
Student Organization Handbook

2026-2027

Owens Student Center
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This handbook is subject to revisions throughout the academic year by Student Development and Engagement and is not available in printed format.

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SECTION 1. RECOGNIZED STUDENT ORGANIZATIONS

1.1 What is an RSO?

The designation of a **Recognized Student Organization** means that the organization has been approved as a student-led organization in accordance with policies of the Brenau University Student Government Association, allowing the organization to utilize certain specified University resources to support its approved purpose and mission. At all times, the organization must have a Brenau University faculty or staff advisor. The organization's president must be an enrolled Brenau University student in good standing. All RSOs are managed by the Student Development and Engagement Department hereinafter referred to as (SDE), which reserves the right to adjust an organization's status. Renewal/recognition processes occur annually in August of each academic year.

All Recognized Student Organizations are accountable to SDE for compliance with university and Student Government Association (SGA) policies, regulations, and rules, and may seek funding from the Student Government Association.

1.2 Classification of RSOs

- **Academic & Professional (A/P)**
 - Organizations related to an academic discipline/collegial departmental mission and goals. While organizational operations are driven and executed by students, the organization's outputs are a direct representation of the department they are within, and departmental advisors' direction supersede student desires when they are not in line with departmental or administrative requirements.
- **Sorority (S)**
 - Organizations affiliated with the National Pan-Hellenic Council or Panhellenic Council.
- **Governing/Representative Councils (G/R)**
 - Organizations which coordinate and/or govern a specific population or member organization. This classification is only granted by SDE.
- **Honorary (H)**
 - Organizations formed to recognize or honor excellence in a specific field, and which have selective membership; i.e. requirements for membership.
- **Performing Arts**
 - Organizations focused on a specific performing arts discipline.
- **Religious (R)**
 - Organizations affiliated with or promoting a religion, set of religious beliefs or lack thereof.
- **Special Interest (SI)**
 - Organizations promoting or related to a specific, defined interests

1.3 Organization Status

- **Active:** Organization has gone through the renewal/recognition process for the Academic Year and currently meets all the requirements to be an organization,
- **Frozen:** Organization has NOT gone through the renewal/recognition process for the Academic Year **OR** does not meet all the requirements to be an organization. Frozen organizations are unable to request funding from SGA or other groups on campus or represent the university by hosting events.
- **Inactive:** Organization has been on frozen status for a year. Inactive organizations are welcome to speak with SDE staff to discuss reactivation.

1.4 EXPECTATIONS & LIABILITY

- RSOs must host meetings monthly to execute the business of the organization.
- Executive members should keep their advisor(s) knowledgeable about all the operations of the organization.
- RSOs must designate a President, Vice President, Secretary, Treasurer, and Advisor. Any officer changes or significant events in the organization must be communicated to SDE.
- Organizations are required to update their constitution/bylaws every year to reflect any new requirements by the university and address the needs for efficient operation. If no changes are made, resubmit your current constitution/bylaws.
- All organizations must define their decision-making process (ex: voting responsibilities and processes, etc.) and keep minutes to show that their constitution and university policies and procedures are being followed. This is also good practice to keep other members informed of organizational business.
- Any student organization may be held accountable for the actions of any of its members if the violation of the student handbook is in any way related to the organization. Organizational misconduct does not need to be officially approved by the entire membership in order to be considered grounds for possible disciplinary action against the group. There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. In some instances, the conduct of a single member may provide sufficient grounds for action against the entire group. An appropriate but not exhaustive test to determine whether a group may be held accountable for the conduct of individuals is to ask whether it is more likely that the individuals would have been involved in the incident if they were not members of the group, or, if, by group action, the incident was encouraged, fostered, or may have been prevented.
- RSOs should note that when traveling or representing the university off campus, the Student Handbook, and university policies and procedures govern the actions of the members.
- Any document, contract or agreement signed by the organization with any third party vendor must have the signatures of the advisor, president and/or treasurer.

- It is an expectation that members and executive members maintain an ethical standard in the operation of their group. It, therefore, stands that any suspicious activity or questionable behavior should be reported to SDE by any member who becomes aware.
- No organization may enter into an agreement to co-sponsor an event with an alcohol distributor, including bars, restaurants or other venues where alcohol is present.

