

Student Organizations Policies

Advertisement Policies

(Posters, notices, handbills, fliers, banners, yard signs and electronic media)

1. Students, faculty, staff and other members of the University community may place posters, notices, or fliers on University kiosks and general-purpose bulletin boards only. All postings must be sponsored by a University organization, department or office. There is no posting permitted on departmental bulletin boards within University buildings without the permission of that particular department. Non-University groups or individuals are permitted to post on external University kiosks only.
2. There is no posting permitted in locations other than those designated in this policy. Specifically, there is no posting permitted on doors, vehicles, trash cans, cigarette butt holders, windows, light poles, trees, telephone poles, building signs, any other areas of a building, whether inside or outside, or any other object or area. The only exception to this policy is the posting of spirit signs on the outside of buildings by the spirit organization "SICSIC," or other exceptions as given by the Dean of Students.
3. Banners may be hung from the exterior of University residence halls with the approval of the Hall Director of the particular living unit. Banners, sandwich boards, lawn signs, and other self-standing, temporary forms of advertisement must be approved by the Dean of Students before being posted, and must not violate any other University policies. Banners (secured with rope) may be hung in the area across from the Business Administration Building or in the Bowen-Thompson Student Union Mall, or such areas as permitted by the Dean of Students. These items must be removed upon the conclusion of the event. To reserve these areas for posting banners, contact the Bowen-Thompson Student Union Conference & Event Services Office, 231 Bowen-Thompson Student Union.
4. Distribution or posting of advertisements, within University residences and dining facilities other than the Bowen-Thompson Student Union dining facilities shall be in accordance with the Community Living Standards, found in this Student Handbook. The Office of Residence Life will continue to approve posters and flyers to be placed in the residence halls and Greek housing. BGSU Dining will approve table tents for the dining facilities. Distributing or posting advertisements within the Bowen-Thompson Student Union will be approved by the Bowen-Thompson Student Union Information Desk staff.
5. Applying messages directly on the surface of buildings or other University property is prohibited.
6. The use of chalk, with the exception of spray and/or paint chalk, by members of the University community to publicize campus events on sidewalks is permitted. Messages must be at least 20 feet from the entrance of any University building. Messages or information that violate University policy are subject to removal at the expense of the advertiser. The use of chalk on buildings or any other University property is prohibited.
7. Painting any sidewalk, grass, building or any other surface except for the Spirit Rock (please visit www.bgsu.edu/PaintTheRock for schedule and rules) is prohibited and considered vandalism.
8. Advertisements, posters, notices, handbills, fliers, banners, yard signs and electronic media shall not make reference to the availability or sale of alcoholic beverages with the exception of the Black Swamp Pub & Bistro.
9. The use of yard signs must receive prior approval from the Dean of Students.

Affiliation with Governing Bodies

The representative governing body for all full-time and part-time undergraduate students on the main campus is the Undergraduate Student Government. For BGSU Firelands, it is the Student Government Organization. The representative governing body for all full-time and part-time graduate students is the Graduate Student Senate. Students may also affiliate with any of the registered student organizations at Bowling Green State University for which they are eligible for membership. Bowling Green State University subscribes to the principles set forth in the policy on Student Participation in University Government, which is included in this Student Handbook.

Assembly Policies

1. The University recognizes the importance of and rights associated with free speech, including the right to assemble, march and other rights related to the expression of thoughts and ideas. As stated in the general policy, the University reserves the right to determine the time, place and manner of space and facilities so as not to interfere with the mission and regular operation of the institution. Prior to sponsoring a rally, demonstration, march or other group event, the organization or individual coordinating the event must complete the registration process through the Office of Conference & Event Services. The University will attempt to provide adequate facilities and security for the event.
2. Organizers of any rally, demonstration, march or other group event, are responsible for ensuring that the activity does not interfere with the academic mission of the University. Sponsoring individuals or organizations are responsible for assuring that the event does not block entries, exits, walkways, roadways or otherwise hinder the free flow of both pedestrian and roadway traffic and that all policies relating to sponsoring of events on campus are upheld.

Consumption Policy

Any activity, program or event that requires or promotes the overconsumption of or over-indulgence in foods and/or liquids (e.g., any contest involving food or drink, etc.) is prohibited due to the significant health risks associated with these activities.

Event Management

Events planned and/or sponsored by BGSU registered student organizations enrich the lives and interests of all community members. A major responsibility of sponsoring organizations is to ensure that all appropriate safety and liability precautions (e.g., participant liability waivers, additional liability insurance coverage, individual background checks, etc.) have been incorporated into the planning and implementation of their events. Generally, paid security is required at large-scale events or events that may lead to the disruption of

the University environment. Examples include events where alcohol is available, concerts or other live performances, events with non-BGSU students in attendance, events occurring during late evening hours, events open to the general public, or events with a history of large attendance.

All student organizations sponsoring an event on campus grounds or within a campus facility must adhere to the following:

1. The event must be registered with the Office of Campus Activities, 401 Bowen-Thompson Student Union, and the event space must be scheduled with the Office of Conference & Event Services.
2. The sponsoring organization(s) must be in conduct and financial good-standing (i.e., not on University Conduct Probation and/or having outstanding debt older than 60 days) with the University in order to host an event. The sponsoring organization must have a minimum of three members of the organization's leadership group present for the duration of the event. The Office of Campus Activities may also require the presence of the sponsoring organization's advisor.
3. The sponsoring organization must designate members to serve as event staff for the duration of the event. These individuals must be clearly identifiable as event staff.
4. If the Office of Campus Activities, in consultation with the BGSU Police Department, determines paid security is needed, the sponsoring organization must contract for it with the BGSU Police Department.
5. The sponsoring organization is responsible for the cost of repairing or replacing all damages, including but not limited to furniture repair or replacement, extra custodial services, and structural damages to the premises as a result of the event.
6. Temporary structures:
 - a. No structure may be erected on campus grounds without prior written approval. The approval must be secured at the time the activity is registered.
 - b. May have no more than three (3) closed sides,
 - c. May not house generators, space heaters or cooking equipment, and
 - d. Must comply with all State of Ohio Codes.
7. Personal property must be attended at all times.
8. Alcohol is prohibited at events unless approved prior to the event by the Associate Dean of Students, or designee, and then may only be consumed in designated areas.
9. Inappropriate behavior including, but not limited to, the consumption or possession of alcohol and illegal drugs, fighting and other violent behavior will not be tolerated and the continuation of the event will be at the discretion of University Police, facility managers, or University staff. . Inappropriate behaviors will be investigated and adjudicated under the Code of Student Conduct and/or the laws of the State of Ohio.
10. Marketing and entry tickets shall include standard language, as applicable, concerning: ID requirements, expectations concerning re-entry, processes regarding refunds, and protocols concerning having a BGSU student host to enter. The exact language will be created by the Office of Campus Activities during the review meeting based upon specific logistical components of the event.
11. In addition to fire code restrictions, the Office of Campus Activities will determine the maximum number of participants permitted for events. This decision will be made will be based upon several factors, included but not limited to: location, time, nature of the event, and past history.
12. Registered student organizations and approved non-University organizations and groups may use University utilities and facilities only with prior approval.
13. Failure to adhere to the expectations, procedures and protocols outlined by the Office of Campus Activities may result in the event being cancelled or postponed.

