

ABRAHAM BALDWIN AGRICULTURAL COLLEGE

RECOGNIZED STUDENT ORGANIZATION RESOURCE GUIDE



2024-2025



Student Affairs

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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 Suite 208)
 Tifton, GA 31793-2601

Name	Position	Phone (229) 391-	E-Mail Address
Amy P. Willis	Vice President for Student Affairs	5007	apwillis@abac.edu
Alan M. Kramer	Assistant Vice President for Student Affairs and Dean of Students	5130	akramer@abac.edu
Trent Hester	Director of Residence Life & Housing and Orientation	5232	thester@abac.edu
Sarai Mapp	Associate Director of Residence Life & Housing	5147	sarai.mapp@abac.edu
Lydia Tyson	Coordinator of Thrash Wellness Center & Foundation Legacy Pool	4940	lydia.tyson@abac.edu
Jason Pace	Residence Life Coordinator for Place and Coordinator of Intramurals, Open Gym & Club Sports	5138	jpace3@abac.edu
Naomi Chance	Residence Life Coordinator for Lakeside	5231	naomi.chance@abac.edu
Kaitlyn Williams	Residence Life Coordinator for Place	5177	kaitlyn.williams@abac.edu
Shawn Burnette	Coordinator of Student Activities	5129	shawn.burnette@abac.edu
Shirley Wilson	Student Affairs Assistant	5130	swilson@abac.edu
Sara Malinowski	Program Support Specialist	5400	sam@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, Club Day, Student Leadership Reception (Green & Gold Gala), 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 History & Government Club, Judiciary Law Club, and Criminal Justice Club provide opportunities for students to debate, discuss, and participate in current events and historical reenactments. The Cultura Latinx Club, MANRRS, and International Student Association 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 Presidents must attend the annual RSO Review Training held in August.
 - Organizational Presidents must complete the Vector Solutions course mandated by the University System of Georgia.
- 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), leadership information, and membership numbers.
- 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.

Suspension includes, but not limited to, removal of the club from ABAC affiliated outlets (i.e., ABAC website, Coursedog, social media) and the inability to host any club events and meetings including participation in Club Rush, Homecoming, and other major campus events. The club may re-register with the Office of Student Affairs as outlined under “Registering a *new* Student Organization.”

Suspension can be appealed through the Office of Student Affairs by submitting justification for missing the SGA/RSO meetings and for both the club advisor and at least two (2) student representatives to meet at a date and time to be determined with the Assistant Vice President for Student Affairs, Coordinator of Student Activities, SGA President, Category 4 RSO Chair, and SGA Senators affiliated with the club’s school.

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 Coordinator of Student Activities 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 (Bainbridge clubs must have a minimum of three (3) students).
- 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.

RSO Training Course

At the beginning of each Fall Semester, RSO Presidents and Advisors are required to attend a mandatory RSO training session either in-person or participate in an online equivalent. This initial training will discuss protocols and procedures that RSOs must follow.

Throughout the academic year, the Office of Student Affairs hosts a variety of training courses open to the ABAC student body. These trainings encompass multiple topics including, but not limited to, Leadership and Professional Development, Coursedog Procedures, Campus Safety Protocols, [Mental Health QPR Training](#), and Social Media Presence and Branding. RSO Presidents are encouraged to attend these trainings or to designate a representative of the club to attend in their place.

Vector Solutions USG Required Training

All ABAC students are required to complete the AlcoholEdu for College and Sexual Assault Prevention for Undergraduates online courses as mandated by the University System of Georgia.

Non-Discrimination and Anti-Harassment

Abraham Baldwin Agricultural College (“ABAC”) 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, Board of Regents policy, and institutional policies and guidelines; the institution prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment, pregnancy, and medical conditions related to pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran or military status by any member of the ABAC Community on campus, in connection with a institutional program or activity, or in a manner that creates a hostile environment for members of the ABAC community.

Every member of the ABAC community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at the institution. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the College.

For additional information or to file a complaint under the provisions of this policy, employees and applicants for employment should contact the Office of Human Resources at Herring Hall 33 or at humanresources@abac.edu. Students and applicants for admission should contact the Office of Student Affairs at Branch Hall 208 or at deanofstudents@abac.edu.

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 and are open for the ABAC student body, faculty, and staff to attend. 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.
- All advisors must sign the Advisor Agreement form before the club registration deadline to acknowledge the roles and responsibilities as an RSO advisor.

Advising Responsibilities and Benefits

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

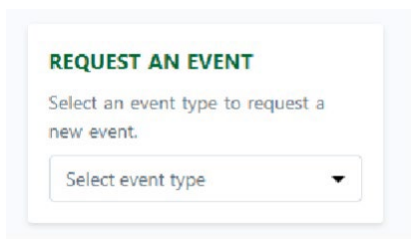
After receiving Coursedog approval, Faculty/Staff advisors may request digital signage by completing the appropriate request form through ABAC Marketing & Communications. Digital Signage and other marketing projects can be requested at <https://www.abac.edu/marketing-communications/>.

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, you may submit a request at https://abac.bossdesk.io/service_requests/54 for approval consideration.

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



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_tqow4mt9
Students- https://watch.abac.edu/edit/1_lfdhu7w7

Club of the Year

To be eligible for the annual *Club of the Year* (awarded in the Spring), clubs must submit the completed Club of the Year Application 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.

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 and Academic Freedom

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

All raffles must be submitted in Coursedog. Raffles may not be advertised or begin until the following steps are completed.

Steps:

- 1) Complete raffle packet from Office of Student Affairs on 2nd floor of Branch (room 208).
- 2) Submit completed raffle packet to Mrs. Shirley Wilson's in Office of Student Affairs.
- 3) Mrs. Wilson 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 Kramer's permission...this will complete the approval process.

Raffle tickets CANNOT be sold until the raffle permission Permit is returned to the Office of Student Affairs.

