

ABRAHAM BALDWIN AGRICULTURAL COLLEGE

RECOGNIZED STUDENT ORGANIZATION RESOURCE GUIDE



2022-2023

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Introduction

This resource guide is intended to be a tool for all advisors and student leadership of Recognized Student Organizations (RSOs) at Abraham Baldwin Agricultural College and does not constitute an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from a conflict with the bylaws or policies of the Board of Regents, the official bylaws and policies of the Board of Regents shall prevail. This document includes helpful information to complement the [Student Handbook](#) about RSO procedures and operations as well as College policies. Information found in this document should help provide guidance regarding organizational responsibilities, advertising and publicity, membership, student activity fee usage, fundraising, event planning, as well as the services provided by ABAC Student Affairs and the Dean of Students. Please take time to familiarize yourself with this resource guide as well as the [Clubs and Organizations](#) website.

ABAC Student Affairs

The Office of Student Affairs supports Student Life at the College and the subsequent retention, progression, and graduation of a diverse student body. The Student Affairs staff works through Recognized Student Organizations, Student Activities, Intramurals and Recreational Sports, Residence Life, Student Government, and Greek Life to offer training and leadership, afford opportunities for fun, recreation, and promote the growth and development of the student. These activities enhance and support the academic life of the College. We understand that students who participate in college sponsored extra-curricular activities generally perform better in the classroom than students who do not participate. We are hopeful students will get involved, find their path, and take time to explore the plethora of opportunities ABAC offers.

The Office of Student Affairs also supports Student Life at the College through the Dean of Students. The [Dean of Students](#) is your resource and advocate in helping you navigate ABAC's extracurricular waters. The formal roles of the Dean of Students include oversight for student conduct, problem resolution, policy review and compliance, and student advocacy.

Student Affairs Directory

ABAC 28, 2802 Moore Highway (Branch 208)
Tifton, GA 31793-2601

Name	Position	Phone (229) 391-	E-Mail Address
Alan M. Kramer	Acting Dean of Students	4928	akramer@abac.edu
Corey Langston	Director of Residence Life & Housing	5139	clangston@abac.edu
Sarai Mapp	Assistant Director of Residence Life & Housing	5147	sarai.mapp@abac.edu
Jennifer Walls	Assistant Director of Recreational Sports	4935	jennifer.walls@abac.edu

Jason Pace	Residence Life Coordinator (Place)	5138	jpace2@abac.edu
Naomi Chance	Residence Life Coordinator (Lakeside)	5231	naomi.chance@abac.edu
Justin Phillips	Residence Life Coordinator (Lakeside)	5177	justin.phillips@abac.edu
Shawn Burnette	Coordinator of Student Activities	5129	shawn.burnette@abac.edu
Sue Dees	Administrative Associate (Student Affairs) & Office Coordinator (Counseling Center)	5128	sdees@abac.edu
Elizabeth Wilcox	Housing Assignments Coordinator	5142	ewilcox@abac.edu

Student Life at a Glance

ABAC provides various types of student activities that offer training and leadership, afford opportunities for fun recreation, and promote the growth and development of the student. These activities enhance and support the academic life of the College, and students who participate in college-sponsored extra-curricular activities generally perform better in the classroom than students who do not participate.

Privileges of being a Recognized Student Organization (RSO)

Every student organization wishing to operate at Abraham Baldwin Agricultural College must apply for and secure official recognition status. RSOs must complete the registration process annually in order to maintain recognized status. Officially recognized student organizations shall have the following privileges:

- May use Abraham Baldwin Agricultural College’s name to identify institutional affiliation.
- May recruit members on campus.
- May use College facilities and equipment for meetings and functions, subject to ABAC and Board of Regents’ policies and approval by the Office of Student Affairs.
- Will have access to publicity resources on Abraham Baldwin Agricultural College’s campus.
- May conduct fundraising efforts within College policy.
- May be eligible to apply for Student Activity Fee funding subject to Board of Regents’ policies, College regulations governing allocation of student activity fees, and available funds.
- May participate in institutional engagement opportunities such as Homecoming Stallion Cup, Club Rush, Town and Gown, Student Leadership Reception, etc., as well as be eligible for *Club of the Year* recognition.

Current RSOs

With approximately 60 [student clubs and organizations](#), ABAC should have at least one group to match the interests of every student. Most major fields of study have an affiliated club, which sponsors activities and programs to supplement students' learning in the classroom. Phi Kappa Phi and Phi Theta Kappa cater to honors students. The College Republicans, Young Democratic Socialists, and College Democrats provide opportunities for students to debate and participate in current events. The Cultural Latinx Club and IMPACT focus on various cultural interests. Other clubs, such as the Baptist Collegiate Ministries (BCM) emphasize the spiritual side of college life. So, choose a club (or start a new one!) that looks interesting.

*ANR = Agriculture & Natural Resources. AS = Arts & Sciences. SSB = Stafford School of Business. NHS = Nursing & Health Sciences.

Organizational Requirements & Responsibilities

In order to maintain active status, organizations must abide by the following:

- Organizational Advisors and Presidents must complete required trainings.
- Organizational Representative must attend joint SGA/RSO meetings (see SGA Constitution).
 - Every Category 2, 3, and 4 club or organization shall have one (1) representative at each meeting, with alternates available in the absence of the representative. The representatives shall be either the President or Vice-President of the recognized club or organization. Alternates shall be members of the club or organization Executive Committee (Secretary, Treasurer, Parliamentarian, etc.) or an advisor of the club represented.
 - No one person can represent more than two clubs for attendance purposes.
 - No one person can vote for more than one club or organization.
- Update organizational information at the start of each semester including updated Constitution, Advisor(s), and leadership information.
- Participate in Club Rush each semester (counts as a mandatory SGA/RSO meeting).
- All organizations must adhere to all local, state, and federal laws and regulations. In addition, all organizations are expected to adhere to the rules and regulations set forth within the ABAC Student Handbook and any other College designated guidelines (i.e., Coursedog).
- Organizational Representative must attend organizational meetings.

*If a recognized club or organization should be absent from any two (2) joint SGA/RSO meetings during a semester, the organization will be placed on warning. If the recognized club or organization logs continued absences for a second consecutive semester, the registered club or organization will be placed on probation. After a third consecutive semester of absences, the registered club or organization will be placed on suspension.

Registering a *new* Student Organization

Any organization which uses the Abraham Baldwin Agricultural College name or operates in any official capacity as a student organization at ABAC must register as an RSO. Students seeking to become a new club should meet with the Dean of Students to begin the process. Once all paperwork has been completed, the group will be recognized as an interest group and should

start attending joint SGA/RSO meetings. Upon approval of all paperwork, the interest group will be recognized as a club.

To obtain recognition, a prospective club must follow these established procedures:

- Must be comprised solely of students currently registered at Abraham Baldwin Agricultural College. Non-students may participate in club activities as guests but may not vote, hold office, nor pay dues. Non-students may be called "associate members," or, if they are graduates of ABAC, they may be called "alumni members," but they may not vote, hold office, nor pay dues. Associate members include, but are not limited to, University of Georgia Tifton and Georgia Southwestern students.
- Must have a minimum of eight (8) students to form a club.
- Must have on file a current Club Constitution approved by the Office of Student Affairs (email deanofstudents@abac.edu).
- Must secure a faculty/staff advisor.
- Must have on file a current **Memorandum of Understanding and Advisor Agreement Form** (email deanofstudents@abac.edu).
- Must agree to send a club, Executive Board representative (President, Vice President, etc.) to joint SGA/RSO meetings throughout the academic year. Members and officers must agree to accept ABAC and campus regulations including, but not limited to, the Student Code of Conduct, as outlined in the [Student Handbook](#). Please review the *SGA Constitution* for additional information.