All student organizations sponsoring a Late Night Event, which is defined as any indoor or outdoor event that conclude after midnight, must also adhere to the following:

1. Late night events must end by 1 a.m. unless approved as an overnight event by the Office of Campus Activities.
2. Overnight events may not exceed 8 days and 7 nights in any one semester including adjacent break periods.
3. Non-BGSU student attendees must be eighteen years of age or older, have a valid government-issued photo ID, and be accompanied by a BGSU student host who will sign in the guest and assume responsibility for the guest's behavior. Each BGSU student may only host one non-BGSU student during any late night event.

Appeals concerning this policy must be made in writing to the Dean of Students or designee, 301 Bowen-Thompson Student Union. The decision of the Dean of Students is final.

Food Service

POLICY STATEMENT AND PURPOSE

The following policy reviews the parameters for providing food at meetings or events on Bowling Green State University (the "University") grounds. The purpose of the policy is to outline the standard protocols associated with serving food and/or accepting donation of food for the purpose of supporting a meeting or event. This policy holds true for any outside vendor, or non-university entity, bringing food onto University grounds.

- Food served on the BGSU campus must be approved and coordinated through the designated booking agent of the venue it is being provided in. Please see the booking agent for venue specific requirements, as each location may have additional terms and conditions for food service.

- When Student Budget Committee (SBC) funds are being used to purchase food and/or beverages, BGSU Dining/Catering must provide this service. BGSU Catering requires food and beverage orders be placed no less than two weeks (10 working days) prior to the event date. Requests made less than two weeks prior may be directed to an alternative BGSU Dining outlet.

Procedures

The risk associated with providing food service at the University is of the utmost concern. To ensure the safety of our guests, foods to be served are divided into two categories, each with their own rules for safe handling.

Low-risk foods are ambient-stable foods such as: bagels, baked goods, pies (no cream), cakes, packaged snack foods, candy, popcorn and non-processed fruit and vegetables. BGSU Dining has also approved pizza and subs (without condiments) to the list of low-risk foods.

1. Food purchased from an off campus provider that is to be served at a meeting or event, whether it is picked-up or delivered, must not contain any high-risk foods and must not be in excess of a \$250.00 total meeting/event purchase (not applicable in the Bowen Thompson Student Union or Olscamp Hall 101, where all food purchases must be from BGSU Dining outlets and/or provided by BGSU Catering).
2. Registered Student Organizations
 - a. Donated products may be served in Bowen Thompson Student Union and Olscamp 101. A Food Donation Request Form must be submitted for approval with the Conference & Event Services (C&ES) office at least two weeks prior to the event. The form can be found at <http://www.bgsu.edu/bowen-thompson-student-union/food-donation-request.html>. The liability factor of donated food may fall on the University Student Organization sponsoring the event.
 - b. Baked Goods provided for the purpose of fundraising for Registered Student Organizations must meet the low risk food requirements. Additional guidelines for serving baked goods must be followed and can be found at <http://www.bgsu.edu/bowen-thompson-student-union/guidelines-for-serving-baked-goods.html>.

High-risk foods: In simple terms this means food that may become harmful to the consumer if it is not stored or handled correctly. Such foods are usually high in protein and require strict temperature controls (stored in a cold or hot holding device prior to consumption). When served, high-risk foods should only be handled by certified food handlers to further protect against contamination. Examples include: Cooked meat and poultry such as beef, pork, ham, chicken, raw meat, fish, oysters, poultry, milk, desserts containing dairy products, tofu, cooked rice, and lasagna.

- Only approved caterers for the University (currently BGSU Dining and AVI, Inc.) are permitted to sell/resell and/or manage the preparation and serving of high-risk foods consumed on campus in order to control food safety hazards that might arise during all aspects of food service (receiving, storing, preparing, cooking, cooling, reheating, holding, assembling, packaging, transporting and serving).

EXCEPTIONS:

1. Tenants living in Greek Housing will be permitted to serve High-Risk (Perishable) Foods at approved Events located within the Greek Housing Courtyards, so long as ALL of the following requirements are met:
 - a. The Event is registered through the Office of the Dean of Students.
 - b. A Person in Charge (PIC), designated by the group hosting the Event, must be onsite throughout the Event to oversee food preparation and service. This person must complete and/or maintain current ServSafe @certification status in consultation with BGSU Dining.
 - c. All High-Risk foods to be served at the Event must be prepared on-site, and under the supervision of the PIC.
 - d. No Student Budget Committee allocated fund source may be used to purchase any food (High-Risk or Low Risk) to be served at the Event.
 - e. Food and related items and/or services surrounding the Event must be completely free to attendees of the Event (No sale/resale and or Donations may be accepted).
2. This policy does not apply to traditional "Office Potlucks", defined as being held within the office or department hosting the event, and for the consumption of staff members within the hosting department. Students who do not work for the department, nor any outside guests are permitted to consume High Risk foods prepared for an Office Potluck. No food for an Office Potluck is permitted to be purchased using University funds. No individuals may charge or collect any money for an Office Potluck event.