An advisor of the club hosting the raffle must maintain a record of the raised funds and number of tickets sold. A club advisor must also be present at the time of the raffle drawing to complete the Programming/Prize Gift Forms.

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

Since we have a contract with Swank, you may show a title from them 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 area 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 the [Swank](#) website.
- 5) The attendance does not exceed 50 people in total per showing.

*You must email deanofstudents@abac.edu PRIOR to showing and verify that ALL 5 of the above criteria will be met. If a movie title is not on this list, you will need to identify the company who retains the movie rights and secure permission from them. Proof of this permission will need to be submitted to deanofstudents@abac.edu prior to showing.

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.

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 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.

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.

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.
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:

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 the ABAC Business Office and have your PIN # for the gas card associated with the vehicles. Please contact the Business Office 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

Branding Overview (Brand Kit)

As Abraham Baldwin Agricultural College continues to grow, the strength of our marketing communications is increasingly important. One of the basic components of a strong, institutional marketing-communications effort is a unified graphic identity. The Office of Marketing and Communications will provide each Registered Student Organization with their own personalized branding kit. This kit will include an official logo, the ABAC color palette, and the ABAC approved fonts. This kit will also provide guidance on the appropriate usage of these tools. Any content created that uses an ABAC RSO logo (tablecloths, t-shirts, etc.) **MUST BE APPROVED** by the Office of Marketing and Communications by emailing brand@abac.edu.

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. You can also refer to the ABAC brand page for more information at www.abac.edu/brand. Need a graphic that isn't available? Have a question about appropriate usage? Email brand@abac.edu for support.

Fonts

ABAC has two fonts in all forms of communications: Bookmania and Libre Franklin. As an RSO, you will use Libre Franklin as your font because Bookmania is reserved for the ABAC website and official publications from the institution. To download to use the Libre Franklin font, please visit www.abac.edu/brand.

Color

Our institution's color palette is White, Green, and Gold. Applying color appropriately and consistently helps people instantly recognize our brand.

ABAC Gold Hex: #FEBE10

ABAC Green Hex: #006834

White Hex: FFFFFFFF

The scale below indicates the proportion of each color in use for communications. Though green and gold are important colors, they should not be the only colors used. A majority white base color allows green and gold to call more attention to specific details and stand out in contrast to the background. Letting green and gold breathe with white makes them stand out more, instead of filling an entire design with green.



Usage

Legibility is the highest priority when applying our brand to any medium. Ensure logos are readable by following these guidelines on sizing and background color.



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

“As an ABAC Stallion, I pledge to conduct myself with pride, honor, and respect for others. I understand that it is the responsibility of all ABAC Students, Faculty, Staff, and Alumni to adhere to this code. I will be honest, fair, and just in my academic, personal, and professional pursuits. As a member of the ABAC family, I will support my fellow Stallions as they endeavor to uphold these standards and I will lead by example for future generations.”

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. Please visit [Academic Support](#) to learn more including the *Tutoring Center and Testing Center*. 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 participate 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 [LetsChat@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



Direct Purchase Payment Voucher

Member No. _____

Vendor Name:

If New Vendor, Report Federal ID (use e-supplier)

Prepared By: _____

Diabe:

[illegible]

Special Instructions:

Instructions

Step 1: All information must be completed including "Account Information" before payment can be processed. Suggest departments/units keep a copy of form with most of account information for your department/units already completed to expedite the process.

Step 2: Attach original invoice to voucher. If ~~original~~ invoice is not available, copy must be stamped "certified copy" or explanation of use of invoice copy must be attached.

Step 3: At least two authorized signatures are always required for payment. The initial approval and next level (above approval) are required. Approver must have budget authority over the account used for payment.

Step 4: Make sure all appropriate invoices are attached and form is complete before sending to Accounts Payable. If form is not complete, Accounts Payable will send documents back to originating preparer for completion before payment is processed. Copies of all documents should be stored by preparer for future audit.

Assistance: Call Accounts Payable or Business Office if you have any questions.

Approvals

As the initial approval, I hereby certify that the above items have been received or the services performed as stated and that the funds are available from the budgeted account(s) indicated above. I also certify that these expenses are in compliance with established policies and procedures of ABC, and that they have not been (or will not be) reimbursed in duplicate.

to find Agreement: Ratio:

As appropriate, I hereby certify that I approved the payment of the above variations and to my knowledge the funds are available to cover the expenses.

Approved by _____ Date: _____

Answered by _____ Editor _____

but nothing payment) and supervisor of person authorizing payment.

Business Office Use Only

Processed by:

☐ Joy Lott ☐ Other _____

Audit Checks

☐ Approvals Checked ☐ Original Invoice Attached

☐ Account Checked ☐ Quantities and Prices Checked

Printed Greek Matches Your Information

Audited By: _____

Comments:

Petty Cash Advance Notice

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: _____



Complete highlighted areas only - ALL pages must be submitted.

Raffle Information

Organization Name	
Contact Person	
Email or Phone #	
Date of Raffle	
Purpose of Raffle	
Item(s) to be Raffled	
Value of Item Being Raffled	
Duration of Raffle	Start Date: _____ End Date: _____
Ticket Cost	

FOR CLUB ADVISOR: I have approved this raffle, will be present when the drawing occurs and certify the winner(s), and assure all raffle requirements are followed.

_____ **Advisor Signature**

Approved: _____ **Disapproved:** _____ **Date:** _____ **License#:** _____

Application for License to Operate Raffles

1. **Name of Applicant or Organization:** _____

Address (city,state,zip): _____

If a corporation, association, or other legal entity: Please list names and home addresses of the Director, each officer or other persons holding similar position of the organization:

Advisor's Information	
Name	Title

Address (city, state & zip code)	
Phone Number	

President's Information	
Name	Title
Address (city, state & zip code)	
Phone Number	

Name	Title
Address (city, state & zip code)	
Phone Number	

(If more space is needed, please attach additional sheet)

2. *Names and home addresses of each person who will be operating, advertising, or promoting the raffle.*

Name	Title
Address (city, state & zip code)	
Phone Number	

Name	Title
Address (city, state & zip code)	
Phone Number	

Name	Title
Address (city, state & zip code)	
Phone Number	

3. Names and home addresses of any persons, organizations, or other legal entities that will act as surety for applicant, or to which the applicant is financially indebted, or to which any financial obligation is owed by the applicant.