1.5 Mediation and Reporting of Concerning Behavior

As a resource to student organizations, SDE can/will provide staff for the mediation of intra/inter organizational conflict. The goal of any meeting will be to find an alternative resolution to identified problems. The mediation will be considered confidential unless information provided violates university policy or federal, state, or local law. It is the duty of the members, officers, and advisors to report any concerning activity or incidence to SDE staff. To request mediation of any issue please contact a member of the Student Development and Engagement team. SDE reserves the right to suspend organization operations if behavior is not improved.

1.6 Roster and Membership Updates

All RSOs are required to update organization membership rosters by the announced deadline in fall and spring semesters, respectively. The purpose of this process is not only to aid the University in managing student organization information, but also to provide organizations with a centralized membership roster that will accurately portray all students participating. Roster information should be updated using the [Roster Update Form](#).

Section 1.6.1 Semester Membership Rosters

All Recognized Student Organizations are required to update their membership roster each semester whenever elections take place and/or whenever new members are added to the roster.

The membership roster should include a minimum seven (7) currently enrolled undergraduate and/or graduate Brenau University students.

SDE will declare organizations with less than seven members for two consecutive semesters inactive. Student organizations which do not meet these criteria may remain active if the organization applies for and receives an exemption from SDE.

Section 1.6.2 Failure to Update Rosters

An organization's recognition is granted by the Student Government Association and governed by SDE. This recognition may be terminated for failure to update your membership roster each semester.

1.7 Advertising Poster and Social Media Guidelines

The University allows registered student organizations to advertise events only after they have received approval and a booking confirmation from the Director or Assistant Director of Undergraduate Engagement. **If a student organization advertises an event before receiving approval from the Engagement Office the event will be canceled.**

1.7.1 Posters and flyers

Flyers for approved events should only be posted on the bulletin boards with tacks or pushpins.

If flyers are seen on exterior or interior walls, windows, trees, light posts, or fences they will be removed. Organizations can be charged for damaging a surface with their flyers.

All flyers that do not display accurate or outdated information flyers will be removed.

The Office of Undergraduate Engagement will print up to 15 flyers for approved events for registered student organizations.

You can view the approved poster areas in this presentation made by the Campus Connections Committee [here](#).

1.7.2 Social media

All registered student organization social media accounts must be registered with the Office of Undergraduate Engagement using the [Social Media Registration Form](#).

1.7.3 Guidelines for both social media and paper flyers

Advertising that promotes the use and /or sale of alcohol or other illicit activities is prohibited.

Non-University advertisements must be approved by the Office of Undergraduate Engagement and only posted on the designated community boards in the Owen's Student Center.

All notices advertising off-campus housing must be approved by the Director of Residence life before being posted.

When using the Brenau name or graphics organizations/ must adhere to all standards of personal conduct outlined in the Student Handbook.

SECTION 2. REGISTRATION AND RENEWAL PROCESS

2.1 GUIDELINES FOR CHARTERING AN ORGANIZATION

SDE assists students in starting new recognized student organizations that address areas of interest which are not offered through other RSOs. The following steps are required in establishing a new recognized student organization at Brenau University:

1. Determine name and purpose of the RSO.
 - a. Think about and select the name of the organization as well as what its purpose is and why it would be valuable to add this organization to the Brenau community.
2. Check for duplicity.
 - a. Review the list of RSOs at intranet.brenau.edu to ensure no other organization has a similar name or purpose. If there is another organization with a similar purpose, we encourage you to contact this organization about joining them.
3. Find other interested students.
 - a. Cultivate interest and recruit other students to become members in order to meet the seven (7) member minimum requirement. Exceptions can be made, and recruitment events, programs or efforts must be approved by SDE Staff.
4. The organization must have a president, vice president, secretary, and treasurer who is a current Brenau University student in good standing.
 - a. Organize an election or selection process to identify what students will take on the positions.
5. Find a full-time faculty or staff advisor (employed by Brenau University).
 - a. Asking someone in person is the best way to approach this step. Think about faculty or staff members whom you have interacted with and feel comfortable talking with. They will be your best choice. If at any time an advisor resigns, the student group has one month to find a replacement or risks being made inactive.
 - b. An advisor can prove to be an asset to your organization by sharing their experience and wisdom, and by providing continuity, organizational memory, and connection to resources. The key role of the advisor is to serve as a resource for the organization. Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively. If at some point you have difficulty locating an advisor, contact the Director of Student Engagement for assistance.
6. Schedule a meeting with the Director of Student Engagement via email at sde@brenau.edu.
 - a. Bring all of the information gathered in steps one (1) through five (5) with you to the meeting.
 - b. During the meeting you will:
 - i. Jointly determine the category of the RSO
 - ii. Discuss responsibilities and benefits of being an RSO
 - iii. Review your constitution