I. IMPLEMENTATION OF POLICY

This policy is implemented by BGSU Dining with support from the office of Conference & Event Services (C&ES), and under the direction of the office of the Vice President of Finance and Administration. For questions pertaining to this policy, please contact BGSU Dining at Dining@bgsu.edu or 419-372-2891.

Fundraising, Solicitations, and Sales

A. Jurisdiction

1. *Registered campus organizations*

- a. Campus regulations will permit fund raising by registered student organizations. Registered student organizations may use University facilities to host non-commercial events which raise funds for educational or public service purposes. Funds raised by registered student organizations are usually not tax deductible for donors, and officers of registered student organizations should consult with staff from the Office of the Dean of Students before communicating that donations are tax deductible.
- b. Funds raised from the general University population shall be for the nonprofit use of the sponsoring organization.
- c. Registered student organizations shall work with the Office of Campus Activities to keep accurate records of funds raised and spent, available upon request for inspection or audit. If an audit is required, it may be ordered at the organization's expense.
- d. Subject to special regulations concerning time, place and manner of public expression, a registered student organization may in outdoor discussion areas and at meetings: sell materials related to the purpose of the organization, collect dues, initiation fees, donations and admissions charges for events. In addition, registered student organizations may solicit funds in announcements and/or advertisements.
- e. Registered student organizations may conduct raffles in accordance with the laws of the state of Ohio. All 50/50 raffles or those with direct cash payout are prohibited for student organizations.
- f. Registered student organizations may not offer a direct cash payout, including instances of "split-the-pot" and preloaded MasterCard/Visa gift cards.
- g. Registered student organizations are not permitted to coordinate or support the sale or processing of applications for credit cards on campus.
- h. The facility manager may require registered student organizations to utilize a contract or vendor agreement for outside vendors and may receive a percentage of sales, a commission, or a combination of both from those agreements.

2. Fund raising by non-University organizations

- a. Any external organization seeking to raise funds for the benefit of an external organization must possess a current tax-exempt certificate from the Internal Revenue Service. Prior approval for fund raising on campus must be obtained in advance by the facility manager. Organizations must keep current accurate records of funds raised and spent. These records must be available upon request for inspection or audit. If an audit is required, it may be ordered at the organization's expense.

B. Solicitations and Sales

1. Solicitation is defined as any activity designed to advertise, promote or sell any product or commercial service or encourage support for, or membership in, any group, association or organization.
2. Solicitation in University residences is not permitted. Advertising signs, posters and fliers may not be distributed or posted in University residences unless authorized by the Director of Residence Life or designee.
3. Individuals and organizations may not solicit on campus without obtaining permission from the facility manager. Individuals who collect applications for commercial purposes are restricted from soliciting said applications on campus. An activity that violates University policies, or local, state and/or federal laws is forbidden.
4. If authorized, solicitations are permitted in University buildings, except for the University Bookstore located within the Bowen-Thompson Student Union, where merchandise is sold under the regulations established by management.

Guest Speakers

It is the policy of the University to foster a spirit of free inquiry and to encourage the timely discussion of a broad range of issues provided that the views expressed are stated openly and are subject to critical evaluation. Within our prevailing standards of decency and honesty, this policy shall be construed to mean that no topic or issue is too controversial for intelligent discussion on the campus. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which change is accomplished by peaceful, democratic means.

To this end, a registered student organization may invite guest speakers to the campus subject only to the following provisions:

1. Space for the event must be registered with the Bowen-Thompson Student Union Conference & Event Services Office if University facilities and services are to be used, and the event will need to be registered with the Office of the Dean of Students. Individuals or registered student organizations interested in planning an all-campus event are urged to contact the Office of the Dean of Students and the student organization advisor for assistance in making these arrangements.
2. Sponsorship must be by a registered student organization.
3. It must be made clear that the student organization, not the University, is extending the invitation and that any views the speaker may express are his or her own and not those of the University.
4. The student organization must take whatever steps are necessary to ensure that the event is conducted in an orderly manner. The Office of Campus Activities is available to advise on planning major events.
5. The student organization is encouraged to provide means for critical evaluation of the speaker's view which might include an open question period following the speaker's presentation.
6. Guest speakers must also comply with the University's policy concerning Political Campaigning.

Hazing Policy

1. In keeping with its commitment to a positive academic environment, the BGSU community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. Respect and

cooperation among peers within registered student organizations is a guaranteed right that all students possess, regardless of race, sex, sexual orientation, gender identity, gender expression, color, national origin, ancestry, genetic information, pregnancy, religion, age, marital status, disability, or status as a veteran. Hazing is a Code of Student Conduct violation and a crime in Ohio.

2. Hazing encompasses any action or activity which has the purpose or effect of inflicting physical or mental harm, embarrassment, or anxiety or which is a violation of law. Hazing can also include any action or situation that intentionally or unintentionally endangers a student in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization, club, team or activity that is affiliated with the University. It is no defense to a violation of this Policy that an individual consented to the alleged hazing activity or that the alleged hazing activity occurred off University premises.
3. To anonymously report an allegation of hazing, please call 419-372-HAZE(4293).

Political Campaigning

Student Elections

1. Candidates conducting campaigns for positions within the Undergraduate Student Government and the Graduate Student Senate must abide by University policies and their respective organizations constitution and bylaws.
2. In addition to the letter of authorization, each candidate shall be given copies of the regulations governing canvassing and voter registration in University residences.

Public Elections

1. In order to conduct campaigning on campus, all candidates for public office must register with the Office of the Dean of Students prior to campaigning.
2. All candidates for public office must comply with all University policies including but not limited to: advertising policies, space reservation policies and applicable residence hall policies.

Student Organization Allocation Board Policy

Philosophy

The Student Organization Allocation Board (SOAB) Policy aligns with the University's Mission, Vision, Core Values, and Strategic Plan. The Policy outlines the process whereby the University allocates monetary and other resources to Recognized Student Organizations (RSOs) so they can provide programs and activities that enhance the co-curricular education of the entire BGSU student body.

Membership

The SOAB is comprised of staff and student representatives appointed by the President, Provost and Senior Vice President for Academic Affairs, Vice President for Student Affairs and Vice Provost, and/or their designee(s). The Undergraduate Student Government (USG) and Graduate Student Senate (GSS) are responsible for recommending the appointments of student board members.