**The requirements for registration do not apply to existing, or future, Greek organizations as there are specific guidelines for governance of existing Greek organizations and for colonization and charter of new, Greek organizations.*

Returning RSOs (in good standing)

Returning RSOs must register with the Office of Student Affairs by completing the [Club Registration](#) at the beginning of each academic year and executing a current **Memorandum of Understanding and Advisor Agreement Form**. A student organization may be removed from the registry of clubs for misuse of the college name, violations of laws and the student code of conduct, failure to register with the College, or non-compliance with expectations of ABAC's recognized clubs. Students may appeal to the Vice President of Student Affairs if denied registration or removed from the registry.

Non-Discrimination and Anti-Harassment

Abraham Baldwin Agricultural College is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, University System of Georgia policy, and College policy, the College prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the College Community (as defined below) on campus, in connection with a College program or activity, or in a manner that creates a hostile environment for any member of the College Community. Incidents of

harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the College.

Joint SGA/RSO Meetings

The Student Government Association oversees mandatory bi-monthly joint SGA/RSO meetings (see SGA Constitution) during Fall and Spring semesters with ABAC's student club/organization leaders. Joint SGA/RSO meetings on the Tifton campus serve as a resource, leadership forum, and advocacy group for recognized student organizations. The joint SGA/RSO meetings strive to ensure that student groups at ABAC work cooperatively and within the guidelines set forth by the institution. The meeting schedule is communicated in advance to the students via Office of Student Affairs and SGA communications and is subject to change based on the ABAC academic calendar.

Purpose

The purpose of these joint SGA/RSO meetings is:

- To provide a forum for communication among recognized organizations on campus.
- To provide guidance to the various clubs and organizations in planning, executing, and evaluating activities.
- To represent recognized organizations on campus issues in the form of recommendations to the Office of Student Affairs.
- To organize and promote joint organizational events for the benefit of ABAC students.
- To increase the quality of campus social, cultural, and educational life through organizational activities.

Meeting Reporting Structure

Meetings will follow the SGA Constitution and Bylaws with Guidance from this RSO Resource Guide. Generally, the SGA President will preside over meetings. The SGA Executive Vice President will provide report for all Category 2 organizations. The SGA Executive Vice President/Bainbridge will provide report on all Bainbridge organizations. Senators from each School will report on all Category 3 organizations in their School. Chair of Category 4 organizations will be elected at first SGA meeting in the Fall semester and will represent and report on all Category 4 organizations.

Category 4 RSO Chair and Elections

- RSO Category 4 organizations will elect one (1) student representative Chair from among the Category 4 RSO membership.
- The Category 4 RSO Chair position shall be (1) nominated from the Category 4 RSO membership at the first meeting of the Fall semester; (2) be approved by a majority of the Category 4 RSO members present at the first meeting; and (3) take office immediately for a term of one academic year. In the event that the elected member is unable to continue in office for Spring semester, a new Chair will be elected at the beginning of the second semester and take office immediately for the remainder of the academic year.
- The elected Category 4 RSO Chair shall meet and maintain the following minimum academic standards:
 - Non-probationary academic status as set by the College.

- Enrollment is six (6) credit hours or more at ABAC.
- A 2.25 cumulative and current grade point average.
- Each period of service shall be for one (1) academic year unless re-elected.
- No student representative shall hold the office for more than four (4) consecutive semesters.

Category 4 RSO Chair Duties

- The performance of duties related to RSO function as assigned by the RSO Advisor.
- Represent Category 4 RSOs at ABAC meetings.
- Responsible for promoting attendance and participation at all joint SGA/RSO meetings by Category 4 RSO club representation.
- Serves as the liaison between Category 4 RSOs, all other RSOs, the SGA Team, and RSO Advisor.

RSO Advisors

An RSO advisor is a member of the faculty or staff of the College who provides assistance, direction, and continuity to the officers and members of a student organization. The advisor serves both as a representative of the group in an official capacity as well as a student advocate. Advisors should provide guidance, direction, encouragement, perspective, and support. An advisor should also be aware of potential issues which student members may overlook. Advisors should also become familiar with the College policies and regulations that govern student organizations and student activity fee usage. An advisor's role does require active participant or guidance at some events and activities.

All RSOs must have at least one faculty/staff advisor. At a minimum, advisors should be in communication with the organization president on a regular basis to have a pulse on the status of the organization. It is very important that the advisor and the organization leaders communicate their expectations to each other. The minimum criteria to be an advisor to an RSO are:

- The advisor must have the approval of his/her Dean, Department Chair, or direct supervisor.
- Participation in a mandatory training session sponsored by the Office of Student Affairs and compliance with the policies, procedures, and operations reviewed in the session as well as outlined in this Resource Guide.

Advising Responsibilities and Benefits

A student organization advisor is a member of the faculty or staff of the College who provides assistance, direction, and continuity to the officers and members of a student organization. The advisor serves both as a representative of the group in an official capacity as well as a student advocate. Advisors should provide guidance, encouragement, perspective, and support. An advisor should also be aware of potential issues that student members may overlook. Advisors should become familiar with the College Policies and regulations that govern student organizations and student activity fee usage (if applicable).

Advising a student organization is an effort that benefits both the students and advisor. Through our interactions with students outside of the classroom, advisors provide a fullness to the college

experience. This extracurricular interaction with students allows advisors the opportunity to promote skills such as academic and professional skills, community development and civility, leadership, personal identity, and wellness that are invaluable to the students when they leave Abraham Baldwin Agricultural College.

RSO-related Policies and Procedures

Advertising

Flyer Approval and Posting Guidelines

After receiving Coursedog approval, submit a scanned copy of flyer as an attachment to deanofstudents@abac.edu for stamp approval. All flyers must contain the name of the sponsoring organization; contact information for the event; and the date, time, and location of the event. Make sure to check flyers for accuracy (e.g., dates, times, name of event and contacts, spelling, etc.) prior to submitting request.

Posting guidelines

- No flyer may be posted for a period longer than 21 days. It is the responsibility of the sponsoring organization to remove outdated materials.
- Flyers may not be placed on any painted surfaces, nor may flyers be posted in such a manner in which visibility is obscured through glass doors or windows.
- Unless otherwise noted in specific area, flyers should only be posted on bulletin boards.
- Any flyer found in violation of this policy will be immediately removed.
- Flyers may not be placed on the ground due to walkway safety hazard.
- Materials may not be placed excessively in one area and may not cover other posters or signs.
- Chalk, paints, and markers may not be used on any building surface without permission from the Office of Student Affairs.
- Sidewalk chalk may only be used on concrete sidewalks exposed to rain and not on brick pavers.
- Destroying/defacing of others' publicity may result in administrative or disciplinary action.
- Directional signs for meeting and conferences being held on campus may be posted at specific locations after approval by Dean of Students.
- Sheets/Fabric signs must be approved by the Dean of Students. A picture of the sign and request should be sent to deanofstudents@abac.edu.
- Materials must not violate College policy or federal, state, or local laws.

Digital Signage Announcement Request

After receiving Coursedog approval, Faculty/Staff advisors may request digital signage by placing a technology ticket through their *My ABAC*. Flyers to be used should be 1920 x 1080 pixels, landscape format, and .jpg or .png file. Students may request digital signage via https://abac.bosssdesk.io/service_requests/39.