- iv. Address any questions or concerns
- 7. Fill out the [RSO Registration Form](#) and sign the [Information Release Statement](#).
- 8. Return all required paperwork to SDE including the [constitution](#), signed [Information Release Statement](#) and [RSO Registration Form](#). The paperwork will then be passed along to the Student Government Association Senate and be voted upon for recognition as a student organization.
 - a. **PLEASE NOTE:** The Student Government Association reserves the right to deny the chartering, recognition or continuation of an organization based on their inability to meet guidelines, violation of university policies or inability to maintain good standing.
- 9. Become a new RSO!
 - a. Once you fully complete all of these steps, your organization will receive a recognition email and will officially become a Recognized Student Organization at Brenau University. Congratulations!

2.2 Renewal for All Recognized Student Organizations

Each year organizations need to renew their registration to receive full RSO benefits. The RSO Renewal period ends on October 1st every year. Failure to renew by the deadline will result in the RSO being placed on frozen status until all paperwork is submitted.

Section 2.2.1 Required Steps for Renewal

- 1. Update your organization's contact information
 - a. President
 - b. Vice-President
 - c. Lead Advisor
 - d. Additional Position Roles
 - e. Roster of Members
- 2. Update your organization's [constitution](#)
 - a. Constitutions must include:
 - i. The name of the organization.
 - ii. Purpose statement – Goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising the organization.
 - iii. Qualifications of membership – what does it take to be a member of the RSO?
 - iv. A statement that the President and additional Executive Board members must be a student currently enrolled and in good standing.
 - v. Officer positions and structure – How are the officer positions selected and organized?
 - vi. Inclusion of Brenau University faculty or staff advisor information.

- vii. Inclusion of this statement: “The Organization and its members agree to adhere to city/state/national laws and University policies.”
- viii. Information on how to remove a member, officer, or advisor from the organization.
- ix. Officer qualifications and duties.
- x. Information on how to amend the constitution.
- xi. Information on meetings of the organization, how often meetings are held and how meetings are run.
- xii. Inclusion of this anti-hazing statement: “Hazing is defined as any action or situation with or without consent that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or that willfully destroys or removes public or private property”. Hazing is forbidden by all of our Recognized Student Organizations and by Brenau University. It is detrimental to our values and mission. If you feel uncomfortable in a situation, you should report it to a staff member of the Student Development and Engagement team. Members, new members, advisors and alumni will be held accountable for their actions. “
- xiii. Inclusion of this anti-discrimination statement: We do not discriminate on the bases of age, race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, disability, genetic information, military service, or any other characteristic protected by federal, state or local law or ordinance.

Section 2.2.2 Requirements for RSOs to Remain in Good Standing

- Maintain a minimum of seven (7) members. Organizations with at less than seven members will be considered frozen. Exceptions can be made by communicating with SDE.
- Maintain a President who is currently enrolled as a student at Brenau University in good standing.
- Do not discriminate in operations, programs and activities on the basis of race, religion, ethnicity, color, national origin, gender, age, sexual orientation, pregnancy, gender identity, marital status, and political affiliation, status as a veteran, genetic information or disability.
- Abide by all policies, rules and guidelines of Brenau University, and SDE in addition to federal, state, and local laws.
- Have no outstanding debts to Brenau University or affiliated corporations.
- Have an advisor who is a full time Brenau University faculty, staff, or administrator. If at any time an advisor resigns, the student

organization must tell SDE staff, and has until the end of the semester to replace an advisor. All student organizations are required to have an advisor by August (no later than October 1st deadline) for the renewal/recognition process.

- Comply with Brenau University policies, including the Student Handbook.