Name	Title
Address (city, state & zip code)	

Phone Number	
--------------	--

Name	Title
Address (city, state & zip code)	
Phone Number	

4. List convictions, if ANY for criminal offenses other than minor traffic offenses of each of the persons listed in numbers 1, 2 & 3 of this application.

5. Status of Organization:

_____ Non-profit, tax-exempt church, school, civic organization, or related group

_____ Non-profit organization qualified under section 501 (c)

_____ Bono Fide, non-profit organization approved by the Sheriff
--

6. **How long has the organization been in existence?** _____

7. **Date of raffle and the location where the raffle will be conducted.**

Date: _____ Location: _____

(If premises are leased or rented, a copy of the lease agreement should be attached.)

8. List certified or registered public accountant or organization responsible for filing disclosure report of operation expenditures and receipts relating to the operation of raffles in the previous year.

Name	Title
Address (city, state & zip code)	

Phone Number	
--------------	--

9. *Please attach a list of names and home addresses of each person who will sell the raffle tickets.*

RAFFLE LICENSE: **APPROVED:** _____ **DISAPPROVED:** _____

_____ day of _____ 20____ **Time:** _____

COMMENTS:

SHERIFF GENE SCARBROUGH

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:

Verification of Community Service (Abraham Baldwin Agricultural College)

Student Name _____

ABAC 918#_____

Club/Org represented _____

[illegible]

Student Government Association (SGA) Constitution



**CONSTITUTION
of the
STUDENT GOVERNMENT ASSOCIATION
of
ABRAHAM BALDWIN AGRICULTURAL COLLEGE**

Ratified 4/10/2023

Update Approved Cabinet 7/30/24

PREAMBLE

“As a member of the ABAC community, students possess certain rights and responsibilities in their pursuit of a life-changing experience which affords them the opportunity to prepare for their role in the communities in which they will live and work. All members of the ABAC community bear a responsibility to contribute to an environment that is conducive to the educational experiences of teaching, studying, learning, and participating.”

- ABAC Statement of Student Rights and Responsibilities

We, the students of Abraham Baldwin Agricultural College, desiring a more representative and efficient Student Government; wanting better communications between students and the college 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 (SGA), subject to the statutory regulations of Abraham Baldwin Agricultural College (ABAC) and the University System of Georgia Board of Regents. If any part of the SGA Constitution conflicts with Board of Regents (BOR), University System of Georgia (USG), or ABAC policies and procedures, then BOR, USG, and ABAC policies and procedures shall take precedence over the SGA Constitution.

ARTICLE I: PURPOSE

The primary purpose of the SGA shall be to represent and voice the concerns of all students of ABAC in all institutional matters, while creating legislation and developing programs and activities of practical value to the student body.

Section 1: Vision Statement

- Our vision is to help make Abraham Baldwin Agricultural College the best place in the world to receive an education: a place where students boldly pursue their academic and life goals, a place where there is widespread student access to on-campus resources and support, and a place where there is collaboration between students, faculty, and administrators.

Section 2: Mission Statement

- Our mission is to empower student organizations, embody student opinions, preserve student integrity, and enrich the student experience.

ARTICLE II: ORGANIZATION

Section 1: Name

The name of this organization shall be the Student Government Association (hereinafter referred to as the “SGA”) of Abraham Baldwin Agricultural College.

Section 2: Power and Responsibilities of the Student Government Association

The primary purpose of the SGA shall be to represent and voice the concerns of all students of ABAC in all institutional matters, while creating legislation and developing programs and activities of practical value to the student body. It is recognized that Abraham Baldwin Agricultural College is a state educational institution operating under the authority of the Board of Regents Policy. Since the Board of Regents dictates that each state educational institution has an established student government, the Student Government Association derives its power from the Board of Regents of the University System of Georgia.

Section 3: Branches of Government

1. The ABAC SGA shall be divided into two branches: The Executive Branch and the Legislative Branch. These branches shall work closely to fulfill the mission of the SGA.
2. No power or authority belonging to one branch shall be applied to the other unless otherwise stated in this Constitution.

Section 4: Membership

1. All students, by virtue of their enrollment at ABAC (hereinafter referred to as “the student body”) shall be subject to this SGA Constitution, the SGA Bylaws, and the Student Code of Conduct.
2. The right to vote in any student body election or referendum shall be outlined under the SGA Election Codes.

3. All students shall be subject to the rules and regulations of the institution, but these rules shall at no time and in no way abridge the students' rights as defined under the Constitution of the United States of America or the Constitution of the State of Georgia.

4. Membership and all privileges, including voting and officer positions, shall be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, veteran status, or sex and gender identity.

Section 5: Faculty Advisor of Student Government Association

The Faculty Advisor to the SGA shall be appointed by the Provost, in consultation with the Office of Student Affairs (i.e., the Vice President for Student Affairs, Assistant Vice President for Student Affairs, and Dean of Students), and shall serve a term of office at the discretion of the Provost and Dean of Students and Office of Student Affairs. Unless circumstances dictate otherwise, the Provost and Office of Student Affairs Administrators noted above should confer with sitting SGA officers before assigning a Faculty Advisor. The Advisor will be selected from within the faculty ranks. The Advisor may attend SGA meetings and participate in discussion and debate. However, the SGA Advisor may not vote, make motions, or second motions. The SGA Advisor will work closely with the Dean of Students and Office of Student Affairs to ensure that members of the SGA maintain the integrity of their respective offices and effectively represent ABAC's diverse student body. The SGA Advisor, alongside the Dean of Students and Office of Student Affairs, reserves the right to recommend official administrative removal of Officers and Senators who fail to uphold the Student Code of Conduct, SGA Code of Conduct, and/or respect for ABAC students, staff, faculty, or administration. The SGA Advisor will ensure that all SGA members adhere to non-discrimination and non-harassment policies as specified in the Student Handbook.

