees.
- ✓ No Greek-letter organization may function independent of Clark Atlanta University.
- ✓ To maintain active status, a member must earn a minimum 2.50 grade point average each semester.
- ✓ A Chapter must earn a 2.50 cumulative grade point average to remain active each semester.

CHAPTER OUTREACH (COMMUNITY SERVICE)

Chapter outreach activities are those that involve the chapter with the larger campus community and neighboring area. These initiatives support the guiding principles of fraternities

and sororities to help members develop a broader perspective of their environment and their role in society. Chapters are **encouraged** to conduct community service programs each semester.

SOCIAL RESPONSIBILITY

Social activities are an integral part of Greek Life. Each chapter must plan and manage all social functions with reasonable management of foreseeable risks. Each chapter must abide by the fraternity/sorority and University policies and educate its members regarding such policies. Failure to abide by the policies set forth will result in disciplinary action.

CONDUCT

Each chapter is expected to promote conduct that represents the ideals of the respective organizational values and the values of the University. Chapters are accountable to the University's Code of Conduct and may, as any organization, be found responsible and sanctioned for violations of the Student Code of Conduct.

SEMINARS, PROGRAMS & EVENTS

Chapters are asked to conduct at least four development programs each semester. Programming can be in the form of educational programs open to the University community. Suggested topics include, but are not limited to the following:

- ❖ Leadership Development
- ❖ Time Management
- ❖ Alcohol and Drug Awareness
- ❖ Gender Issues
- ❖ Human Diversity
- ❖ Sexual Harassment
- ❖ Personal Health
- ❖ HIV/AIDS
- ❖ Career Development
- ❖ Date Rape

CHAPTER MANAGEMENT

Each chapter should practice sound internal management in the following areas:

- Accounts Payable
- Accounts Receivable
- Goal Setting & Planning
- Office Transition

CHAPTER ADVISORS FOR GREEK-LETTER ORGANIZATIONS

Clark Atlanta University requires all Greek letter organizations to have two alumni advisors active with the local chapter. One must be employed with the University full time. Advisors should advise the organizations as it relates to university and national regulations. The organization must notify the advisor(s) of all meetings of the organization and its executive bodies. When an organization needs a new advisor, it shall have the privilege of choosing a suitable candidate to be listed with the Office of Student Activities.

Advisors must adhere to the following guidelines:

- ✓ Meet with chapter leaders to discuss individual goals and developmental needs as well as the chapter goals and developmental needs.
- ✓ Meet with the chapter on a regular basis.
- ✓ Help the chapter function productively within the institution and to fully understand individual and group rights and responsibilities.
- ✓ Monitor chapter funds.
- ✓ Approve activities.
- ✓ Require chapter officers to submit weekly, biweekly, or monthly reports.
- ✓ Monitor elections of chapter officers.
- ✓ Provide training in leadership skills and other skills needed for chapter administration.
- ✓ Provide workshops, programs, seminars, and retreats on chapter administration.
- ✓ Attend all functions sponsored by the chapter. If the advisor is unable to attend a function, they must designate another employee or advisor.

HAZING

Clark Atlanta University subscribes to the National Pan-Hellenic Council (NPHC) definition of hazing with regard to its Greek-letter organizations. It defines hazing to include any action taken or situation created that involves or results in abusive, physical contact or mutual harassment of a prospective Fraternity or Sorority member; and that any such action is considered hazing, whether it occurs on or off the Fraternity or Sorority premises, campus or place where chapters or prospective members meet; and that hazing has also been described to include any action that results in excessive mutual or physical discomfort, embarrassment or harassment; that such activities include, but are not limited to paddling, creation of excessive

fatigue, physical or psychological shock, morally degrading or humiliating activities, late work sessions that interfere with scholastic activities and any other activities inconsistent with fraternal law, regulations and policies of the affiliated educational institution and federal, state or local law. In addition, the State of Georgia Code recognizes hazing as a misdemeanor as noted below.

STATE OF GEORGIA HAZING LAW

Georgia Code 16-5-61. - Hazing

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

- (1) "Haze" means to subject a student to an activity that 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 that 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 condition or precondition of gaining acceptance, membership, office, or 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.

(Code 1981, § 16-5-61, enacted by GA.L.1988, p 694, §1; GA. L.1990, p 1690, § 1.)

RECREATION/ INTRAMURAL SPORTS PROGRAMS

INTRODUCTION

The Office of Student Activities coordinates a recreational program which includes worthwhile leisure and recreational opportunities. The program also includes intramural sports such as basketball, softball, and volleyball. Residential and commuter students are encouraged to participate in the recreational/intramural activities. The mission of the Recreational Sports Office is to provide a broad and diversified program of sports and activities that meet the needs and interests of the Clark Atlanta University community. The recreational sports program comprises intramurals, sports clubs, funk/step aerobics, and open recreation (aquatics, open gym, weight room). Up-to-date information concerning scheduled activities can be obtained by on campus flyers, the Student Activity calendar and other University publications.

REQUIREMENTS FOR PARTICIPATION

All Clark Atlanta University students, faculty and staff with appropriate identification are eligible to participate. Participation in most programs is as easy as showing up. Intramural participation simply requires advance sign-up in the Recreational Sports office. All programs of the Recreational Sports program are open to all students, regardless of any disability. Should you or someone you know need assistance in the use of facilities, contact the Recreational Sports office.