SECTION 3. FINANCES AND FUNDING

3.1 SGA Organization Funding Guidelines

The Brenau University Student Government Association (SGA) grants funding to RSOs based on classification and eligibility. RSOs must apply for funding through the SGA Budget Request Form.

Section 3.1.1 Acceptable Usage of SGA Provided Funds

SGA Provided Funds may not be used for the following:

1. Inherent costs of being a student.
2. Programs or projects intended to raise any funds or other material support for the organization or for third parties.
3. Donations or other material support to third parties.
4. Chapter dues to national or international organizations.
5. Banking charges, maintenance fees, or utilities expenses.
6. Gifts, competitive awards, gift cards, or unapproved honoraria.
7. Firearms, ammunition, weapons, or any devices whose primary function is violence or destruction.
8. The cost of any alcohol.
9. Petty cash or cash-on-hand.
10. Clothing.
11. Any recreation or entertainment pursued during travel.
12. Telephonic expenditures.
13. Stipends or salaries, or any form of payroll in the form of a 1099 or W-2.

Section 3.1.2 Using a Credit Card to utilize SGA funds

In order to check out a credit card to utilize funds you must have confirmed approval from SGA. You can pick up a credit card from either the Director of Undergraduate Engagement (Ashley Blair-Gerrell) or the Assistant VP of SD&E/Dean of Students (Holly Taylor). Pick up day and time must be specified in the SGA Budget Request Form.

3.2 Fundraising

RSOs wanting to fundraise for the University or another organization as part of their event/project will need to submit the [Brenau University Fundraising Approval Form](#). The University Advancement Office will approve any fundraising requests and provide RSOs with resources and support. RSOs should submit the form for approval as early in their planning process as possible. This approval process will allow the University Advancement Office to confirm which account the RSOs funds will be deposited into.

SECTION 4. EVENTS

4.1 General Event Registration Guidelines

Any group planning to host an event, which meets any or all of the following guidelines, must submit a completed [RSO Event Request Form](#) at least ten (10) business days prior to your event (Events requiring security require notice to be given thirty (30) business days in advance).

Events cannot be advertised until final approval from SDE has been received, as coordination of activities and management of space is essential with the end goal being a safe and successful event. This form ensures all University officials, student organizations, event services, and the Campus Security Office agree on the expectations and execution of the plans for the event.

- Important information about student events:
 - **All** requests must be submitted **AT LEAST 10 BUSINESS DAYS IN ADVANCE**. Any requests submitted without the proper notice will not be approved.
 - SDE staff will need to know **AT LEAST THIRTY (30) BUSINESS DAYS PRIOR TO YOUR EVENT IF YOUR EVENT NEEDS SECURITY**.
 - **Events requested during the period of finals week (Nov. 30-Dec. and April 19-23) will be denied**. Please plan all events you would like to take place accordingly.
 - If your event overlaps with a University Event (graduation, convocation, assessment day) you will be asked to choose a different date or time.
 - **Events requested during University Holidays will be denied**. This includes Labor day (Sept.6), Fall Break (Oct. 8-9), Thanksgiving Break (Nov.26-27), Winter Break (Dec. 18-Jan. 3), MLK Day (Jan.18), Spring Break (March 1-5), and Good Friday (March 26).
 - All flyers must be approved before printing, distributing or posting on social media. If you'd like your flyers printed, we will print up to 15 copies. Email flyers to ablair1@brenau.edu for approval and printing. Email to sde@brenau.edu to submit to the weekly BTW email. The deadline for submissions is every Wednesday at noon during the academic year.
 - Spaces are subject to availability.
 - If your event involves outside vendors or businesses, insurance may need to be provided. Email ablair1@brenau.edu directly for more information.

- There may be extra costs associated with utilizing theater spaces on campus due to the costs of extra staffing (security, a/v technicians, on-site coordinators). You can avoid this cost by organizing help from students trained in the theatre arts. However, they must be approved by the events services team.
- A faculty/staff advisor must be present for your event if it takes place in a performing space (Pearce Auditorium, Hosch Theatre, Amphitheatre), if it's a ticketed/fundraising event, and/or includes off campus guests. If your advisor can not be present the organization must hire event services staff.
- We will do our very best to accommodate requests and support you in the planning process. For questions, please contact a SDE staff member.