Stallion Cup

The Stallion Cup is an exciting competition that takes place between clubs during Homecoming. Qualifying events and point allocations are announced prior to event. Registration is required.

Student Announcements

After receiving Coursedog approval, Students, Faculty/Staff may request announcement to be sent out to students by sending specific message as would want students to receive to deanofstudents@abac.edu. Student Announcements are reviewed and sent on Tuesdays and Thursdays. Please plan accordingly when submitting student announcements for distribution. Be sure to check dates, times, events, and spelling for accuracy prior to submitting request.

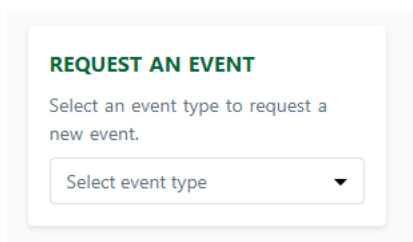
Coursedog

ALL student events and functions whether on or off-campus must be placed into Coursedog at least 3 days prior. Coursedog requests all information needed for both the event itself and the space to be approved. The process provides students the opportunity to attach their leadership's contact information to the request so that the club/organization leadership can be notified (1) if there are questions regarding the event and (2) when the event has been approved.

For extenuating circumstances in missing the 3-day deadline, the following detailed information may be submitted to Mrs. Magaen Bates (magaen.bates@abac.edu) for approval consideration:

Event name:
Organization:
Expected Attendance:
Event Description:
Categories:
Will you have a guest speaker? YES or NO if so, who?
Will you be traveling off campus? YES or NO
Featured Event: YES or NO
Private Event: YES or NO
Start Date & Time of event:
End Date & Time of event:
Location of event:
Setup time:
Breakdown time:
Resources needed if any:
Contacts:
Name:
Email:
Phone #:
Send email notification: YES or NO

Coursedog can be accessed directly from the [ABAC Calendar](#):



REQUEST AN EVENT

Select an event type to request a new event.

Select event type ▼

For assistance in navigating the reservation software, please use the following links for an online tutorial for Coursedog:

Faculty/Staff- https://watch.abac.edu/media/Coursedog%20Event%20Walkthrough/1_tgow4mt9
Students- https://watch.abac.edu/edit/1_lfdhu7w7

Club of the Year

To be eligible for *Club of the Year* (awarded in the Spring), clubs must send nomination to deanofstudents@abac.edu by April 15 and include documentation supporting completion of the following: participation in Fall and Spring Club Rush, Homecoming Stallion Cup, and at least one Community or Institutional Service event. The Verification of Community Service form should be completed in detail for this requirement.

COVID-19 Guidelines

Information and travel guidance related to COVID-19 can be found at <https://www.abac.edu/coronavirus/>. Students should do self-monitoring for 2-3 days before trip/event; and if they are experiencing any of the symptoms, they should withdraw.

Food

https://stallionsabac.sharepoint.com/sites/Business_Office

Food purchased with Student Activity Fee (SAF)/state money for club purpose requires (1) list of names of who is eating and (2) must be purchased with Direct Purchase Payment Voucher (no cash advance or petty cash). Remember that taxes will not be refunded.

If serving food to others, the preparer of food and/or organization needs to be communicated throughout the entirety of event and ingredients should be listed in order to communicate possible allergens . It is important that the personal safety of the preparing organization and the safety of others when serving food is addressed (i.e., no self-service food, servers wear masks and gloves, no reusing plates, individually prewrapped foods and snacks, etc.)

Freedom of Expression

The [Reservation Request Form](#) should be completed and filed in the Office of Student Affairs a minimum of two college business days prior to event. The Freedom of Expression Policy can be found in [Student Handbook](#).

Fundraising

Student Activity Fee (SAF) funds may NOT be used to enter a contest nor purchase supplies.

[Agency Club Account FAQ](#)

Raffles

Steps:

- 1) Complete raffle packet from Office of Student Affairs.
- 2) Submit completed raffle packet to Office of Student Affairs.
- 3) Office of Student Affairs will provide **Dean's letter** of packet approval.

- 4) Org/Club takes packet and Dean's letter to Tift County Sheriff's Office and will also include detailed memo from previous year's raffle including winner of raffle, amount raised, etc.
- 5) Pending approval of Sheriff's Office, they will provide a Raffle Permission Permit.
- 6) Org/Club will bring Permit back to Office of Student Affairs and secure Dean of Students' permission...this will complete the approval process.

All Programming/Prize Gift Forms must be completed for raffle winners and on file in the Office of Student Affairs within 48 hours of completion of raffle event.

Hazing

All student organizations will adhere to the stated definition and abide by policy and procedures set forth by the [ABAC Student Handbook](#). A faculty member, staff member or student who observes hazing of any person or persons who may be ABAC student(s) should immediately report the matter to the Office of Student Affairs (229) 391-5128, ABAC Police at (229) 391-5060, and/or report to <https://www.emailmeform.com/builder/form/s54u81kwTHBPo3WD8q9d4c71>. Students who know, or suspect, that hazing has taken place are strongly encouraged to report it to the Office of Student Affairs. Employees of ABAC are required to report such information.

Minors on Campus

Abraham Baldwin Agricultural College periodically conducts, sponsors, or hosts programs designed to serve minors who are not enrolled as students, including but not limited to camps, clinics, after school programs, and activities. The safety and well-being of these visitors to our campus is of the highest concern. The USG is committed to best practices that will provide a safe and healthy environment for all who participate, volunteer or work in these activities.

All employees, students, and volunteers who work in programs serving non-student minors and who have direct contact or interaction with minor program participants must be appropriately pre-screened and trained. Any program serving minors, including virtual programming, must be approved, and registered per USG policy. Program Directors (those organizing such events) are responsible for reading and following ABAC's Minors on Campus (MOC) Institutional Procedures, completing the program registration form, requesting background checks on all staff/volunteers working with minors, training of staff/volunteers, and maintaining all staff, volunteer, and participant records. Contact the Minors on Campus (MOC) Coordinator, Richard Spancake, for further guidance (229) 391-4887 and visit ABAC's [Minors on Campus](#) website for more information.

Mixed Community Event

Once Coursedog approval is confirmed, communicate with ABAC Police so they know there is a mixed community/student event. Waiver forms should be completed on all participants and submitted to the Office of Student Affairs within 48 hours of completion of event to be placed on file. There must be a club/org designee appointed who (1) is the face of the event, (2) handles all event issues, and (3) in the event of any injuries, contacts ABAC Police to complete the police report. Noise ordinance must be followed.

Movie/Film Copy Rights

Pending Coursedog approval...since ABAC has a contract with Swank Motion Pictures, Inc., a title from them may be shown assuming **ALL** of the following criteria are met:

1. The event is indoors.
2. The event takes place inside an on-campus Residence Hall lounge (or another lounge/lobby on campus).
3. The purpose of the event is for educational or programming purposes.
4. The title is available in the Residence Life Cinema movie library for the programming month. In order to identify if a movie is cleared to show for free you may want to visit [Swank Motion Pictures, Inc.](#)
5. The attendance does not exceed 50 people in total per showing.

If a movie title is not on this list, the RSO will need to identify the company who retains the movie rights and secure permission from them. Proof of this permission will need to accompany the Coursedog request.

Purchasing

Guidance for purchasing can be located on the [Business Office website](#). Guidelines for purchasing can be found in this [Purchasing 101 presentation](#).

Budget Tracking

- All clubs and organizations must carefully track the spending of their Student Activities Fees allocation. Each year club and organization advisors receive the amount allocated to their club along with the club budget number. This number can be provided by the Business Office.
- The Office of Student Affairs tracks purchases for each club, which is why it is important to keep track of expenditures. See Budget Tracking Form. All expenditures should benefit the college community and relate to the organization's purpose.