LIABILITY OF PARTICIPATION

Participants in all programs sponsored by the Recreational Sports Office should be aware that injuries may occur as a result of participation. Neither the Recreational Sports Office nor the University is responsible for the injuries incurred in intramurals, open recreation, or club sports activities. The Student Health Center will provide first aid, and if necessary, with the assistance of Public Safety, coordinate emergency medical response.

INTERCOLLEGIATE ATHLETICS



BRIEF OVERVIEW

The University's Intercollegiate Athletics programs afford students opportunities to enjoy and distinguish themselves in sports, as well as provide excellent athletic competition. For the enjoyment of the student body, faculty, and community, varsity teams in football, tennis, basketball, baseball, soccer, volleyball, and track and field compete with teams from various colleges throughout the area. The University holds membership in the Southern Intercollegiate Athletic Conference and the National Collegiate Athletic Association.

**An up to date calendar for all competitive events that Clark Atlanta University Athletes are scheduled to participate in can be found on our school website, www.cau.edu.*

STUDENT PUBLICATIONS

INTRODUCTION

Students publish a bimonthly University newspaper and a yearbook which reflect students' opinions. These publications are produced under the advisory of the faculty or staff and without administrative censorship. Student publications provide practical experience in journalism. Clark Atlanta students can also obtain journalism experience in various departments and organizations by writing for, and assisting in, the publication of newsletters and magazines. Student publications, particularly the student press, are a valuable aid in establishing and maintaining an atmosphere of free and reasonable discussion, and of intellectual exploration on campus. The University endorses the concept that students have the right and responsibility to express and interpret student opinion to the faculty, staff and administration.

Both the *Panther Newspaper and Yearbook* are Student Affairs-related organizations which link both the academic (curricular) and Student Affairs (co-curricular) educational divisions of the University. For the aforementioned reason, the *Panther Newspaper* and the *Panther Yearbook* are unique from other student organizations and shall be governed by the regulations listed below.

THE PANTHER YEARBOOK

The goal of the University yearbook shall be to chronicle campus activities of lasting significance, to publish a document which reflects in an accurate portrayal of campus life, and to provide an archival record of persons, organizations, the campus, curricular, and co-curricular events. *The Panther Yearbook* Regulations are as follows:

- ✓ Each publication staff shall be a chartered student organization of the University.
- ✓ Each publication shall have, but shall not be solely restricted to, an advisor from the Mass Media Department. The Mass Media Department advisor shall be a faculty member who is appointed by the Department Chair, in collaboration with the Dean of Student Affairs or designee. Advisors shall be guided by the general provisions and expectations outlined in the CAU Student Handbook.
- ✓ Each publication shall be funded from the University operational budget, as well as any other available external sources.
- ✓ Each publication shall assign a qualified student the position of Business Manager (Business/Managing Editor), who will maintain a sound financial system related to the collection and disbursement of funds in accordance with generally accepted accounting principles. An Advisor shall serve as a moderator of the fiscal affairs of each organization, working closely with the purpose of effective and efficient operations, as well as an audit.

- ✓ An annual fiscal and programmatic report shall be filed with the Division of Student Affairs by the student editors (or designee), and shall serve as the basis for an end-of-the-year-review.

THE PANTHER NEWSPAPER

The mission of the student newspaper shall be to report news of student interest from on and off campus, to editorialize on matters of student concern, and to provide a forum for the free expression and exchange of ideas in the University community. In addition to the regulations set forth by the *Panther Yearbook*, *The Panther Newspaper* Regulations are as follows:

- ✓ Carry the following policy statement in its “credit block” on the editorial page: *The Panther* is published by the students of Clark Atlanta University. The opinions expressed in *The Panther* reflect only the positions of the student writers and the editorial staff, and not the ideas or opinions of the University or its governing board. *The Panther* has both the right and responsibility to report news of student interest from on and off campus, to editorialize on matters of student concern, and to provide a forum for the free expression of opinion and exchange of ideas in the community. All rights reserved. Reprints by permission of the editor and advisor. Staff positions shall be open to all interested students.
- ✓ Develop and regularly print the policy which governs “Letters to the Editor.”
- ✓ Student publications will maintain high standards of literary merit and journalistic responsibility.
- ✓ The editors-in-chief will be members of the Student Publications Committee and the Council of Chartered Organizations.

Responsibilities of the Student Publications Committee

The Committee is responsible for the oversight of the implementation of policies which govern student publications and to develop recommendations for new and/or revised policies.

Composition of the Student Publications Committee

The Committee shall be composed of nine (9) members: four students, five faculty/staff. Student members shall include the editor-in-chief of the yearbook and newspaper and the presidents of the Student Government Association or designee. Faculty/staff members shall include the advisor for each publication, two members of the Student Life Committee, as well as representation from the Division of Student Affairs. The chair of the Committee shall be determined by the body.

WORDS TO LIVE BY:



"THE AVERAGE COLLEGE STUDENT HAS FAITH THAT THEY ARE STRONG ENOUGH FOR THE JOURNEY AHEAD...

BUT A CLARK ATLANTA UNIVERSITY STUDENT HAS FAITH THAT IT IS *IN THE JOURNEY* THAT THEY WILL BECOME STRONG."

- AUTHOR UNKNOWN
(BUT IT PROBABLY WAS QUOTED BY A CAU STUDENT)