4.2 Event Registration that requires Campus Security Presence

Any group planning to host an event which meets any or all of the following guidelines must submit a completed RSO event registration form at least thirty (30) business days prior to your event **AND** must be approved by SDE and the Campus Security Office. If security is needed for an event the organization will be charged.

1. One hundred (100) or more people will be attending.
2. The event takes place outside of business hours (Monday-Friday 8:30AM-5:00PM) or on the weekend/holidays and/or requires security to unlock and lock spaces.

4.3 RSO Event Approval

Before your student organization can proceed with hosting or advertising an event, each event must be approved. At minimum, approvals are granted by SDE. Please note that additional approvals (ex: event services, catering, campus safety and security) may be necessary depending on the scope of the event.

4.4 Event Security and Procedures

Security may be required to help assure the safety of event attendees and to mitigate the damage to property or locations. Generally, the larger the event, the more required security. Events, meetings and/or lectures with fewer than 100 attendees typically will not require security although requirements can vary depending on time and location of the event. Events held in Brenau University buildings after regular working hours may require security officers hired through the Brenau University Campus Security office to unlock the buildings and remain present throughout the duration of the event. This policy is explicitly intended to support the right and ability of student organizations to host events on campus and will be applied without regard for perspectives or positions expressed in connection with those events.

4.5 USE OF PERFORMANCE FACILITIES

For audio or special lighting requirements in following locations, please add this information when completing the [Student Event Request Form](#).

- Pearce Auditorium
- Hosch Theatre (Burd Center)
- Amphitheatre
- Student Center
- Any other location, indoors and outdoors, during which audio and lighting outside of what can be provided by the organization should reach out to SDE.

Cancellations: Event cancellations must be reported to Student Development and Engagement a minimum of 24 hours prior to the scheduled event so that appropriate action may be taken to notify staff scheduled to work the event. Failure to do so will result in the organization being charged for a staffing cancellation fee. The amount will be determined by the hourly rate for Event Services personnel.

SECTION 5. FOOD GUIDELINES

5.1 Food Service

- If an RSO event requires catering services, a member of the RSO should reach out to brenaucatering@brenau.edu to give the Catering Manager the details of the event and the food being requested. Catering should be requested no later than 10 business days before the event date. Relevant information to include when requesting catering services are the location, guest count, set up and break down times, and what types of food requested for the event. Any purchase orders or account numbers are due the day of the event. Brenau Catering has “first right of refusal”, meaning that they must be an RSO's first option when ordering food for events. If Brenau Catering refuses to cater the event, then the RSO can contact outside catering services.

SECTION 6. SDE EQUIPMENT RENTAL

SDE has equipment for checkout to Brenau University recognized student organizations on a first come, first served basis. Equipment is for use mainly on the Brenau University main campus. Reservations must be made **at least 10 business days in advance of the event AND the event must be approved by SD&E via the [Student Event Request Form](#)**. Equipment can be requested via the [Loan Request Form](#). Once processed, SDE will contact the group by phone or email. Students will also need to sign the [SDE Loan Agreement Contract](#) in the SDE office before taking the equipment. Precedence for equipment use is given to recognized student organizations.

Advanced reservations will be taken no more than one semester in advance. Any special requests will be considered on a case-by-case basis according to the availability of the equipment. Equipment used after normal office hours should be

returned to the SDE office by the following business day during business hours. Unreturned or damaged equipment will be the responsibility of the reserving party, who will be billed for the cost of repair or replacement. Groups who fail to return or damage equipment may lose equipment rental privileges.

SECTION 7. FILM SCREENING GUIDELINES

All film events scheduled by RSOs must comply with federal copyright law, which regulates the public exhibition of films. Screenings for public display on campus do not qualify as “educational fair use” exemptions granted by the federal code. To ensure that the University complies with federal law, permission or license from the copyright owner must be obtained for any film that will be displayed to the public. To obtain a license or permission, sponsors of screening events must follow procedures described below.

It is the sole responsibility of the RSO to ensure that this criteria has been met prior to their screening event. The failure of a RSO to fulfill these obligations will result in the cancellation of their screening event.