Expenditure Guidance

https://www.usg.edu/business_procedures_manual/section24/manual/C2050/

Examples of acceptable projects/items to be funded (see USG Policy)

- Supplies (general office supplies, poster board, paint, paper, etc.)
- Speakers/lecturers
- Conference/Competition Travel
- Service Projects (direct donations from allocated funds are not permitted)
- Events open to entire campus

Examples of unacceptable funding requests (see USG Policy)

- Parties for club members
- Material/equipment/supplies for individual use
- Alcoholic beverages
- Tobacco products
- Food (unless it is in conjunction with a special program or event)

Direct Purchase Payment Voucher

When larger amounts of money are required, a check should be requested using the [Direct Purchase Payment Voucher](#).

Petty Cash

Petty cash may be used by a club or organization through an agency or student activities account for amounts under \$150. Please refer to [Petty Cash Procedures](#) on Business Office website for more information. Example guidelines include:

- Only the Advisor may receive petty cash from the cashier.
- Petty cash receipts and/or change must be returned within 30 days.

See [Petty Cash Requisition](#) Form.

Prizes/Giveaways

No prizes or giveaways may be purchased with Student Activity Funds (exceptions do exist but very few allowances). Examples of possible permissible and impermissible items include:

- No gift cards.
- When food is served, must have signature of each current student eating the food.
- Promotional items (no t-shirts) must be reasonable and should include sponsoring student organization or event.

Only current ABAC students are allowed to receive prize/gifts purchased with Student Activity Funds. [Programming Prize/Gift Form](#) is required to be completed in detail (i.e., include name, 918#, contact information and signatures of current student and staff) for each permissible programming prize/giveaway and filed in Office of Student Affairs within 48 hours of completion of event.

Publicity

The Director of Marketing and Communications and his/her designee are the only persons other than the President authorized to give to the public and representatives of the press and of radio and television stations official information pertaining to Abraham Baldwin Agricultural College.

Sexual Misconduct

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 (“Title IX”) and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG) prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, this Policy prohibits Sexual Misconduct, a form of sex discrimination, as defined in the [USG Sexual Misconduct Policy](#).

About Title IX

Abraham Baldwin Agricultural College is committed to ensuring a safe learning environment that supports the dignity of all members of the ABAC community. ABAC does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. The College prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. ABAC will not tolerate sexual misconduct, which is prohibited, and

which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking.

ABAC strongly encourages members of the College community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment and that allegations of sexual misconduct are handled in a prompt, thorough, and equitable manner. For more information, please visit ABAC's [Title IX](#) website.

A faculty member, staff member or student who observes sexual misconduct of any person or persons who may be ABAC students should immediately report the matter to ABAC Police at (229) 391-5060, and/or reporting to <https://www.emailmeform.com/builder/emf/CARE/TitleIX>. Students who know, or suspect, that sexual misconduct has taken place are strongly encouraged to report it. Employees of ABAC are mandatory reporters and are required to report such information.

Speaker Approval

1. Guest lecturers for classes – Since classrooms are not part of the public forum and faculty are given deference as to matters that occur in the classroom that are germane to the subject matter being taught, guest lecturers are exempt from requirement for approval unless:
 - a. The guest speaker is defined as a dignitary under Category 7 (below), or
 - b. Persons other than students enrolled in the class will be invited to attend, in which case the faculty member should provide advanced notice to the Department Head and Dean.
2. Visiting speakers, lecturers, and invited guests for clubs that operate under the auspices of the Dean of Students and are funded with Student Activity Funds under Institutional Programs (Category 2) – Shall be subject to written, advanced approval by the Dean of Students.
3. Visiting speakers, lecturers, and invited guests for clubs that operate under the auspices of the Deans and are funded with Student Activity Funds under Academically-Allied Programs (Category 3) – Shall be subject to written, advanced approval by the Dean of the school to which the club is assigned.
4. Outside speakers – Speakers who are neither students enrolled at ABAC nor employees of ABAC and who wish to speak in a designated public forum on campus should submit a completed Forum Reservation Request Form to the Dean of Students as set forth in [ABAC's Freedom of Expression Policy](#).
5. Campus-wide public events – Speakers for campus-wide, public events, such as the Arts and Culture Series at ABAC, the Carter Series (Bainbridge), convocation, commencements, and other public events shall be approved by the President's Cabinet.
6. Political campaigns – The use of USG materials, supplies, equipment, machinery, or vehicles in political campaigns is prohibited. Thus, any use of institution facilities for political speeches in connection with political campaigns must be approved by the President to ensure compliance with Board of Regents' Policy and state law.
7. Appearances by dignitaries – The invitation of certain dignitaries to visit or speak on campus is subject to additional protocol and approval simply as matter of decorum and not based on the viewpoint of the expression. Dignitaries include, but are not limited to, elected officials (former or present), members of the Board of Regents, governors, judges, or presidents, or

other persons who may require advanced preparation, security, and other preparations. If you have questions about the invitation of dignitaries, please consult the Office of the President or the Director of Marketing and Communications.

Student Activity Fee (SAF)

In 2013, through a process that involved input from students, faculty, and administrators, ABAC developed a structured (tiered) approach to the allocation of funds received from Student Activity Fees. The goal was to develop an allocation model that:

1. Funds a range of current and future student activities that meet the student life and learning environment needs of students,
2. Provides a simple and transparent allocation process that meets BOR and ABAC policy requirements with respect to allocation of SAF, and
3. Assigns fiscal accountability and responsibility to the deans for the expenditure of funds for Student Activity Funds that are associated with certain co-curricular activities.

Revenues received from Student Activity Fees are allocated to three (3) categories:

1. Category 1 - Budgeted reserves - to be used to support capital needs in support of student activities. Management for this budget category shall reside with the Vice President for Finance and Operations.
2. Category 2 - Institutional programs - salary, benefits, and operating funds to support student activities associated with Management for this budget category shall reside with the Dean of Students.
3. Category 3 - Academically-allied student activity programs - programs that are tied directly to academic programs. Management for this budget category shall reside with the Academic Deans. Qualifying criteria for Category 3 are:
 - a. Clubs, teams, groups, etc. linked directly with the offering of an academic program;
 - b. Clubs, teams, groups, etc. that are linked to regional or national organizations that have collegiate education as a part of their mission; and
 - c. Clubs, teams, groups, etc. that contribute to at least one of the following: leadership, career development, or scholarship.

Travel

https://stallionsabac.sharepoint.com/sites/Business_Office

After receiving Coursedog approval, the following will need to be secured.

1. All guidance from [ABAC's COVID-19](#) operational guidance is integrated.
2. [Travel Forms](#) submitted to Office of Student Affairs prior to departing campus. *Students should do COVID self-monitoring for 2-3 days before travel; and if they are experiencing any of the symptoms, they should withdraw from the trip/event.
3. [Waiver Forms](#) submitted to Office of Student Affairs prior to departing campus.
4. All employee travel must follow [ABAC Business Office](#) travel guidelines (i.e. Prior Approval to Travel). Employees who plan to travel within the State of Georgia and who do not have blanket travel authority shall:
 1. Complete [Travel Prior Approval form](#) found on [ABAC Business Office](#) website for Travel Authorization, and
 2. Receive approval according to the guidelines as follows:
 - a. Academic areas must have department approval and Dean final approval before travel occurs.