Guidelines

Three funding categories differentiate among types of requests – Programming/Events, Travel (i.e., Educational and Competitive), and Operating. All requests are categorized into one of these three areas.

All requests must adhere to these requirements:

1. The University's Mission, Vision, Core Values, and Strategic Plan will serve as the philosophical base when deciding the allocation of funds and resources.
2. Funds and resources must be used to support programs and activities that are open to all students regardless of a specific race, sex, sexual orientation, gender identity, gender expression, color, national origin, ancestry, genetic information, pregnancy, religion, age, marital status, disability, or status as a veteran.
3. Funds and resources must be used to support programs and activities that are free to all students. RSOs may only charge students a fee to participate in a program or activity funded by the SOAB if they request and are granted approval when applying for funding. Any proceeds from these programs or activities (including but not limited to ticket sales, entry fees, participant fees and sponsorships) must be put toward the cost of the event or returned to the SOAB.
4. RSOs designated as social fraternal organizations are only eligible to apply for Programming/Events Funds.
5. Funds may not be used to support programs or activities for which academic credit is awarded.
6. Funds and resources cannot be used for scholarships, grants, gifts, prizes, awards, donations, financial aid, legal services, prohibited political activities, sponsorship of elections, or items prohibited by state law and/or University policy.
7. Funds may not be used to reimburse expenses incurred prior to receiving funding approval from the SOAB.
8. All RSOs will be audited regularly by Campus Activities. The audits will be made available for the SOAB to review prior to the semester funding process.

- a. Spot audits may also occur as deemed necessary by Campus Activities.
 - b. If the audit indicates problems or irregularities, funds and resources may be frozen as deemed necessary by Campus Activities
9. All University-allocated funds will be swept from RSO accounts at the end of each semester. This does not apply to revenue funds and/or Foundation account monies.
 10. RSOs must use funds and resources in accordance with all University policies and may be required to utilize preferred vendors and/or contracted suppliers when expending funds.
 11. RSOs may not use funds to contract with individuals/entities, excluding currently enrolled Bowling Green State University students, in a way that would create an employment relationship. Accordingly, all service providers must follow the University's policies and meet criteria as an Independent Contractor. For more information, visit <http://www.bgsu.edu/finance-and-administration/controller/independent-contractor.html>.
 12. RSOs that receive funding must reconcile all transactions and complete a post-assessment within 30 days following the program/event, return from travel, and/or operational purchase. Failure to complete these steps may impact future eligibility for funding and/or resources.
 13. Funds must be used for the express purpose that they are allocated for unless the RSO submits and is approved for a budget modification in advance by the board.
 14. Any funds that are not used for their expressly approved purpose will be released from the organization's treasury and returned following the program/event, return from travel, and/or operational purchase.
 15. RSOs shall maintain all funds, including fundraising dollars, in their University account and are not permitted to have off-campus bank accounts. RSOs designated as social fraternal organizations are exempted from this requirement.

Requests

RSOs may request funding and/or resources from the SOAB. Only RSOs that are in good standing with the University as well as whose presidents, treasurers, and advisors have completed their respective training(s) and may receive funding and/or resources. These funds/resources are intended to support RSO programs and activities but not to fully fund organizations.

RSOs are not guaranteed funding or resources. Allocations for an organization will be based upon the SOAB's evaluation of the RSO's request, available funds and/or resources, and information gathered during financial consultations and/or audits.

Semester Allocations Process

The Semester Allocation Process is only available to RSOs that have been recognized at BGSU for two (2) or more consecutive years. The application process occurs in the spring semester to allocate funds that are available to expend the following July 1 to December 31 and in the fall semester to allocate funds that are available to expend the following January 1 – June 30 to student organizations that meet all requirements as stated in the allocation.

Special Allocations Process

The Special Allocation Process occurs periodically throughout the academic year. This process is open to:

1. RSOs that have been recognized at BGSU for less than two (2) consecutive years.
2. RSOs that received SOAB funding for programs and/or activities that incur additional unexpected costs that are not the result of fiscal irresponsibility.
3. Initiatives that did not receive semester funding from the SOAB, given that these funds are used in a manner consistent with the funding policy.

Programming/Event Funds

Programming/Event Funds are awarded to support programs/events that enhance the educational, cultural, and social experience of BGSU students. Activities must open for participation by the entire student body and must directly assist the organization in achieving its mission as it aligns with the University Mission, Vision, Values, and Strategic Plan. Funding applications may be submitted as part of the Semester Allocation Process OR the Special Allocation Process, but RSOs may not submit for the same program/event to both processes except as previously noted.

Programming/Event Funds may be utilized within the following limitations:

- \$1,000 maximum for food per event and all food must be purchased from BGSU Dining.
- BGSU employees may not be compensated for speaking engagements, consultations and training, nor may they receive payment for performing services that are considered to be within the scope of their BGSU employment.
- RSOs may not compensate their advisor or coach for services.
- RSOs requesting \$2,500 or greater must meet with a member of the Campus Activities staff to review the details of the request prior to submission.

Travel Funds

Travel Funds are awarded to support expenses that directly assist the organization in achieving its mission as it aligns with the University Mission, Vision, Values, and Strategic Plan. Travel includes conferences, training sessions, competitions, and other off-campus events outside the city of Bowling Green, Ohio. Travel funds must be spent in compliance with the BGSU Travel Policy.

Travel Funds for RSOs are divided into two subcategories: Educational Travel and Competitive Travel. Funding applications may be submitted as part of the Semester Allocation Process OR Special Allocation Process, but organizations may not submit for the same expenses to both processes except as previously noted.

Travel Funds to support participation in tournaments or competitions that require qualification may be requested only after the organization has qualified.

Travel Funds may only be used to cover the following costs in priority order:

- Registration and/or entry fees;
- Lodging; and
- Transportation – note, some methods of transportation may require the use of University preferred vendors/contracted suppliers.

Travel funds cannot be used to cover the costs of:

- Food;
- Individual conference travel for students pursuing professional development;
- Advisor travel unless prescribed by the BGSU Travel Policy; and/or
- Mileage reimbursement.