Section 6: Constitutional Committees

Within the Student Government Association there will exist Constitutional Committees as deemed necessary by SGA. Their creation and installation alongside the committees' duties and powers shall be enumerated in the SGA By-laws.

ARTICLE III: THE EXECUTIVE BRANCH

Section 1: Composition

The Student Government Association Executive Branch (hereinafter referred to as the "Executive Board") shall consist of the offices of President, Vice President, Judiciary, Executive of Bainbridge, Secretary, and Treasurer. The Assistant Vice President for Student Affairs, Dean of Students, and SGA Faculty Advisor shall exist within the Executive Branch, along with necessary deputies and assistants.

Section 2: Authority and Responsibilities of the Executive Branch

The Executive Board of this government shall have authority to execute all necessary legislation and action as defined within the limits of this Constitution and the SGA Bylaws. The specific authority and responsibilities of the Executive Board are as follows:

1. The purpose of the Executive Board shall be to supervise, maintain, and advise on policies, regulations, and recommendations that are formulated by the Legislative Branch in the interest, convenience, and necessity of the student body.
2. The Executive Board will initiate and maintain projects of interest, which have been approved through the proper channels, for the student body and shall recommend to the Legislative Branch any legislation deemed necessary.

Section 3: Duties of the President

1. Shall serve as the liaison between students, faculty, staff, administration, and the community.
2. Shall execute, supervise, and maintain all such policies, regulations, and recommendations as formulated by the Legislative Branch.
3. Shall represent the students of ABAC at official institutional functions.
4. Shall work with the SGA Advisor to appoint members to committees and councils of the college as requested by the ABAC Administration.
5. Shall appoint the positions of Treasurer, Secretary, and Communications Coordinator from among the sitting SGA Senators.
6. Shall be the head of the Executive Branch.
7. Shall preside over the SGA closed meetings.
8. Shall have the authority to call a special session of the entire SGA, shall have the authority to call an emergency meeting of the Executive Board, shall be an ex-officio member of all boards and committees of the SGA, and shall ensure that all SGA business is executed properly and according to schedule. Notice to the required attendees should, if possible, be given at least three (3) days before the called meeting.
9. Shall serve as the institution's delegate to the Student Advisory Council of the Board of Regents of the University System of Georgia.
10. May be appointed to any standing institutional committee or board other than those of the SGA or may appoint a representative, in consultation with the SGA Faculty Advisor or Office of Student Affairs, to serve in such capacity.
11. May, in consultation with the SGA Faculty Advisor and Office of Student Affairs, create positions, fill positions, and remove appointees from positions within SGA to promote the general welfare of the SGA, with the approval of a two-thirds majority of the Senate.
12. The authority to veto any measure, legislation, or other presented documentation from the SGA Senate before its passage and before its acceptance by the student body, in part or as a whole, is solely vested in the Office of the SGA President. The SGA President has one week to issue a veto.

Section 4: Duties of the Vice President

1. Shall serve as the President of the Senate and preside over the meetings of the Senate.
2. Shall preside over the meetings of the Recognized Student Organizations (RSOs).
3. Shall assume any duties that may be delegated by the SGA President.

4. Shall assume the duties and responsibilities of the SGA President if the office of SGA President is vacated for any reason.
5. Shall serve in any capacity that will assist the SGA President in the execution of actions taken by SGA.
6. Shall report all business concerning Category 2 organizations of the Recognized Student Organizations (RSOs).
7. Shall serve as the institution's delegate to the Student Advisory Council of the Board of Regents of the University System of Georgia in the event the SGA President cannot attend.
8. Shall report any legislation passed by the Senate and provide any necessary Senatorial information to the SGA President and the SGA Executive Board.

Section 5: Duties of the Judiciary

1. Shall oversee the proper procedures and execution of SGA elections by way of communicating with the Office of Student Affairs.
2. Shall govern and interpret all provisions and guidelines dictated in the SGA Constitution.
3. Shall inform the SGA Advisor of any SGA Member's failure to maintain qualifications and requirements of the Member's office, as detailed in the SGA Constitution.
4. Shall act as an advisor to SGA presiding officers on matters of parliamentary procedure, as outlined in Robert's Rules of Order.
5. Shall chair the Election Committee and oversee the election process, with its respective allocation of electoral votes, as carried out by the Office of Student Affairs.
6. Shall be responsible for establishing and maintaining all records and files electronically that pertain to SGA.
7. Shall assume any duties that may be delegated by the SGA President.

Section 6: Duties of the Executive of Bainbridge

1. Shall serve as the liaison between students, faculty, staff, administration, and the community for the Bainbridge campus.
2. Shall assume any duties that may be delegated by the SGA President.
3. Shall maintain proper communication between campuses for coordination of SGA activities and SGA matters in Bainbridge.
4. Shall chair any respective SGA-approved initiative residing in Bainbridge.
5. Shall report all business concerning Recognized Student Organizations (RSO) of Bainbridge and assume the responsibility of all RSO communication of Bainbridge.
6. Shall use allocated funds of the SGA Budget for Bainbridge to their discretion with approval from the Office of Student Affairs by way of the SGA Treasurer.

Section 7: Duties of the Secretary

1. Shall retain all Senatorial privileges and voting rights.
2. Shall be the recorder of Senate, Executive Board, RSO, and any specially called meetings.