The RSO will assume responsibility for obtaining the license from the film’s non-theatrical distributor. Contact information for most distributors may be obtained from SDE. A copy of the distributor’s invoice and a record of payment for the license are required to be submitted to SDE prior to the screening. All text on these copies must be legible, including the distributor’s contact information. The necessary paperwork to license a film is required and should be provided to SDE with the organization’s event registration form.

SECTION 8. UNIVERSITY POLICIES

There are many policies and procedures RSOs need to adhere to. Below is a reference list of some of these policies.

8.1 Clery Act Information

The Student Right to Know and Campus Security Act of 1990, or more widely known as the Clery Act requires the report of “statistics concerning the occurrences of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a ‘Campus Security Authority.’ Student Organization advisors are considered a campus security authority because they have “significant responsibility for student and campus activities.” Therefore, Student organization advisors have the authority and the duty to act or respond to particular issues on behalf of the institution should they know of a crime that has taken place. Advisors are then required to provide relevant information of this action to SDE in support of the Clery Act.

8.2 Hazing

Hazing is defined as any action or situation with or without consent that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or that willfully destroys or removes public or private property". Hazing is forbidden by all of our Recognized Student Organizations and by Brenau University. It is detrimental to our values and mission. If you feel uncomfortable in a situation, you should report it to a staff member of the Student Development and Engagement team. Members, new members, advisors and alumni will be held accountable for their actions.

8.3 RSO Temporary Suspension Policy

The Vice President of Student Development & Engagement, or designee, has the discretion to take immediate action to preserve the safety and/or welfare of specific individuals or student organizations on campus and/or the university community as a whole during an investigation and pending a hearing in a disciplinary case. This action includes, but is not limited to, restricting access to specific areas of campus or facilities, imposing no-contact orders or other expectations for interaction with specific individuals or organizations, removal from housing, restricting or relocation of living arrangements or activities, or any other action deemed appropriate under the circumstances. The Vice President of Student Development & Engagement, or designee, has the discretion to immediately suspend or expel any student for violations deemed a risk to the campus community. Decisions surrounding immediate actions are final.

Any RSO that is subject to review by the Campus Conduct Board, SDE, or is under investigation by the University for any reason will be placed on a temporary suspension by SDE. During temporary suspension, RSO's will not be allowed to engage in the following:

- Recruit new or potential members
- Have events that include but are not limited to those outlined in section 5 of the RSO Handbook on or off campus, including meetings.
- Apply for any organizational funding through Student Government Association.

Once a report has been submitted, the RSO in question will be made inactive by SDE until the investigation has ended and recommendations have been given. When SDE has confirmation that the investigation has ended, and that the RSO has completed all required sanctions, they will then meet with SDE staff to discuss the process for regaining active organization status.

SECTION 9. SORORITIES

9.1 Definition

A Sorority is defined as a social, values-based organization. All Sororities at Brenau University are affiliated with an Inter/National Organization. Sororities at Brenau University may select members according to subjective criteria consistent with the University's nondiscrimination policies and National Headquarters' guidelines. Sororities are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under the Title IX of the U.S. Education Act of 1972, which requires that the organizations be exempt from taxation under section 501(a) of the Internal Revenue Service Code of 1954.

9.2 Member Expectations

Students at Brenau University are expected to conduct themselves in a manner supportive of the mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to members in Brenau University's Greek Life community. Sorority members are expected to:

1. Acknowledge that the primary purpose for being at Brenau University is to pursue a higher education and to maintain high academic standards.
2. Know and understand the ideals and values of the chapter and incorporate them into daily life.
3. Live their values and operate under the guidance of university, chapter, regional, and national chapter policies.
4. Continuously support a positive new member education program
5. Not support or participate in any form of hazing as described in the anti-hazing policy, the Student Handbook, and the laws of Georgia.
6. Adhere to the Student Handbook.
7. Conduct themselves as ambassadors for Brenau University.
8. Practice bystander intervention when risky behavior is displayed.
9. While on active status, commit to all financial obligations to chapters and councils.
10. While on active status, commit to attending chapter, council and sorority specific events.

9.3 Chapter Recognition

Recognition is the process by which Brenau University determines whether a Sorority may take advantage of certain privileges within the University. This policy constitutes the University procedure for the conferral or withdrawal of recognition of Sororities.