Operating Funds

The SOAB makes available a limited amount of funds annually to organizations to support day-to-day expenses that directly assist the organization in achieving its mission as it aligns with the University Mission, Vision, Values, and Strategic Plan. Applications for Operating Funds will be accepted and processed starting on August 1 of each year. Operating Funds are limited to \$500 annually per RSO and are awarded on a first-come basis until funds run out for the fiscal year or through April 1, whichever comes first.

Operating funds may be utilized within the following limitations:

- No funds may be used for salaries, stipends or wages.
- No funds may be used for personal computer purchases.
- No funds may be used for disposable or one-time-use materials.

Exempted Recognized Student Organizations

Undergraduate Student Government, University Activities Organization, and the Homecoming Student Steering Committee may apply to the Chair of the SOAB for funding on an annual basis. Applications must be submitted annually by March 1 in the form of a written letter and should outline the amount requested by category of funding.

If the organization wishes to carry forward unused funds into the next fiscal year, a written request must be submitted to the Chair of the SOAB annually by June 1. The request must outline the amount being requested for carry forward and how the funds will be utilized.

Decisions of the Chair of the SOAB may be appealed to the Dean of Students. The decision of the Dean of Students is final.

Policy Exemptions

RSOs may appeal to the Dean of Students, or designee, for exemption from specified parts of this policy if it prevents an organization from accomplishing its mission as it aligns with the University Mission, Vision, Values, and Strategic Plan. An exemption request must be made in writing prior to submitting the associated funding application. The SOAB will review a funding application with a policy exemption only if the exemption has been granted in advance.

Appeals

SOAB decisions may be appealed to the Dean of Students, or designee, and must be submitted in writing to the Office of the Dean of Students within five (5) business days of the decision being sent to the organization.

Appeals will be reviewed by the Dean of Students, or designee, who can elect to:

- Return the application to the SOAB for additional review;
- Allocate funding and/or
- Deny the appeal.

The decision of the Dean of Students, or designee, is final.

Student Organization Operational Policies

General Policy

Student organizations are an important link in the co-curricular activities of Bowling Green State University. They should contribute to the personal development and enjoyment of their members within the context of the broader teaching, research and service missions of Bowling Green State University. Note, some student organizations may be affiliated with a national organization. Any student group wishing to take advantage of privileges granted by Bowling Green State University must register with the Office of Campus Activities. Students interested in registering a student organization should contact the Office of the Dean of Students, 301 Bowen-Thompson Student Union, for specific information on the registration process. All groups which meet University requirements for student organizations will be permitted to register. The Division of Student Affairs is committed to providing support and assistance to all student organizations properly registered with the University. The initial step in receiving this support is the completion of the annual registration process. Registrations expire annually on October 1st unless new registration material has been submitted to the Office of the Dean of Students.

Student Organization Categories

- Academic Affiliated - Groups in this category are often linked to an academic program or administrative office in a formal manner. They are often affiliated with a specific major, field of study, or University function.
- Arts – Groups in this category have a primary mission of engaging in activities involving fine, liberal, visual, decorative, applied, design, craft, and performing arts.
- Cultural - Groups in this category have a primary mission or purpose to raise cultural awareness, respect for diversity, or foster a sense of community.
- Governing - Groups in this category have been recognized by the University as serving to coordinate the endeavors of other registered organizations. These organizations are ineligible for funding from the Student Budget Committee.
- Honorary - Groups in this category have been recognized by the University Honors and Awards Committee as an approved BGSU honorary. These organizations recognize excellence in areas including leadership, service, or scholastic achievement.
- Media/Publication – Groups in this category support student expression through the production of formal mass communication.
- Political/Social Issues - Groups in this category serve to raise awareness and engagement around topics of a political issue, affiliation, or cause. These groups encourage voter education and activism on campus.
- Professional/Career – Groups in this category help students advance knowledge and skills associated with a particular career, job, or trade.
- Recreational – Groups in this category provide an outlet for students to engage in leisure activities.
- Residential - Groups in this category support the on-campus residential student population through programming and advocacy. They are affiliated with the Office of Residence Life in a formal manner. Residential organizations are ineligible for funding from the Student Budget Committee.
- Philanthropic/Service/Volunteerism - Groups in this category have a primary mission or purpose to collect and donate resources for humanitarian purposes, perform community service, or to coordinate volunteer opportunities. Service - Groups in this category have a primary mission or purpose to perform community service or to coordinate volunteer opportunities.
- Social Fraternity or Sorority - - The minimum number of members required for organizations within this category is defined within the [Greek Standards of Excellence](#). In addition, these groups are advised by staff from the Office of Campus Activities and are not required to have a faculty or staff advisor. They are affiliated with an international organization, must have tax-exempt status under Section 501(c) (7) of the Internal Revenue Code, and must limit membership to currently enrolled students at the University. Social fraternity and sorority organizations are ineligible for funding from the Student Budget Committee. The U.S. Department of Education has established the following criteria for classification as a social fraternity or sorority:
 - Organization does not limit membership to persons pursuing or having interest in a particular field of study, profession or academic discipline;
 - Organization does not serve as an honorary society for academic, leadership, or any other endeavor; and
 - Organization does not permit members to hold membership in other social sororities or fraternities.
- Special Interest - Groups in this category do not easily fit within the other defined categories. They are formed by a group of students who share a common interest and a commitment to an articulated mission and purpose for the organization.
- Spiritual - Groups in this category have a primary mission or purpose for religious or spiritual sharing, growth, or education.
- Sport Club - Groups in this category participate in athletic competitions, including organized practices and skill development. Membership is restricted to current BGSU students only. These groups are required to be affiliated with Sports Club Programs in the Department of Recreation and Wellness, and the groups' primary advisory will be a staff member from that department.

Registration Privileges

Registration is a means by which student organizations may receive standard privileges granted when certain minimum requirements are met; it does not imply University approval of the student organization's purpose, function or activities.

1. Standard privileges are granted to all student organizations that complete the registration process. They include:
 - a. Use of University facilities; large event spaces and gymnasiums may carry additional fees
 - b. Opportunity to apply for University funds and pouring rights funding in accordance with University rules and regulations
 - c. Use of resources provided by the Office of Campus Activities, including OrgSync.