3. Shall maintain attendance records of Senate members and guests to meetings and notify the Judiciary of any SGA members whose official attendance record may fail to maintain the requirements of SGA officials.
4. Shall deliver meeting minutes to the Communications Coordinator in a timely manner.
5. Shall assume any duties that may be delegated by the SGA President and Vice President.

Section 8: Duties of the Treasurer

1. Shall retain all Senatorial privileges and voting rights.
2. Shall oversee SGA budget allocations as approved by SGA.
3. Shall obtain approval from the Office of Student Affairs for SGA use of monies for both campuses.
4. Shall supervise the proper expenditure of all monies of the SGA and shall give reports on these expenditures upon the request of the Executive Board.
5. Shall oversee the proper dispersion of monies, as based on the allocated percentages found in the SGA By-Laws for the Executive of Bainbridge and the Senators.
6. Shall maintain records of all business transactions which involve the SGA funds.
7. Shall assume any other duties delegated by the SGA President and Vice President.

Section 9: Duties of the Communications Coordinator

1. Shall retain all Senatorial privileges and voting rights.
2. Shall oversee the official social media platforms of SGA, with timely updates to the student body.
3. Shall be responsible for the communication of SGA updates and activities (e.g., meeting minutes, events, etc.)
4. Shall be responsible for the scheduling of events through proper channels.
5. Shall be responsible for all advertising (flyers, boards, etc.)
6. Shall, under direction of the SGA President, compile and organize approved SGA communications to be released to the student body in a timely fashion.
7. Shall assume any other duties delegated by the SGA President and Vice President.

Section 10: Election of the Executive Branch

All election procedures of the Executive Branch shall be dictated by the SGA Election Codes and overseen by both the Judiciary and the Office of Student Affairs.

ARTICLE IV: THE LEGISLATIVE BRANCH

Section 1: Composition

The Student Government Association Legislative Branch (hereinafter referred to as the “Senate”) shall consist of the President of the Senate, the Judiciary, and all Senators from each of the academic schools.

Section 2: Authority and Responsibilities of the Legislative Branch

The Senate shall formulate such policies, regulations, and recommendations that shall relate to the student body. The specific authority and responsibility of the Senate are as follows:

1. The Senate shall have the authority to make recommendations on issues relevant to the general welfare of the student body.
2. The Senate shall have the authority to pass legislation, consisting of bills, resolutions, and amendments.
3. The Senate shall have the authority to make statutes governing the operations of the SGA.
4. Senators must be present, whether physically or virtually, to vote on any item or issue. There shall be no voting by proxy.
5. A quorum of the Senate shall be two-thirds of all members of the Senate on roll. A quorum must be present to conduct official business. (A first reading of proposed legislation is allowed in the absence of a quorum; however, no voting may take place until a quorum is present.)
6. The process of passing legislation shall use an absolute majority (50%+1) vote in determining the outcome of the respective legislation.
7. The Senate shall have the authority to override an SGA Presidential veto on any statute or recommendation by an absolute majority (50%+1) vote of the entire voting membership of the Senate.

Section 3: Duties of the President of the Senate

1. Shall be the SGA Vice President.
2. Shall preside over and conduct meetings of the Senate, should meetings be called by the Senate.
3. May, in the case of a tie, vote on any measure before the Senate.
4. Shall create Senate committees and appoint committee members from the sitting Senators.
5. Shall have the authority to withhold vote on any measure before the Senate to encourage further consideration for up to one week unless such directive is overridden by two-thirds majority vote of the Senate.
6. Shall assist in the coordination of meetings between Senators and college personnel.
7. Shall work in conjunction with the SGA Executive Board to ensure Senators fulfill their duties.
8. Shall report to the Senate any SGA President-approved discussions from the Executive Board.
9. Shall appoint the Senate President Pro-Tempore from among the sitting SGA Senators with a two-thirds majority vote from the Senate.

Section 4: Duties of Senate President Pro-Tempore

1. Will perform all duties and responsibilities of the SGA Vice President in the event the Vice President is absent from a meeting.
2. Shall actively assist with the appointment of members to Senate committees.

3. Shall assume special tasks, projects, or initiatives, regarding both internal and external matters, as deemed necessary by the President of the Senate.

Section 5: Duties of Senators

1. Shall propose legislation on behalf of the student body. Legislation is defined as bills, resolutions, and amendments.
2. Shall meet with their respective School's Dean every two weeks and share relevant updates with the SGA.
3. Shall report in the Recognized Student Organizations (RSO) meetings all business concerning Category 3 organizations within their respective School.
4. Shall attend all required SGA meetings and assigned Senate committee meetings.
5. Shall have the authority, along with three other Senators, to call a special meeting of the entire SGA. Notice to the required attendees should be given, if possible, at least three days before the called meeting.
6. Shall use allocated funds by the SGA Budget for their respective School to their discretion.
 - a. Use of allocated funds are communicated by the SGA Treasurer to the Office of Student Affairs.
 - b. Use of allocated funds must be approved by the Dean of Students.

Section 6: Research and Solution Committees

Any Senator may propose a research and solution committee to the Senate. Once approved by an absolute majority (50%+1), 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. The completed report is to be submitted to the SGA President, who will then present the report to the SGA Advisor for approval before submitting the report to senior ABAC administration.

Section 7: Election of the Legislative Branch

All election procedures of the Legislative Branch shall be dictated by the SGA Election Codes and overseen by both the Judiciary and the Office of Student Affairs.

ARTICLE V: LEGISLATION

Section 1: Legislation Types

Bills

Shall be drafted to propose allocation of SGA funds, creation of initiatives, formation of events, etc.

Resolutions

Shall be drafted to express an official position of the SGA on behalf of the ABAC student body.

Amendments

Shall be drafted to change a section of the SGA Constitution. The approved amendment shall be added to the SGA By-Laws.