9.3.1 Recognition Requirements:

1. All requirements for Recognized Student Organizations

2. Provide requested membership and organizational updates when requested by SDE Staff.
3. Submit current proof of general liability insurance, including both a copy of the actual policy of insurance and a Certificate of Insurance evidencing the coverage.
4. Chapter Presidents and Council Executive Board members are required to be enrolled, degree seeking students at Brenau University in good standing, with Brenau University and their chapter.
5. A chapter must maintain a minimum of seven members unless approved by the Director of Campus Communities.
 - a. If a chapter falls below the minimum seven members, the chapter will have three semesters to increase chapter size.
 - i. When a chapter surpasses the minimum requirement, the chapter will once again become a fully recognized chapter at Brenau University.
 - ii. If a chapter does not meet the minimum requirement after the three semesters, it will no longer be a recognized Greek-lettered organization at Brenau University.
 - iii. Final decisions regarding the recognition of Registered Sororities will be at the discretion of the Vice President of Student Development and Engagement.
6. Each organization is required to maintain membership with a council to be considered a sorority within Student Development and Engagement, Greek Life, and Brenau University. These councils are the:
 - a. National Pan-Hellenic Council (NPHC)
 - b. National Panhellenic Council (NPC)

9.3.2 Benefits of Recognition

A Sorority is eligible for the following privileges and benefits as a recognized chapter:

- a. Eligibility for participation in a self-governing council (NPHC, NPC, Greek Council) of Greek Life at Brenau University.
- b. Eligibility to vote on council matters affecting the community.
- c. Participation in University membership recruitment/intake programs or separate membership recruitment/intake programs, as articulated and monitored by SDE within the terms of university policies.
- d. Participation in the educational and social programs and activities of the University which are provided for sorority organizations.

9.4 Chapter Operational Guidelines & Expectations

Due to the nature of sorority organizations, there are additional requirements for these organizations at Brenau University. All mandatory events will be communicated

at the start of each semester. It is the chapter's responsibility to ensure that the appropriate attendees are at all mandatory events.

1. **President's Meetings:** Each chapter president must attend monthly one-on-one meetings with the Director of Campus Communities, as well as attend all monthly president's roundtable meetings.
2. **Additional Greek Life community wide events** at the discretion of SDE Staff.
3. **Rosters:** Chapters are required to have the most updated rosters on file with SDE throughout the entire year.
 - a. Rosters will be submitted four times a year for the assessment of Council Dues, and Grade Reports.
 - i. September, November, January, and April 15th
 - b. Chapters will be provided with the most updated roster at the beginning of each semester to verify with the SDE Staff and throughout the semester, upon request.
 - c. All new members will be placed on the chapter roster once the Membership bids are accepted.
 - d. Members will be classified on the roster as either active, new member, or inactive.
 - e. Roster Change Forms:
 - i. Any new member or active member that completes the greek life interest form and either drops, withdraws, or goes inactive must notify the Director of Campus Communities within 48 hours of leaving or going inactive to keep the most updated information on file.
 - ii. Members that denote inactive status will remain inactive unless otherwise stated by the Chapter President.
 - f. At the conclusion of each semester the chapter must submit a list of graduating seniors and any members that take alumni status to the Director of Campus Communities.
4. **Chapters with houses on campus:** chapters must submit emergency contact information on a semesterly basis to SDE for all members living in the facility.

9.5 Procedures for Membership Recruitment/Intake/Initiation

To conduct intake/recruitment all chapters must be in good standing with Brenau University and abide by the following guidelines to ensure processes are efficient and meet best practices.

- Formal recruitment events for the Panhellenic Council will be single-gender events with the exception of university staff or their designees.
- All recruitment/intake events will be alcohol-free.
- All recruitment/intake activities and events will take place on campus.
- All recruitment events must be registered and approved.
- All members of recognized Greek organizations must be registered, degree-seeking students at Brenau University.

- All organizations must be in compliance with their local and (inter)national policies to be eligible to participate in recruitment/intake.
- All interested potential members must complete the [Greek Life Information Release Form](#) in order to have their grades confirmed. Individuals who meet the GPA requirement will be allowed to accept a bid to a sorority.
- All interested potential members must have graduated High School or have received their GED in order to be extended a bid.
- All interested potential members must be an undergraduate student enrolled full time (12+ credit hours) in the Women's College on the Gainesville campus to be eligible to join a Greek organization.