- d. Inclusion in University publications, directories and distribution materials.
 - e. 10% discount on selected catering through BGSU Dining.
 - f. Opportunity to participate in University organization fairs.
 - g. Eligible for on-campus fund-raising activities.
 - h. Opportunity to obtain student organization mailbox, office and/or storage space in the Bowen-Thompson Student Union.
2. Registration of Student Organizations
- Student organizations wishing to register with the University must submit the following information to the Office of the Dean of Students.
- a. Submit the appropriate registration files, including a list of the organization's officers as listed in its constitution, and a full-time member of the faculty or staff indicating his or her willingness to serve as advisor to the organization.
 - b. Submit a complete organizational membership roster that documents the organization has at least ten University students as active members. Organizational membership may be composed of BGSU faculty and staff but a minimum of 75 percent of the membership must be comprised of BGSU students. Organizations that are unable to meet these minimum criteria will need to schedule a meeting with staff from the Office of Campus Activities to create a recruitment plan.
 - c. Submit one copy of the organization's ratified constitution. A recommended format is available from the Office of Campus Activities. Organizations should keep this document on file and must provide the Office of Campus Activities with an updated copy each time the document is revised.
 - d. Students wishing to start an organization may request organization privileges for 30 days to organize and meet the requirements for registration. The Office of Campus Activities will provide advising support during this formation period.
3. Student organizations wishing to register may be required to meet with staff from the Office of Campus Activities to jointly develop a one-page written plan to assist the organization in its development. The plan may include, but is not limited to, attendance at workshops, completion of a recruitment action plan and participation in leadership training. The written plan must be on file with the Office of Campus Activities in order for the organization to be in good standing.
4. Denial of Initial Registration
- If the Office of Campus Activities determines that the organization's activities are detrimental to the educational mission of the University, registration may be denied. If registration is denied by the Office of Campus Activities, the president and advisor of the applying organization shall be notified of the decision in writing. The applying organization may appeal in writing to the Dean of Students within five (5) University working days from the date of the denial letter. The decision of the Dean of Students is final.
5. Withdrawal/Suspension Registration
- The registration and/or specific privileges of an organization may be withdrawn/suspended on a temporary or permanent basis by the Office of the Dean of Students for non-compliance with policies pertaining to student organizations, the Code of Student Conduct and/or other University regulations, as well as when staff believe that such action is warranted in order to protect the health and/safety of the campus community. The procedure for such withdrawal/suspension is:
- a. The primary contact for the organization and its faculty/staff advisor shall be notified in writing of the decision to withdraw/suspend registration and/or specific privileges, the effective date of this action and the reason(s) for the action.
 - b. The decision of the Office of the Dean of Students to withdraw/suspend registration and/or specific privileges from an organization may be appealed by the organization, in writing, to the Dean of Students within five (5) University working days from the date of notification of withdrawal/suspension of registration and/or specific privileges. If an appeal is not filed within the time limit, the decision of the Office of the Dean of Students will be final.
 - c. The decision of the Dean of Students is final.
 - d. If a student organization loses official recognition from and/or is suspended by its national/international organization, it will also cease to be registered by the University; loss of University registration in this manner will be effective at least as long as the national/international suspension/loss of recognition is in effect.
6. Student Organization Requirements
- a. Membership
 - i. Membership in student organizations shall be open to students of BGSU without regard to race, sex, sexual orientation, gender identity, gender expression, color, national origin, ancestry, genetic information, pregnancy, religion, age, marital status, disability, or status as a veteran. Any grievance regarding alleged discrimination should be reported to the Office of the Dean of Students, 301 Bowen-Thompson Student Union, 419-372-2843.
 - ii. Designated social fraternal organizations are exempted by federal law from Title IX Regulations concerning discrimination on the basis of sex.
 - iii. Student organizations are to make a reasonable effort to inform the University community of their membership criteria and processes, including membership application deadlines. Outreach efforts to groups that are typically underrepresented in student organizations should be made.
 - iv. Selection criteria must be relevant to the goals and objectives of the organization.
 - v. Officers of student organizations must be full-time BGSU students, in good conduct standing, and maintain a minimum cumulative 2.25 GPA. The GPA required by their organization's local or national constitution may be higher than the University's requirement, and the officers and advisors are expected to enforce such requirement. Officers are defined as elected or appointed members who carry official titles and responsibilities germane to the organization, including but not limited to titles such as: President, Vice

President, Secretary, Treasurer, Chairperson, Senator, etc. Appeals for exceptions to this policy may be made to the Associate Dean of Students. The decision of the Associate Dean is final.

- vi. Organizations may have as many officer roles as required by their organization's constitution but those roles must include a president and a treasurer (or titled roles which fulfill the duties of those two positions). The president and treasurer may not be the same person.

Financial Management and Accountability

1. Student organizations interested in requesting University funding or accessing funds in a University account are required to have their president and/or treasurer attend annually a treasurer's training. The president and/or treasurer will understand and comply with University policies related to initiating contracts. Organizations may also complete an alternative plan approved by the Office of Campus Activities prior to submitting a request for funding and/or accessing University funds. Expenses incurred on-campus (e.g., Bookstore or BGSU Dining charges) must be directly billed to the organization and submitted to the Office of Campus Activities. All other expenses, including travel arrangements, must be submitted to the Office of Campus Activities, and the staff will coordinate the payment process.
2. Organizations must maintain records of how their funds are generated and disbursed. This includes an account of the amount of funds, the methods by which funds are generated and expended, and an account of the amount and object of expenditures. Organizations are to keep receipts for moneys collected.
3. The Office of Campus Activities may request financial records from any registered student organization for the purpose of upholding the Student Budget Committee policies, University rules and regulations, as well as state and federal laws. Organization members shall have the right to know how their money is being spent. The treasurer should keep detailed financial records and make them available to members, the advisor(s), Office of Campus Activities, as well as local, state, and federal officials upon request.
4. All records associated with University fund allocations and expenses are available for public inspection as required by state law.
5. Organizations must pay all debts incurred in the name of the organization within 60 days.
6. Student organizations are encouraged to work collaboratively and form partnerships with other student organizations and University departments. Student organizations may intentionally seek co-sponsorships from other organizations and/or departments; however, blanket solicitation is not permitted. Blanket solicitation includes sending out generic co-sponsorship letters to departments and organizations. Co-sponsorships are permitted when the student organization and/or department being asked for co-sponsorship has (a) a significant role in the planning of the event; (b) the program is identified as an annual department or organization goal or strategy, or (c) the mission complements the mission of the organization. When co-sponsoring an initiative with other organizations or departments, an official written agreement is highly encouraged. Such agreement should outline the terms of the collaboration as well as the expectations for all parties.