Section 2: General Procedures

1. While members of the Executive Board may recommend or request legislation, only Senators may introduce legislation.
2. Before enactment, Bills and Resolutions must be:
 - a. Proposed in Senate meetings for discussion.
 - b. Entered into the meeting minutes.
 - c. Passed by an absolute majority vote (50% + 1).
 - d. Presented by the President of the Senate to the SGA President.
 - e. Signed by the SGA President.

Section 3: Amendment Procedures

1. When a proposed amendment is presented, no debate shall occur about the amendment.
2. The President of the Senate shall provide notice of and present details of the proposed amendment to the Judiciary, Office of Student Affairs, and SGA Advisor to receive counsel on the amendment process and advice regarding the proposed amendment prior to Senate discussion of the amendment proposal.
3. After the meeting with the Judiciary, Office of Student Affairs, and SGA Advisor, the President of the Senate shall decide whether to move the process forward to discussion.
4. If the proposed amendment moves forward, the Senate shall discuss the proposed amendment.
5. After the discussion of the amendment, the Senate shall vote on the proposed amendment.
6. - If the amendment passes the Senate with an absolute majority vote (50%+1), the amendment must be sent to the student body for review and will be voted on at the next student body meeting by the RSOs.
7. If the amendment has passed both the Senate and RSOs with an absolute majority vote (50%+1) in both, the amendment will then require the signature of the SGA President.
8. The SGA President must review the finalized amendment with the Office of Student Affairs and SGA Advisor prior to signing.
9. Upon receiving the SGA President's signature and with the approval of the Office of Student Affairs, the amendment takes immediate effect in the SGA By-Laws.
10. If the SGA President vetoes the amendment, two-thirds of the Senate may override the President's decision and, with the approval of the Office of the Student Affairs, the amendment takes immediate effect in the SGA By-Laws.

Section 4: SGA President in Legislation

1. All legislation that passes through the Senate must then be presented to the SGA President.
2. Prior to signing any legislation, the President must discuss the proposed legislation with the SGA Advisor and Office of Student Affairs.
3. The President can approve legislation by signing it.
4. The President can veto the legislation.

5. Any bill or resolution passed by the Senate must be approved by the SGA President within five (5) business days of the passage of the bill or resolution.
6. All legislation, having been enacted by the Senate and approved by the SGA President, shall be submitted to the ABAC President's Cabinet.

ARTICLE VI: TERM OF OFFICE

Upon administration of the Oath of Office, a term of office begins for SGA members the day after Spring graduation of the academic year when the members were elected. The term of office will carry through to the following Spring graduation when the term of office begins for newly elected SGA members (e.g., term includes the Summer following the Spring election and continues to the following Spring graduation.)

If someone assumes the duties of another office in SGA through way of impeachment, removal, or resignation of the vacating member, then that member will serve in the assumed role until the next election cycle or a special election. For an SGA member to be legitimate, the member must take the Oath of Office. The SGA Oath of Office may be administered by the Vice President for Student Affairs, Dean of Students, or SGA Advisor, depending on availability, in the presence of at least two (2) witnesses.

ARTICLE VII: OATH OF OFFICE

An SGA position is not official until the Oath of Office is administered by the appropriate college official. Students who have been either elected to an office or appointed to a vacant office must take the following Oath of Office:

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 of _____ faithfully and honestly and to respect and preserve the Constitution and By- Laws on which our Student Government is founded.

ARTICLE VIII: MEETINGS

Section 1: Student Body Meetings

During regular Fall and Spring semesters, Student Government Association meetings for the student body shall be throughout the ABAC semester, generally twice per month, open to all members of ABAC's community, with proceedings administered to the student body through official SGA communications. In these meetings, SGA will oversee official SGA matters and all Recognized Student Organizations (RSOs) business and will serve as a resource, leadership forum, and advocacy group for RSOs.

Section 2: Student Government Association Meetings

The Student Government Association Executive Board, Senate, and Category 4 RSO Chair shall meet twice per month, generally on alternate weeks of student body meetings, of the Fall and ABAC RSO Resource Guide

Spring semesters to discuss student concerns and other campus issues. Invitations are extended to the Office of Student Affairs and the SGA Advisor.

Section 3: Executive Board Meetings

The Student Government Association Executive Board, consisting of the President, Vice President, Judiciary, Executive of Bainbridge, Secretary, and Treasurer shall meet as needed during the Fall and Spring semesters, at the discretion of the SGA President, with invitations extended to the Office of Student Affairs and SGA Advisor.

Section 4: Senate Meetings

The Student Government Association Senate, comprised of the President of the Senate, Senators of each school, and the Judiciary, shall meet as needed throughout the Fall and Spring semesters to discuss student concerns and other campus issues, with invitations extended to the SGA President, the Office of Student Affairs, and SGA Advisor.

Section 5: Attendance at Meetings

All Student Government Association Officers and Senators are expected to attend all required meetings but may miss four (4) meetings per semester without penalty. To avoid a penalty for an absence, the absent party must provide a written excuse to the following officials: (1) the presiding officer of meeting, (2) the Judiciary, and (3) the SGA Advisor. Email will suffice as written notice of the excuse. One or more of the officials noted above shall confirm receipt of the email.

Without proper notification of the absence and after exceeding four absences, the Judiciary may recommend to the SGA Advisor that proceedings be initiated for removal of the officer or senator from office. Based on the totality of the circumstances and in consultation with the Judiciary and Office of Student Affairs, the SGA Advisor will evaluate whether the officer or senator is found in dereliction of SGA duties. If approved by the SGA Advisor, the Judiciary will formalize the decision to remove the officer or senator. If the officer with more than four absences is the Judiciary, this process will initiate with the recommendation of the SGA President.

Section 6: Special Meetings

Any SGA member may call a special meeting. The purpose of any special meeting shall be stated in the request to meet. Except in cases of emergency authorized by the Dean of Students or SGA Advisor, at least three (3) days' notice shall be given to members through proper channels of communication, as regularly used by the SGA Team.