- b. All non-academic areas will require approval by your immediate supervisor **and** your supervising vice president before travel occurs.
3. If you have questions about this process, contact your supervising vice president.
4. **Failure to comply with all steps above will make you ineligible for travel reimbursement.**

[Travel Training PowerPoint](#)

Vehicle request should be made a minimum of 3 days in advance of the date needed. This will ensure all requirements have been completed to be approved to use a fleet vehicle.

Vehicle reservations can be found under ABAC Reservation Fleet:

REQUEST AN EVENT

Select an event type to request a new event.

Select event type ▼

- Academic Related Event
- Alumni Event
- Athletic Event
- Employee Event/Non-Academic
- Fine Arts Event
- Student Activity
- ABAC Reservation Fleet**

By request and the use of this vehicle, you confirm:

1. You have a current year Motor Vehicle Report (MVR) on file through the HR department. If you are not sure, please email Vickie Bryant at vbryant@abac.edu to check for you. Vickie will send verification of MVR to the appropriate staff.
2. You have completed fleet training through Teri Mathis in the ABAC Business Office and have your PIN # for the gas card associated with the vehicles. Please contact Teri Mathis at terimathis@abac.edu for instructions on fleet training or if you are unsure if you have previously taken the training or if you have forgotten your PIN #.
3. You have read and will abide by the ABAC Vehicle Operator Procedures. If not, you must complete these procedures first.

[Use of the College Logo & Trademarks](#)

All publications about Abraham Baldwin Agricultural College for whom the intended viewing audience is the general public shall be approved by the Office of Marketing and Communications. Proofs of all publications should be sent to the Office of Marketing and Communications for approval prior to production. Publications include, but are not limited to, brochures, post cards, posters, and booklets. All giveaway and promotional items must be approved prior to production as well. Do not modify, redraw, or otherwise alter any graphics downloaded from this guide. Unapproved modifications to our branded graphics confuse and diminish our institution's consistency. When in doubt, refer to the appropriate and inappropriate usage rules associated with each graphic. Need a graphic that isn't available? Have a question about appropriate usage? Email brand@abac.edu for support or visit <https://company-142564.frontify.com/d/6TrfD5GwCbM7/brand>.

[Student Support Resources](#)

ABAC Student Handbook

The [Student Handbook](#) is a resource for campus activities, student life, student services, and college policies and procedures.

ABAC Honor Code

An ABAC Stallion conducts themselves with honor and integrity at all times and expects their fellow Stallions to do so as well. A Stallion does not lie, steal, cheat, or allow others to do so.

Academic Support

Academic Support is a collection of services and programs designed to help students achieve their full academic potential. In addition to an academic advisor, ABAC students also receive an Academic Support Counselor, committed to helping students “from orientation to graduation” in all ways educational. To learn more information about Academic Support, including the *Tutoring Center and Testing Center*, please visit <https://www.abac.edu/academics/academic-support/>. For questions, email asc@abac.edu or call (229) 391.4995.

Accommodation & Disability Services

[Accommodation & Disability Services](#) is dedicated to providing students living with a disability equal opportunity to participated in ABAC programs, courses, and activities through reasonable accommodation services. The office, a part of Academic Support, supports students, staff, and faculty with accommodation requests, implementation, guidance, and general information. Finding support while attending college does not have to be a challenge. Don’t hesitate to contact ADS if you have any questions or to set up an appointment to discuss accommodations needed due to a disability, learning disorder, or temporary medical condition. For questions, email ads@abac.edu or call (229) 391.5132.

Campus Safety

ABAC seeks to provide students with the ability to learn in a safe environment. Through the various protective measures, ABAC ensures that the campus will remain a safe place for students to learn and grow as individuals. For more information, visit the [Campus Safety](#) website or contact (229) 391.5060.

Care Team

The CARE Team is a network comprised of members from the ABAC campus community, including you, who work together to promote a safe and thriving academic and residential environment. Please visit [Care Team](#) for specific information on how to help students who need assistance, how to connect to campus resources, how to make campus safer, and how to support the student and academic conduct code.

Counseling Center

The Counseling Center provides a variety of resources for students to ensure mental well-being. Our goal is to provide support to help our Stallions achieve their full academic and personal potential. Please visit the [Counseling Center](#) website for more information on counseling including emergency services. For questions or to inquire about appointments, call (229) 391.5135 or email counseling@abac.edu.

Let'sChat@ABAC

The University System of Georgia has launched a program to expand mental health resources. With so many changes in the world and factors that can compromise your health and wellness, ABAC wants to make sure that students have the support they need. Many mental health resources and counseling services can be found at the Let'sChat@ABAC website.

Forms

The below forms are also electronically available on **Inside ABAC** from the ABAC [Clubs and Organizations](#) website.

[Budget Tracking](#)

[Consent, Release, Waiver of Liability and Covenant not to Sue](#)

[Direct Purchase Payment Voucher](#)

[Petty Cash Requisition](#)

[Programming Prize/Gift](#)

[Student Meal Reimbursement Log](#)

[Student Travel Agreement](#)

[Verification of Community Service](#)

Budget Tracking Form

Account Dept # Dept Name Budget Expense
 Travel
 Operating

Account	Dept	Dept Name	Budget	Date	Description of Expenditure	Amount
Example:						
Operating	9500637	Wildlife Club	1,800.00	10/18/2013	Refreshments for Speaker John Spencer, Dept. of Apple Trees. Walmart (Cups, plates, cookies, punch)	78.63



Consent, Release, Waiver of Liability and Covenant not to Sue

NOTICE TO ALL PERSONS PARTICIPATING IN ABRAHAM BALDWIN AGRICULTURAL COLLEGE ATHLETIC, RECREATIONAL, CO-CURRICULAR OR EXTRACURRICULAR ACTIVITIES AND ASSUMPTION OF THE RISK AND INSURANCE CERTIFICATION.

Many athletic, recreational, co-curricular or extracurricular activities and programs involve substantial risks of bodily injury, death, property damage, and other dangers associated with participation in such activities. Dangers related to such activities include but are not limited to: hypothermia, broken bones, strains, sprains, bruises, drowning, concussions, heart attack, death, illness, exhaustion, loss of personal property, arrest, or accident-related injuries. Each participant in such activities should realize that there are risks, hazards, and dangers inherent in such activities and in the training, preparation for, and travel to and from such activities. It is the sole responsibility of each participant to participate only in those activities for which he/she has the requisite skills, qualifications, preparation, training, and health.

The undersigned acknowledges that Abraham Baldwin Agricultural College does not warrant or guarantee in any respect the competency or mental or physical condition of any director, guide, trip leader, vehicle driver, or individual participant in any athletic, recreational, co-curricular or extracurricular activity. **All participants** in voluntary athletic, recreational, co-curricular or extracurricular activities are required to sign the Release Waiver and Covenant Not to Sue Form below. I, the undersigned, acknowledge that I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage cost sustained through my participation in such voluntary athletic, recreational, co-curricular or extracurricular activities. In this regard, I certify that I am covered by a 24-hour health and accident insurance policy, which is effective abroad.

CONSENT, RELEASE, WAIVER OF LIABILITY AND COVENANT NOT TO SUE

The undersigned hereby acknowledges his/her participation in _____ (hereinafter referred to as the "Program") coordinated by _____ and to be held on (dates) _____. The undersigned also acknowledges that participation in said Program, and travel to and from this Program may involve hazards, dangers, inherent risks of physical injury, including but not limited to death or loss of personal property and hereby assumes all such risks.