All funds allocated to the organization from University controlled sources must be maintained in a University account and spent in accordance with University policies and procedures.

Pre-loaded Debit Cards

1. Registered student organizations with non-University allocated funds (i.e., agency or revenue dollars) in a University account may request one pre-loaded debit card. The use of debit cards must comply with all University policies and procedures. Each transaction must be reconciled with the Office of Campus Activities. Failure to adhere to these expectations will result in the student organization forfeiting its right to have a debit card.

Contracts

1. Authority to obligate the University by contract in all matters relating to registered student organizations lies solely with the Division of Student Affairs. All contracts involving registered student organizations' funds managed by the University must be submitted to the Office of the Dean of Students no later than 4 weeks prior to the event or contracted date, for signature by the Vice President for Student Affairs and Vice Provost (or designee) after approval from the University's General Counsel (if applicable). The Vice President for Student Affairs and Vice Provost (or designee) is the ONLY person who can sign contracts for registered student organizations. This review is established for the protection of the organization, its officers and members, and the University. Some service providers may not be eligible for use by student organizations because of existing contractual relationships the University has with other vendors.
2. To expedite the contract review and signature process, all student organizations must use the approved Performance/Service Agreement Template provided by the Office of the Dean of Students. The Vice President for Student Affairs and Vice Provost (or designee) must pre-approve the use of any contract that differs from this template.
3. Note, to enter into any agreement, the Office of the Dean of Students requires that a student organization be able to financially cover the cost of any contract without relying on projected revenue (e.g., ticket sales). A student organization might consider co-sponsorship with another organization to secure needed funds.

Independent Contractors

1. Student organizations may not use funds to contract with individuals/entities, excluding currently enrolled Bowling Green State University students, in a way that would create an employment relationship. Accordingly, all individuals/entities must follow the University's Purchasing policies and meet criteria as Independent Contractor. For more information, visit <http://www.bgsu.edu/finance-and-administration/controller/independent-contractor.html>.

Organization Advisor

1. All student organizations are required to have an advisor who is a full-time staff or faculty member at BGSU. Graduate students may not serve as primary advisors to student organizations.
2. Within the context of the broader mission and policies of the University, advisors shall share insights and directions that allow student organizations to further their objectives and enhance the meaningfulness of organization membership.
3. Specific responsibilities of the advisor shall be to: regularly attend general and executive board meetings; provide guidance to the officers; oversee all financial transactions of the organization; ensure that officers meet the minimum requirements for holding office as established by the University and the organization's constitution and by-laws; provide consultation concerning membership selection procedures, and responsibilities; review the organizations registration.

Meetings and Activities

1. Each student organization and its members and officers are responsible for coordinating the activities of the group. This includes:
 - a. Planning all programs and activities, including associated facilities and equipment rentals.
 - b. Managing and accounting for all funds under the organization's account.
 - c. In the case of sport clubs or groups that engage in physical activity, the group must make sure all rules and safety procedures are followed and in accordance with University policies. They must also obtain, maintain and inspect all necessary equipment, make sure all required training related to equipment usage is completed, and assure that prompt medical attention is available when necessary.
2. No meetings or activities are permitted from 5 p.m. the Friday before each week of final exams through the end of the final exam period.

Speak Out Area

1. Bowling Green State University is committed to the ideals and constitutional rights associated with freedom of speech. It is a given that the University, in its entirety, is considered to be an environment where free speech, the expression of ideas and thoughts, and the exchange of opinion occur throughout the campus. For the convenience of our students, faculty, staff and community members, a specifically designated "speak out area," is available in front of the Bowen-Thompson Student Union. This area allows individuals or groups who wish to exercise their free speech rights the greatest opportunity to reach the widest audiences possible. This area is not reservable and is used on a "first-come, first served" basis.

Student Participation in University Governance

Purposes

Bowling Green State University believes that:

1. Capable and responsible student leaders can assist immeasurably in developing sound policies and procedures in many aspects of University living, especially the community life of students;
2. Such student leaders can further their own education for living in a democracy by sharing responsibility for community action and activity;
3. All students enrolled in the University can further their education in democratic citizenship by participating in the selection of students who have the integrity to participate in University government; and
4. The students of Bowling Green State University recognize ability, integrity and a constructive sense of responsibility as primary considerations in choosing students for positions of leadership.

Aims

The aims of student participation in the government of Bowling Green State University, therefore, are: (a) to further the education of students in democratic citizenship and government responsibility and (b) to strengthen the University program through the valuable contributions of students in its government.

1. *Recognize and Delegate*

The purpose of this statement is to recognize student government organizations and to delegate certain duties and responsibilities to those student organizations which are deemed appropriate and necessary by the Vice President for Student Affairs and Vice Provost.

2. *Review, Amendment or Reversal*

Any action taken related to these delegated duties and responsibilities is subject to review, amendment or reversal by the Vice President for Student Affairs and Vice Provost or designee.

3. *Effective when Approved*

A constitution, charter or other document establishing an organization of students of the University under this statement, or any amendment which may be made at any time in such document, becomes effective only when written approval is given by the Vice President for Student Affairs and Vice Provost or designee.

4. *Authority Revoked*

Any student-governing organization acting under authority delegated by the Vice President for Student Affairs and Vice Provost can have its authority revoked for failure to discharge the delegated duties and responsibilities faithfully and constructively.

5. *Respect, Duties and Responsibilities*

It is inherent in the acceptance of delegated duties and responsibilities in the government of the University that each student organization shall fully respect the duties and responsibilities properly delegated to governing organizations under this statement. The Academic Charter of the University provides for the self-governance of the following organizations:

Graduate Student Senate

Undergraduate Student Government

Student Organization Travel Policy

In addition to complying with the University's Student Travel Policy, the following protocols apply to travel conducted by Recognized Student Organizations.