All organizations within the National Pan-Hellenic Council must follow the Intake Policy as set forth by SDE:

- o At all times, chapters are required to explicitly follow the Membership Intake Program developed and disseminated by their respective (Inter) National Headquarters.
- o All NPHC chapters are responsible for educating undergraduate members regarding all intake policies, procedures, and appropriate activities.
- o Initiation of the chapter intake process is "open," where chapters may choose any time throughout the calendar year to begin the process with candidates, provided they have sought and received proper approval from the respective (Inter) National Headquarters. The process should start and end in the same semester, unless approval has been granted by both the (Inter) National office and the Director of Campus Communities.

When a chapter plans to conduct intake, the following **must** be completed with SDE:

- o Notify Director of Campus Communities of their intent to conduct intake by sending an email at the beginning of each semester they are planning to have a membership intake.
- o Have interested members complete the [Greek Life Information Release Form](#). This should be completed BEFORE member interviews occur.
- o To articulate the policies of Brenau University and SDE, a staff member can attend a meeting with the prospective members. This meeting should be scheduled with at least seven (7) calendar days prior to the beginning of the new member intake process with the Director of Campus Communities.
- o Notify the Director of Campus Communities of the selected/approved candidates by sending an email within seven (7) calendar days of distributing bids or receiving approval from your (Inter) National Headquarters.

New Member Presentations:

- o Any chapter wishing to host a presentation of their new members must follow the university space reservation procedures and inform SDE staff through the completion of the Student Event Request Form.
- o For chapters who meet the above requirements, SDE staff agrees to keep all intake information confidential until the program is completed by the chapter and the new members have completed a new member presentation.

Initiation Policy:

- o It should be noted that if a student has been initiated into a chapter in the Greek Life community they are ineligible for membership in another chapter on the same council should they resign their membership.
- o If a student is initiated into a sorority organization at another campus, it is up to the discretion of Brenau University's organization whether they will accept that member into their chapter.

9.6 Academic Performance Standards

It is imperative that sororities remember that education is the primary purpose of attending Brenau University. Sororities that sustain this commitment do so by exemplifying high levels of collective academic attainment and dedication to helping each member reach their individual academic potential. Commensurate with this ideal, SDE has established academic performance standards for all social sororities.

1. Greek Life Information Release Form: As a condition of membership in a recognized sorority, each member is required to sign a grade release form authorizing the release of grades to the Director of Campus Communities or designee for the purpose of monitoring the academic performance of chapters and members and other appropriate purposes. Grade reports are prepared to help chapters identify those members in need of academic assistance and to acknowledge those members doing well academically. This information may also be provided to chapter advisors, chapter presidents, and inter/national headquarters.
2. Minimum GPA Standards:
 - a. New Member: As a minimum standard a potential new member must have a cumulative college GPA or high school GPA (in the case of new freshmen) of at least a 2.50/4.0. If a student's GPA falls below the 2.50 minimum, they will be ineligible to participate in a recruitment/intake cycle until their GPA surpasses the requirement.
 - b. Chapter: As a minimum standard, a sorority must have an average cumulative GPA of at least a 2.50. Those organizations that fall below a 2.50 will be subject to loss of privileges until their GPA meets or exceeds the minimum standard.
3. Academic Improvement:
 - a. Chapter:

- i. Chapters that fall below a 2.50 GPA will be placed on an academic evaluation status and will be required to adhere to an academic improvement plan developed in conjunction with SDE staff.
- ii. Chapters that fall below a 2.00 GPA will be placed on academic probation.
 - 1. Academic Probation:
 - a. Required to meet with a council advisor, on-campus advisor, and off-campus advisor to develop and submit a strategic plan designed to significantly improve their academic performance.
 - b. Chapters will not be able to host social events.
 - c. Must host or require 100% attendance at an academic programming workshop hosted by a campus official.
- iii. Significant improvement can be defined as meeting and/or exceeding the minimum requirements of chapters.
- iv. If significant progress is not made, the chapter may lose recognition at Brenau University.