NOW, THEREFORE, the undersigned (for myself, my heirs, executors, administrators, and assigns) hereby agrees, for the sole consideration of the enrichment I expect to derive from the Program and for consideration of Abraham Baldwin Agricultural College allowing my participation in this Program and/or arranging travel to and from the Program, to waive, release, covenant not to sue, and forever discharge the Board of Regents of the University System of Georgia, its members individually and its officers, agents and employees, and Abraham Baldwin Agricultural College its members individually and its officers, agents and employees, of any and from all claims, demands, rights and causes of action of whatever kind or nature, including but not limited to negligence, arising from and by reason of, any and all, known and unknown, foreseen and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, including death, resulting from my participation in or in any way connected with this Program either arising before, during and/or subsequent to the Program. I understand that my obligation pursuant to this Covenant, Release, Waiver of Liability and Covenant Not to Sue will survive the expiration or termination of the Program.

I understand that acceptance of this Release, Waiver of Liability and Covenant Not to Sue by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I understand it is my responsibility to evaluate the condition of my health in relation to the demands of this Program.



Abraham Baldwin Agricultural College

If uncertain, I will consult with a family physician. Further, I understand that Abraham Baldwin Agricultural College does not provide health insurance for Program participants and that I am responsible for obtaining adequate insurance for the eventuality that, if I drive any vehicle during the Program and/or travel to and from the Program, I will be personally responsible and liable for all damages and injuries arising there from, to the extent that said liability, damage, and/or injury is not covered by Georgia State Tort Claims Act.

I agree to abide by all Abraham Baldwin Agricultural College policies and guidelines during my participation in this Abraham Baldwin Agricultural College activity including the Student Code of Conduct and the Student Travel Agreement.]

I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am suffering under no legal disabilities; and that I, or my parent and/or guardian, have received a copy of this document which I have read carefully and understood before signing.

PRINT NAME _____

SIGNATURE _____

DATE _____

918 _____

Signature of PARENT OR GUARDIAN if PARTICIPANT is less than 18 years old

MEMO TO: Abraham Baldwin Business Office

FROM:

(Signature of Budget Administrator)

DATE:

SUBJECT: Authorization for Petty Cash Use

FOR THE PURPOSE: _____

Issue: \$					
TO (Person Receiving Cash):					
Budget to Charge:					
Chart String: <i>Must Be Completed upon presenting request for Petty Cash</i>					
Fund #:	Dept #:	Program #:	Class #:	Project #:	Account #:

Prior Approval over \$150.00 _____
Business Office Approving Officer

STUDENTS MAY NOT RECEIVE A CASH ADVANCE

ABRAHAM BALDWIN AGRICULTURAL COLLEGE
PETTY CASH ADVANCE NOTICE

I understand that I am to return my petty cash advance within five business days of receipt by returning receipts and necessary documentation and/or the cash balance. Failure to return the advance within 30 days will result in prosecution. Holding state advance funds beyond 30 days is considered theft even if the funds are subsequently returned. If an employee gives the advance to a student who does not return the funds, the employee is held responsible.

Employee Signature

Date

Printed Employee Name



Programming Prize/Gift Form

For Office Use Only

Prize: _____

Value: _____

Event: _____

Name: _____

918 #: 918 _____

Address: _____

Cell Phone #: _____

ABAC email address: _____ @stallions.abac.edu

Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Budget Supervisor: _____ Date: _____

Student Meal Reimbursement Log

Instructions:

- Complete the Activity or Event name, the Location of the Activity, the Dates, and the Group that is traveling.
- List all students' names, ID Number, and the Amount you are requesting for their meals
- Obtain each student's signature on their applicable meal reimbursement on the Student Meal Reimbursement Log
- Sign and date the Student Meal Reimbursement Log
- Submit a copy of the Student Meal Reimbursement Log with the applicable receipts attached upon completion of the trip

Activity or Event: _____
 Location: _____
 Date(s): _____
 Student Group: _____
 Group Supervisor: _____

	Student Name	I.D. Number	Student Signature	Total Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total:				

I certify that these students received these meal allowances for the Total listed above.

Signature of Group Supervisor
(College Employee)

Date



Student Travel Agreement

I, _____, hereby agree to fulfill all of the terms listed below as a representative of Abraham Baldwin Agricultural College while attending:

1. I understand that, as a representative of Abraham Baldwin Agricultural College, I will stay in the accommodations assigned by the college.
2. I will attend and participate in all aspects of the event, except as excused by the college advisor attending the event.
3. I understand that I have been chosen by my student organization to represent it and Abraham Baldwin Agricultural College. As such a representative, I understand that any actions I take at an event will negatively or positively affect opinions of others about our organization and Abraham Baldwin Agricultural College.
4. As a representative, I will engage in behaviors that are responsible and mature. The consumption of alcoholic beverages (regardless of age), intoxication, use of illegal substances, and abusive and/or inappropriate behavior is in violation of Abraham Baldwin Agricultural College Student Code of Conduct and Disciplinary Procedures and will result in dismissal from the event and a referral to the Office of Dean of Students. If I am asked to leave, I understand that I must reimburse the organization and or Abraham Baldwin Agricultural College for any expenses incurred for my participation.

I understand that by signing this agreement, I am making a commitment to go on this trip. If I should cancel, I will reimburse the College for any expenses incurred.

Name:
Signature:

Date:
Student ID:

If you are under the age of 18, you parent or legal guardian must read and sign the following statement:

I, (Print Name) _____, have read the statement above. I give permission to the advisor accompanying (Print Student's Name) _____ to act on my behalf if medical attention is needed or in the case of any emergency.

Parent/Guardian Signature:

Date:

Advisor's Signature:

Date:

Student Government Association (SGA) Constitution

**Ratified by the SGA in 2018 and Revised by Constitutional Amendment in July 2022 (pending)*

Preamble

We, the students of Abraham Baldwin Agricultural College, desiring a more representative and efficient Student Government, wanting better communications between students and the college's administration, faculty, and staff, seeking to cultivate and preserve the ideals of good citizenship on the campus, and hoping to maintain a more complete and fruitful atmosphere of learning at this college, do hereby establish this Constitution for the Student Government Association, subject to the statutory regulations of Abraham Baldwin Agricultural College and the University System of Georgia Board of Regents.

ARTICLE I. NAME

This organization shall be named the Student Government Association of Abraham Baldwin Agricultural College, hereinafter referred to as the SGA.

ARTICLE II. PURPOSE

The purpose of this organization is to act as an agent in the presentation of matters of student welfare, to advise in all matters affecting the affairs of the student body, to promote and further the interests of the student body, and to develop the leadership potential of the students of the College.

ARTICLE III. MEMBERS

Section One: Composition

The SGA shall consist of a President (at Tifton campus), two Executive Vice-Presidents (one from Tifton campus and one from Bainbridge campus), and a number of Senators based on the following formula: two from each School on the Tifton campus and one from each School on the Bainbridge campus. Students from smaller satellite campuses are eligible to vote with the Tifton campus and are provided representation by those officers and senators. The Schools are: Agriculture and Natural Resources, Arts and Sciences, Nursing and Health Sciences, and the Stafford School of Business. Bainbridge representation will be based upon the majors for which students are allowed to register. Undeclared majors at all campuses fall under the School of Arts and Sciences. The President and Executive Vice Presidents are referred to as Officers of the Executive Branch; the Senators comprise the Legislative Branch. The Executive Vice Presidents will preside over the Senate and will be non-voting members but may vote in the event of a tie.