ARTICLE IX: THE ELECTION COMMITTEE

To maintain the accessibility and integrity of SGA elections, the SGA Election Committee is hereby established to oversee adherence to the proper procedures and rules of all governing SGA documents, specifically the SGA Elections Code.

Section 1: Members

1. The Chair of the Election Committee shall be the Judiciary, unless the Judiciary is also a candidate.
2. If the Judiciary is a candidate in the SGA election, the SGA Advisor, in consultation with the Office of Student Affairs, shall appoint the Chair of the Election Committee.
3. The SGA Advisor, in consultation with the Office of Student Affairs and the Election Committee Chair, will appoint at least two (2) student representatives to serve on the Election Committee.
4. No member of the Election Committee may also be a candidate.
5. The committee will work with the Office of Student Affairs to oversee the process of SGA elections and ensure that the respective election procedures outlined in the SGA Elections Code are fulfilled.

Section 2: Purpose and Responsibilities

The purpose of this committee is to (1) allocate electoral votes to each respective school, (2) ensure that all ABAC students are eligible to vote in an election, (3) confirm SGA election results are both sound and legitimate before the respective results are dispersed, and (4) supervise any other SGA election business.

Section 3: Approval of Decisions

The committee shall use an absolute majority system (50%+1) to approve or decide on results and other election matters that require a vote.

ARTICLE X: RECOGNIZED STUDENT ORGANIZATIONS

Recognized Student Organizations (hereinafter referred to as “RSOs”) shall be defined as a group of club and organization representatives united by a common purpose as stated by the RSOs’ Guidelines, with an elected Category 4 Chair. RSOs are formed to contribute to students’ educational growth, recreation, and/or personal development.

Section 1: Purpose

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

Section 2: Structure

The structure of RSOs consists of representatives from each club and organization attending the SGA's student body meeting, generally twice per month. The SGA Vice President shall preside over the meetings with the SGA President, SGA Executive of Bainbridge, SGA Senators, and

Category 4 Chair reporting on behalf of their respective categories' clubs and organizations.

Section 3: Duties of Category 4 RSO Chair

1. Shall perform the duties related to RSO's function as assigned by the RSO Advisor.
2. Shall be responsible for promoting attendance and participation at all Student Body meetings.
3. Shall serve as the liaison between Category 4 RSOs, all other RSOs, the SGA, and RSO Advisor.

Section 4: Election of Category 4 RSO Chair

All election procedures of the Category 4 RSO Chair shall be dictated by the RSO Guidelines and carried out by the Office of Student Affairs.

ARTICLE XI: VACANCIES

Section 1: Executive Board

1. If the position of SGA President becomes vacant, the SGA Vice President shall, after the administration of a new oath of office, assume the position of SGA President and all responsibilities and duties therein.
2. If the position of SGA Vice President becomes vacant, the President Pro-Tempore of the Senate shall, after the administration of a new oath of office, assume the position of SGA Vice President and all responsibilities and duties therein.
 - a. This will result in a vacant Senator seat.
 - b. In response to the President Pro-Tempore of the Senate becoming Vice President, the new Vice President will follow the appropriate procedures to replace the vacant Senator seat left by the transition.
3. If the Judiciary position becomes vacant, the SGA Advisor, in consultation with the Office of Student Affairs, shall appoint a new Judiciary.
 - a. Current members of the SGA or any member of the student body who meets the qualifications of Judiciary may be considered for this role.
 - b. Candidate(s) must interview with the Office of Student Affairs prior to forwarding to the Senate for the confirmation vote.
 - c. The SGA Advisor may request that the SGA President and President of the Senate appoint a committee to interview identified candidate(s) for the position.
 - d. The appointment will require a two-thirds majority confirmation from the Senate to be effective.
 - e. Administration of a new oath of office is required for the appointment to be official.

4. If the Executive of Bainbridge position becomes vacant, the Executive Director of the Bainbridge Campus will submit a minimum of two (2) names to the SGA Advisor and Office of Student Affairs for consideration for the role.
 - a. Candidates must interview with the Office of Student Affairs prior to forwarding to the Senate for the confirmation vote.
 - b. The President of the Senate, in consultation with the SGA President, may appoint a committee to interview the candidates for the position.
 - c. The appointment will require a two-thirds majority confirmation from the Senate to be effective.
 - d. Administration of the oath of office is required for the appointment to be official.
5. If any appointed position in the Executive Cabinet (e.g., Secretary, Treasurer, etc.) becomes vacant, the SGA President shall, following appropriate procedure, appoint a sitting Senator to fill the position.

Section 2: Senate

1. If a Senator position becomes vacant or left unfilled after an election, the President of the Senate will coordinate with the respective Dean of the School in which the vacancy has occurred to secure a replacement candidate.
 - a. The recommended candidate must meet all qualifications required of an SGA Senator.
 - b. Candidates must interview with the Office of Student Affairs prior to forwarding to the Senate for the confirmation vote.
 - c. The appointment will require a two-thirds majority confirmation from the Senate to be effective.
 - d. Administration of the oath of office is required for the appointment to be official.
2. If any appointed position of the Senate becomes vacant, the President of the Senate may, following appropriate procedure, appoint a sitting Senator to fill the position temporarily.

ARTICLE XII: IMPEACHMENT, REMOVAL, AND RESIGNATION

Section 1: Impeachment

1. Any member of the SGA may bring forward impeachment charges.
2. Due to the seriousness nature of the impeachment proceeding, the member of the SGA must have reasonable cause to support the charges and be prepared to present such evidence.
3. After the SGA official has gathered evidence to support the impeachment charges, the official must provide the evidence to the SGA Faculty Advisor and Office of Student Affairs for the evidence to be reviewed. After reviewing the charges brought forth, the SGA Faculty Advisor and the Office of Student Affairs will advise on all rights of impeachment.
 - a. At this point, the concerns may be declared to be invalid based on confidential student information available only to the SGA Faculty Advisor and Office of Student Affairs.