A. Trip Coordinator

One member of the travel group must serve as the trip coordinator, including completion of trip coordinator training as provided by the Office of the Dean of Students. Trip coordinators must be currently enrolled students at the University.

B. Advisor Participation

Upon review of the registration form, the designated staff member will determine if the presence of a travel advisor is required. If a travel advisor is required to travel with the group, the travel costs for the travel advisor will be paid from a special account designated for advisor travel and provided by the Office of the Dean of Students. If a travel advisor is not required to attend, the advisor of record, as listed on the student organization registration form, must sign off on the trip registration form.

C. Transportation Requirements

Bowling Green State University has established transportation requirements as determined by the Office of Risk Management. All of these related policies can be found on the Risk Management Web page (www.bgsu.edu/risk-management.html). Additionally, all travel participants are required to follow the transportation requirements summarized below as set forth by the Office of Risk Management. Compliance with these items is required. These transportation requirements apply to travel by car or minivan but do not apply to travel by air or charter bus.

1. Driver Requirements

- a. All drivers must be at least 18 years of age and have a valid driver's license.
- b. Drivers must obey all traffic laws, including seat belt use. If failure to obey traffic laws results in a ticket, the driver is responsible for any fines, including parking tickets.

2. Rental Vehicles

Renting vehicles from University-approved rental car vendors is an accepted practice. Drivers must be at least 21 years of age.

3. University-owned Vehicles

Only licensed drivers who are at least 18 years of age may drive a University-owned car or minivan. All drivers of University vehicles must consent to a motor vehicle record check annually to verify the driver meets the accepted criteria in order to drive.

4. Personal Vehicles

The use of personal vehicles is strongly discouraged because the institution lacks control over the condition, maintenance and insurance coverage on personal vehicles. Only licensed drivers who are at least 18 years of age may drive a car or minivan.

5. Large Passenger Vans

Because large passenger vans pose a special risk, students are prohibited from driving or riding in a vehicle with seating for more than eight individuals.

6. Insurance

When using University-owned vehicles, the University provides all necessary liability and physical damage coverage. When using rented vehicles, insurance may be provided by the rental company. When using personal vehicles, insurance is the responsibility of the owner of the vehicle. The University is unable to reimburse the vehicle owner for any accident-related repairs or payment of deductibles, and personal vehicle owners are expected to carry automobile liability insurance in an amount sufficient to cover any property damage or liability loss and be responsible for the payment of their own deductible including the defense of any claim.

D. Driving Requirements

1. Travel routes must be planned in advance.
2. Student organization leaders and trip coordinators are encouraged to select drivers who have at least two years of licensed driving experience free of any court-imposed restrictions.
3. Two drivers are required on trips greater than 250 miles one-way.
4. On trips over 250 miles one-way, drivers must rotate every three hours and no one person may drive more than eight hours in a 24-hour period.
5. Drivers are responsible for knowing and following all motor vehicle laws and safety regulations for each state in which travel occurs.
6. The use of a cell phone, including text messaging, is prohibited for drivers while driving. Hands-free sets are also prohibited for drivers while driving.
7. The number of passengers may not exceed the number of available seat belts. All passengers are required to wear a seatbelt at all times.
8. Passengers may not engage in any behavior that would distract the driver.
9. Transporting minors unless accompanied by a parent or guardian is prohibited except in situations when the minor is a registered BGSU student younger than age 18.

10. If drivers are participating in events and driving on the same day, then drivers should rotate on a more frequent basis to avoid fatigue.
11. Driver fatigue is greater between the hours of midnight and 6 a.m. Drivers must use extreme caution when operating a vehicle during this time. A second person should remain awake and ride in the front passenger seat.

E. Inclement Weather

1. When planning the travel route, check the forecast to see if inclement weather is predicted.
2. During inclement weather, travel safety should follow guidelines set forth by the National Weather Service. Drivers should contact local law enforcement to determine the best course of action based on driving conditions.
3. During inclement weather, drivers are to use extreme caution.
4. When driving in treacherous weather and conditions are deemed dangerous or unsafe, immediately cease all travel and find the nearest shelter or hotel.
5. The University will defray the cost of an overnight stay if unexpected bad weather impedes the safe return to campus. Permission to seek extended stays due to weather conditions is initiated through contact with the University Police (if after normal business hours) at 419-372-2346.

F. Behavioral Expectations

1. All participants who are defined as BGSU students are accountable to the BGSU Code of Student Conduct throughout the duration of the trip.
2. Being under the influence, or in possession of alcohol or drugs in conjunction with the trip and throughout its duration, is prohibited regardless of the age of the student participant, unless otherwise approved, regardless of the local drinking age. This applies from the moment of departure from campus until the return to campus, or at the moment the student participant disaffiliates from the approved travel arrangements.
3. If the driver becomes aware of alcohol and/or drug consumption and/or possession, the driver should stop the vehicle and request that these substances be removed from the vehicle before the trip is continued. Failure of any passenger(s) to comply will cause immediate cancellation of the trip. Individuals as well as the student organization will be held accountable to the policies set forth in the BGSU Code of Student Conduct.
4. Smoking is prohibited inside any University-owned or -rented vehicle.
5. The transport of hitchhikers or any unauthorized passengers is prohibited.
6. Use of other than a compact-size trailer is prohibited without approval.
7. Students are encouraged to report reckless or irresponsible driving by other student participants so that appropriate safety measures can be taken for future trips.
8. Driving in a foreign country poses extraordinary risks that may necessitate the purchase of special insurance. It is important to consult with the Office of Campus Activities prior to traveling in a vehicle that crosses the border into another country outside the United States.
9. All trip participants are ambassadors of Bowling Green State University and as such must represent the University in a positive light. Alleged violations of the BGSU Code of Student Conduct will be referred to the Office of the Dean of Students for investigation and resolution. BGSU students and the sponsoring organization are responsible for the behavior of non-BGSU students participating in the trip.

G. Monetary Guidelines

Any person or organization using University funds for travel must comply with the expenditure guidelines established by the Bowling Green State University Office of the Treasurer.

H. Exemptions

Requests for exemptions to any of the aforementioned policies are subject to approval by the Dean of Students or designee.