Section Two: Officers and Senators

A. Election.

Elections of Officers and Senators will be held each spring semester before April 15. Candidates will be selected by majority vote, and only persons registered in classes as an ABAC student shall be entitled to vote. The ballot will be made available to students on ABAC's website, and the office of the Dean of Students will supervise all election activity. An Election Board consisting of the VPAA, the Dean of Students, the Faculty Advisor(s), and four students (one from each school) will assist with the election process and resolve any issues or disputes that might arise. Eligibility for office will be determined and enforced as set forth in the By-Laws of

the SGA Constitution. Students may run for one office only. All students on all campuses may vote for President. Executive Vice President voting will be divided by specific campus. Student voting for Senators will be specific to the School under which the student is registered and will also be divided by campus to assure that all students have direct representation available on their specific campuses.

B. Term of Office.

Officers and Senators will assume their duties of office at the beginning of fall semester, and their term will end upon spring graduation. Officers and Senators elected in the spring must attend leadership training as determined by the SGA faculty advisor and/or the office of the Provost and Vice President for Academic Affairs and the office of the Dean of Students before they assume the duties of their respective elected office.

C. Removal and Resignation.

Removal from office due to a violation of the rules and regulations set forth in the SGA Constitution will be in accordance with the procedure detailed in the SGA By-Laws. If the President of SGA submits a letter of resignation or is removed from office, the Executive Vice President of the Tifton campus will replace the President. In the event of resignation or removal of an Executive Vice President, the President shall fill the vacancy with a selection from among the sitting Senators. In the event of resignation or removal, Senate vacancies will be filled with replacement recommended by the Dean of the appropriate School.

D. Vacancies.

Vacancies will be filled using the same procedure as outlined above in “Removal and Resignation.”

Section Three. Advisor.

The advisor(s) to the SGA shall be appointed by the Provost and Vice President for Academic Affairs and shall serve a term of office at the discretion of that administrator. The Provost/VPAA should confer with sitting SGA officers before assigning advisor(s). The advisor(s) are to come from faculty ranks. The advisor may attend SGA meetings and participate in discussion and debate, but may not vote, make motions or second motions. The SGA advisor will work closely with the Provost and Vice President for Academic Affairs and the Dean of Students to ensure that members of the SGA maintain the integrity of their respective offices and represent ABAC’s diverse student body. The SGA advisor reserves the right to recommend official administrative removal of Officers and Senators who fail to uphold the Student Code of Conduct and/or respect for ABAC students or faculty. The SGA Advisor will ensure that officers adhere to non-discrimination and non-harassment policies as specified in the Student Handbook.

ARTICLE IV. AUTHORITY

Section One. Scope of Authority.

A. The SGA shall be the officially recognized organization for communication to and from the student body and ABAC administration, faculty, alumni, the community, and campus organizations.

B. The SGA has the authority to recommend policy changes and communicate students' concerns to ABAC administration. It is incumbent upon SGA officers to conduct research and present solutions to senior ABAC administration officials when recommending new policy or changes to existing policy.

ARTICLE V. MEETINGS

Section One. Regular Meetings.

SGA Officers and Senators shall meet twice a month during the regular school year at an established time and place chosen by SGA's President. Due to the distance between campuses, administration should provide access to spaces with technology allowing for the videoconferencing of public meetings.

Section Two. Attendance of Officers and Senators.

All SGA Officers and Senators are expected to attend all meetings but may miss two meetings per semester without penalty. After two absences, students must fill out the Absence Excuse form and provide documentation justifying the absence, to be approved by the SGA advisor. Four absences, however, may result in a recommendation of removal from office at the discretion of the advisor if the officer is found in dereliction of duties. Failure to attend meetings based upon the rules and provisions set forth in the By-Laws may also result in removal from office.

Section Three. Open Meetings.

SGA meetings shall be open to all members of ABAC's community, and proceedings shall be made available to the student body via ABAC's newspaper and website.

Section Four. Special Meetings.

Special meetings of the SGA may be called by the SGA President or upon the written request of four (4) members of SGA. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the Provost and Vice President for Academic Affairs or the Dean of Students, at least five (5) days' notice shall be given to members by telephone, in writing, or electronic means.

Section Five. Quorum.

- A.** The quorum for regular and special meetings of the SGA shall be a majority of the membership (Senators and Executive Officers).
- B.** All motions pertaining to regular business shall be passed by a simple majority of those present and voting. All members, with the exclusion of the SGA advisor, have voting privileges. In case of a tie vote, as non-voting members of the Senate, the Executive Vice Presidents shall cast the deciding votes.

Section Six. Parliamentary Authority.

The most recent edition of *Robert's Rules of Order Newly Revised* shall govern the SGA in cases to which they are applicable and in which they are not inconsistent with this Constitution and any Standing Rules of Order that the SGA may adopt.

ARTICLE VI. AMENDMENTS

Section One. Amendments.

- A.** The Senate shall propose amendments to this Constitution whenever 2/3 of its membership (including Executive Officers) deems it necessary.
- B.** Amendments shall be posted on the SGA website for student body review at least two weeks before the amendment is voted upon, and the SGA President will call a special meeting to solicit student concerns and feedback.
- C.** Ratification shall require a majority of Senate votes cast. The SGA President has the authority to veto the amendment, but the Senate may override the veto by a 2/3 vote.
- D.** New Amendments shall take effect immediately upon ratification.

Section Two. Replacing SGA Constitution.

- A.** The Senate may propose replacing this Constitution whenever 2/3 of its members deem it necessary and will immediately notify the SGA advisor, the Provost and Vice President for Academic Affairs, and the Dean of Students of its decision.
- B.** The Provost and Vice President for Academic Affairs will charge a Constitutional Convention Committee of students to work with the SGA advisor to replace the Constitution. Ratification shall require a 2/3 vote of the votes cast.

BY-LAWS

ARTICLE I. QUALIFICATIONS OF OFFICERS

Section One: President and Executive Vice Presidents

- A.** Must not be enrolled in any college or university other than ABAC during the term of office.
- B.** Must have completed at least one semester at ABAC and possess a 3.0 overall grade point average at time of election. The 3.0 grade point average must be maintained throughout the term of office or the officer will be removed.
- C.** Must plan to attend ABAC through spring semester of the term of office.
- D.** Must carry and complete a minimum of twelve credit hours per semester at ABAC during term of office.
- E.** Must attend leadership training as directed by SGA advisor.
- F.** Must comply with all rules and regulations of the Student Code of Conduct.

Section Two: Senators

- A.** Must not be enrolled in any college or university other than ABAC during the term of office.
- B.** Must have completed at least one semester at ABAC and possess a 2.5 overall grade point average at time of election. The 2.5 grade point average must be maintained throughout the term of office or the officer will be removed.
- C.** Must plan to attend ABAC through spring semester of the term of office.
- D.** Must carry and complete a minimum of twelve credit hours per semester at ABAC during term of office.
- E.** Must attend leadership training as directed by SGA advisor.
- F.** Must comply with all rules and regulations of the Student Code of Conduct.

ARTICLE II. DUTIES OF OFFICERS

President

- A. Functions as head of the student body in all student affairs and in student relations with ABAC officials and administration.
- B. Provides interviews and information as appropriate to student media.
- C. Meets with ABAC President monthly to present SGA recommendations and student body concerns and petitions.
- D. Supports campus recruiting efforts and supports the service-related efforts of other student organizations.
- E. Gives welcome at Freshmen Convocation, Fall Graduation, and Spring Graduation ceremonies as well as other campus events as appropriate.
- F. Attends major meetings of the USG Student Advisory Council (SAC).
- G. Schedules and attends bi-monthly meetings of SGA and informs SGA advisor and Dean of Students of the location and time. SGA President must also inform students of meetings' location and time electronically and email SGA advisor to post the information on the SGA webpage on the ABAC website. SGA President has the authority to email students directly, but only after the email has been reviewed by SGA advisor. Email is disseminated through the office of the Dean of Students.
- H. Guides the formation of campus events and dialogue relevant to student needs and concerns.
- I. Hold at least two hours of "constituency time" weekly during which the student body may meet directly with the President. This time requirement may be met with a combination of office hours and formal interaction in common student spaces (e.g. Dining Hall, Town Hall, and Academic Achievement Center). Communicate electronically with student constituents to address any questions or concerns.