- b. Further, certain infractions may be considered minor based on the totality of the circumstances.
 - c. Concerns that involve confidential student information or which are considered to be minor offenses are to be judged solely by the Assistant Vice President for Student Affairs, Dean of Students, and SGA Faculty Advisor and brought before the Senate only if these parties deem necessary and proper.
- 4. If the charges are declared valid after consultation with the SGA Faculty Advisor and the Office of Student Affairs, the SGA Senate shall hear the articles of impeachment at the next available Senate meeting, which shall be called according to proper procedure.
- 5. After charges have been brought before the Senate, a brief discussion of the prepared evidence will be held. The member being charged shall not be present during discussion of the evidence.
- 6. At the conclusion of the discussion, a vote shall be held to formally impeach the accused member.
 - a. An absolute majority vote (50% + 1) of the present SGA Senators is required to impeach any member.
 - b. This vote does not remove the accused from SGA.
- 7. If impeached, a date will be set for an impeachment trial. This trial will be a closed meeting of the Senate. The SGA Faculty Advisor shall preside over the trial.
 - a. At the impeachment trial, evidence may be discussed in detail, witnesses may be asked to testify, and the accused may present a defense.
 - b. After all evidence has been heard and the debate among the members has ceased, the Senate shall vote on whether or not to formally expel the accused from the SGA. A two-thirds (2/3) of the SGA Senate shall be required to remove any member from the SGA.
 - c. The verdict from the Senate shall effectively remove a member from the SGA.
- 8. If any member of the SGA receives a guilty verdict at the conclusion of an impeachment trial, that officer shall be subject to the following restrictions.
 - a. If the impeached individual was a member of the Executive Branch, that member shall be forbidden from ever holding a position in the Executive Board and may only seek a Senate position one (1) year after the next election that follows the date of the impeachment trial.
 - b. If the impeached individual was a member of the Legislative Branch, that member shall be forbidden from ever holding a position in the Executive Cabinet and may only seek a Senate position one (1) year after the next election that follows the date of the impeachment trial.

Section 2: Removal

1. Any SGA official, defined as a Senator or member of the Executive Board, may be removed from office for violation of this Constitution, the SGA Bylaws, the ABAC Code of Conduct, the ABAC Student Honor Code, or the University System of Georgia Board of Regent's Policy.

2. If any Officer or Senator of SGA is removed from the SGA, procedures of vacancies will be initiated by the Judiciary in consultation with the SGA Advisor and Office of Student Affairs.
3. If the Judiciary is the party removed from office, the SGA Advisor shall appoint a new Judiciary, in accordance with appropriate procedures of vacancies.

Section 3: Resignation

1. Any Officer or Senator of SGA may have the authority to submit a letter of resignation to the SGA Advisor and Judiciary.
2. The Judiciary will notify the SGA President and SGA Advisor of the vacancy immediately to ensure proper procedure is followed.

ARTICLE XIII: FINANCES

Section 1: Financial Autonomy

The SGA shall ensure responsible, prudent oversight and use of all allocated funds by the College, consistent with Institutional and University System of Georgia Board of Regents Policy. The Student Government Association is entitled to a budget to use at the discretion of the association.

Section 2: Dispersion of Funds

Under the SGA By-Laws, the SGA Treasurer shall be the chair of all SGA budget concerns and allocation of funds. After approval from SGA officials and the Office of Student Affairs, the SGA Treasurer shall disperse funds appropriately.

Section 3: Approval of Funds

All allocation of funds must be approved by majority vote (50%+1) of the Senate.

ARTICLE XIV: GOVERNING DOCUMENTS

Section 1: Governing Documents

The Senate shall have the authority to establish and amend the SGA By-Laws, SGA Elections Code, and SGA Code of Conduct through the passage and approval of an SGA Amendment. Once approved, the amendment is ratified and added to the SGA By-Laws.

1. The SGA Bylaws shall further clarify the structure and rules of the SGA.
2. The SGA Code of Conduct shall be established to outline the expectations of SGA members including attendance.
3. The SGA Elections Code shall be established to outline SGA Elections.

ARTICLE XV: CONSTITUTIONAL CONVENTION

Section 1: Procedures

While members of the Executive Board may recommend or request a Constitutional Convention, only Senators may introduce the proposal for a Constitutional Convention.

1. Any member of the SGA who wishes to call a Constitutional Convention must propose the convention to the Senate.
2. After the Senator has gathered all evidence for a Constitutional Convention to be held, the Senator shall meet with the Dean of Students/Office of Student Affairs and SGA Advisor for all evidence to be reviewed and possibly resolved.
3. If the solution is believed to be a Constitutional Convention, after meeting with the Dean of Students/Office of Student Affairs and SGA Advisor to address certain issues and concerns, the Senate may entertain discussion and debate of a Constitutional Convention.
4. A vote of two-thirds majority of the Senate is required for the Constitutional Convention to be convene.
5. After the Senate approval for the Constitutional Convention to convene, a committee of SGA members shall be formed by the Dean of Students and the SGA Advisor.
6. After a revised constitution is drafted and approved by the committee of students, Office of Student Affairs, SGA Advisor, and ABAC President's Cabinet, the SGA Senate and RSOs must vote on the proposed constitution.
7. If the proposed constitution receives an absolute majority vote (50%+1) of the Senate and the student body meeting with RSOs, with approval by the ABAC President's Cabinet, then the constitution will be forwarded to the SGA President for approval.
8. After the SGA President approves the constitution, it is passed with immediate effect.
9. If the SGA President vetoes the constitution, two-thirds of the Senate may override the President's decision and the constitution is replaced and ratified.
10. After ratification, the ABAC President's Cabinet shall be notified of the passing of and provided with a copy of the new SGA Constitution.