Executive Vice Presidents

- A. The Tifton campus Executive Vice President acts in full capacity of the President in case of his/her absence and succeeds President in case of vacancy. The Bainbridge campus Executive Vice President serves as the lead executive for matters specific to the Bainbridge campus.
- B. Presides over SGA meetings, plans and implements agenda. Calls and tallies votes once motions are passed and seconded.
- C. Executive Vice Presidents maintain proper communication between campuses and coordinate SGA activities
- D. In charge of community outreach. Will research community organizations and present recommendations on how ABAC students can best engage with the community, such as, but not limited to, volunteer opportunities.

E. Hold at least two hours of “constituency time” weekly during which the student body may meet directly with the Vice President. This time requirement may be met with a combination of office hours and formal interaction in common student spaces (e.g., Dining Hall, Town Hall, and Academic Achievement Center). Communicate electronically with student constituents to address any questions or concerns.

Senators

A. Hold at least two hours of “constituency time” weekly during which the student body may meet directly with the Senator. This time requirement may be met with a combination of office hours and formal interaction in common student spaces (e.g., Dining Hall, Town Hall, and Academic Achievement Center). Communicate electronically with student constituents to address any questions or concerns.

B. Meet monthly with Dean of School to present and discuss student body concerns and petitions specific to the Senator’s School.

C. Each Senator will perform tasks specific to the successful promotion and functionality of SGA and be designed an officer of that task. The permanent positions are: Recording Secretary, Treasurer, Social Media Liaison, and Diversity Liaison. Special committees and leadership assignments are to be formed as needed. SGA Senators should develop service projects that enhance the quality of the student experience at ABAC.

ARTICLE III. SPECIAL COMMITTEES

A. **Research and Solution Committees.** Any Senator may propose a research and solution committee to SGA members. Once approved, the Senator who proposed the special committee will serve as chair and may recruit non-SGA members to assist in creating a research and development report to be submitted to SGA President, who will then present the report to senior ABAC administration.

ARTICLE IV. METHODS OF ADMITTING AND REMOVING MEMBERS

A. **Elections.** Elections shall take place each spring on or before April 15. Prospective candidates will fill out and submit an electronic eligibility form, which will be posted on ABAC’s website at least three weeks prior to election. Eligibility will be verified by the office of the Dean of Students, and eligible candidates will be informed of their candidacy at least one week before the election. Candidates must adhere to the Campaign Rules as set forward by the Election Board, must attend an information session with the SGA Advisor, and must sign a form confirming that they have read and understand the election rules. Students will vote for candidates via an electronic form, posted on ABAC’s website. The winners of the election will be notified no later than one week after end of voting, by either the SGA Advisor or Dean of Students.

B. **Admittance.** All elected members of SGA will be admitted for membership upon taking an Oath of Office, administered by the Provost and Vice President for Academic Affairs, or the Dean of Students in his/her absence. The Oath is as follows:

I, _____ do solemnly swear to persevere in my duties as a representative for the students of Abraham Baldwin Agricultural College, to

work for a better student government and to maintain the dignity of the office during my term. I do solemnly swear to execute my office faithfully and honestly and to respect and preserve the Constitution and By-Laws on which our Student Government is founded.

C. All members shall serve until their replacements are elected and sworn in. Swearing in ceremony shall be at the discretion of the SGA Advisor and/or the Provost and Vice President for Academic Affairs.

D. All SGA Officers must maintain the specific qualifications for their offices throughout the term of office. If GPA is not maintained after fall semester, the officer shall immediately be removed from office, and the new officer sworn in. If officer is in dereliction of duty, the SGA advisor may bring forth a recommendation for removal from office, which shall be voted on by the other officers of SGA and decided upon by majority vote. If a tie, the SGA President will cast the deciding vote. Any SGA officer has the right to request from the President a special meeting if said officer is to bring charges of dereliction of duty against another officer. In those cases, the SGA advisor will ensure that proper documentation is provided by the officer bringing the charges, and that the officer in question has adequate time to prepare his/her defense. The SGA Officers will then vote on whether to remove the officer, and it will be by majority vote. If a tie, the SGA president will cast the deciding vote. If charges of dereliction of duties are brought against the SGA President, the SGA Advisor, the Provost and Vice President for Academic Affairs, and the Dean of Students will decide, based upon the evidence presented, if the SGA President is to be removed from office.

E. Any member of SGA who is arrested and convicted of a crime, or who is found guilty of violating the Student Code of Conduct, or has violated any federal or state laws regarding discrimination or sexual harassment shall be immediately removed from office.

F. Any removal of officer meetings shall be special meetings. SGA may go into closed executive session to discuss personnel matters, in accordance with Georgia's open meetings law.

ARTICLE V. FUNDS

Financial support shall be provided by the College consistent with Institutional and University System of Georgia Board of Regents Policy.

ARTICLE VI. METHOD OF AMENDING THE BY-LAWS

A. Amendments of By-Laws may be proposed at any regularly scheduled meeting.

B. The By-Laws of this Constitution shall be proposed by any member of SGA and passed by a 2/3 majority of members. New By-Laws shall take effect immediately upon ratification.

ARTICLE VII. Recognized Student Organization (RSO)

**Amendment as Ratified July 2022 (Constitutional update proposal pending)*

- A. This article is created for the purpose of amending the SGA Constitution to move the Recognized Student Organizations (RSOs) under the SGA umbrella to strengthen both the SGA as well as ABAC RSOs. *The SGA recognizes that neither the SGA, RSOs,*

nor any member of the student body have authority in the approval process for the forming of a new club or organization.

- B. Members of the RSOs shall be defined as any student clubs or organizations that have:**
- (1) completed the required annual club/organization registration process with the ABAC Office of Student Affairs, as outlined within the ABAC RSO Resource Guide;
 - (2) been approved by the Dean of Students as officially recognized members of the RSO; and
 - (3) been registered with the ABAC Office of Student Affairs as officially recognized members of the RSO.
- C. SGA/RSO Meeting Structure**
- During regular Fall and Spring semesters, RSO meetings will occur in conjunction with SGA meetings, generally twice per month, as announced to the student body through official SGA communications from the SGA President.
 - Quorum will not be required prior to the RSO registration deadlines (see RSO Resource Guide).
 - There shall be roll call taken before each meeting to establish the number of voting members present. All votes taken on items of business shall be by roll call.
- D. The Purpose of SGA/RSO meetings shall be:**
- To provide a forum for communication and community among RSOs on campus.
 - To provide a forum for guidance to the RSOs in planning, executing, and evaluating activities.
 - To represent RSOs on campus issues in the form of recommendations to the Office of Student Affairs at ABAC.
 - To organize and promote joint organizational events for the benefit of ALL ABAC students.
 - To increase the quality of campus social, cultural, and educational life through organizational activities.
- E. RSO Representation**
- See RSO Resource Guide for organizational requirements and responsibilities.
- F. Category 4 RSO Chair, Duties, and Elections**
- See RSO Resource Guide for RSO Chair, Duties, and Elections details.