

The University of South Carolina Aiken

Student Organization Handbook 2025-2026



INVOLVEMENT IS THE
BRIDGE BETWEEN
INTENTION AND IMPACT.



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Student Life & Organizations

Activities at USC Aiken are funded by students from a portion of their fees at the beginning of each semester. An effort is made to program a variety of events to meet the diverse interests of the campus community. Student Life provides an opportunity for students to apply and expand upon their classroom experiences. Student activities are an excellent way to develop important skills that will be beneficial to students in their future. Special academic, social, media, and community service interests are served by a great variety of clubs and organizations on the USCA campus.

There are over one hundred recognized campus organizations pursuing interests in everything from music to esports to research. These groups sponsor many events for the entire campus as well as small events for their own membership. In many cases, student organization membership is open to anyone.

Each spring and fall, the Student Life Suite has the responsibility of recognizing student organizations with the assistance of the Organization Review Team; many may receive funding for activities, if available, and use various facilities on campus.

Returning Student Organizations must transition their organization in Presence each Spring prior to graduation in order to maintain their active status on campus. Students interested in forming new organizations must complete the [Application for Registration of a New Student Organization](#).

If you are interested in any of the student organizations on campus or would like to start a new one, come by the Student Life Suite or call 641-3634.

Information for Student Organizations & Advisors

STUDENT ACTIVITIES CENTER PURPOSE

The Student Activities Center is part of the educational program of the college. As the center of college community life, it serves as a laboratory of citizenship, training students in social responsibility and for leadership in a democratic society. Through its various boards, committees, and staff, it provides a cultural, social, and recreational program, aiming to make free time activity a cooperative factor with study in education.

In all its processes, it encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness. Its goal is the development of persons as well as intellects. The Student Activities Center serves as a unifying force in the life of the college, cultivating enduring regard for loyalty to the college.

The Student Activities Center (SAC) provides students with a place to meet and relax with friends and to participate in many activities and events. It is the focal point of activity for many student services and organizations. Services and facilities available include the conference rooms, the Mezzanine, TV lounge area, the Intramural Gym, the Natatorium, ping-pong tables, pool tables, bookstore, vending machines, Commuter Lounge and student organization mailboxes. Many areas of the Student Activities Center are available for use by campus organizations, students, faculty, and staff. For additional information or to reserve an area, please call 641-3634 or use 25 Live. Offices located in the SAC to serve student needs are Student Government, Pacer Union Board, Dean of Students/Institutional Culture and Belonging, the WELL, Vice Chancellor for Student Affairs, Director of International Programs, Student Leadership and

Engagement.

The Student Activities Center is open Monday-Friday, 8:00 am - 10:00 pm; Saturday and Sunday, 11:00 a.m. - 10:00 p.m. during the semester.

SPECIAL LEADERSHIP OPPORTUNITIES

Annual Student Life Leadership Retreat

Every August, the Office of Student Life hosts the Annual Leadership Retreat. Each organization is required to send two delegates to the retreat (preferably the President and Treasurer). The retreat is an opportunity for the leadership of student organizations to learn more about university policies and procedures, improve personal leadership skills, and network with other leaders on campus.

Annual Student Affairs Leadership Awards Banquet

Every year, the Office of Student Life hosts the Annual Leadership Awards Banquet. The banquet, held in April, is an opportunity for each student organization to recognize outstanding leaders within their group. During the banquet, various all campus leadership awards are given including the Robert E. Alexander Leadership Award, Advisor of the Year, and the Outstanding Student Organization of the Year, among others.

Leadership USCA Certificate Program

This unique leadership certificate program is co-sponsored by the Career Services Office and the Office of Student Life. We believe strongly in preparing our graduates to be ready to transition into the world of work and becoming active citizens in their communities. Through a variety of academic classes, workshops, and learning opportunities, students gain a competitive edge as they enter a complex and competitive society. Apply for the program [here](#).

Conversations with Campus Leaders

Conversations with Campus Leaders is a representative body of the major organizations on campus. This group meets approximately once a semester with the Chancellor and Vice Chancellors to discuss any student-related University issues. Each organization is sent a schedule of meeting times every semester. Every effort should be made for a representative of each registered student organization to be in attendance.

IMPACT: Community Service Programs

The IMPACT program at USCA encourages students, faculty, staff, and the community to collaborate on meaningful community service projects and promotes responsible citizenship. For more information, please stop by the Student Life Suite or check out the IMPACT website [here](#).

Pacer Union Board

Pacer Union Board (PUB) is a student organization designed to facilitate, plan, and execute co-curricular activities on the USCA campus. The purpose of the Board is to provide cultural, educational, recreational and social programs for USCA students and their guests. PUB is an active member of the National Association for Campus Activities (NACA). Participation in this organization enables PUB to provide the finest programs available to the college market. All Pacer Union Board events are supported by student activity fees. The Pacer Union Board invites students to get involved and welcomes comments and suggestions. For more information, contact the Student Life Suite.

Pacesetter Program (Orientation Leaders)

Pacesetters are a group of current students who help with new student orientation. Their primary objective is to ease a new student's transition from high school, a job, or family to college.

Student Government Association

Student Government can provide a valuable learning experience for any interested student. It gives the individual student the opportunity to participate in the decision-making processes at USCA. Through Student Government, students can acquire skills in the governmental process and have influence over the policies and procedures of the university. Each student who attends the University is encouraged to read their Student Government Constitution and to run for various offices. Student Government is the collective voice of the students and an excellent opportunity for students to make a difference!

Emerging Leaders Class (ASUP 110)

This two-credit course is an excellent way for you to enhance your leadership skills while earning college credit. Offered both fall and spring semesters, the Emerging Leaders Class is an eleven-week leadership training program which offers students an opportunity to meet campus and community leaders, explore leadership issues through unique activities and programs, and enhance personal development.

Citizen Leadership Class (ASUP 210)

This two-credit course is designed for students with an interest in community service/active citizenship and developing their leadership skills and potential in this area. Each student in the course will design and implement a community service project while earning college credit.

Diversity and Leadership (ASUP 215)

This two-credit course is designed for students who want to enhance their leadership skills through the lens of belonging and respect for all individuals.

Leadership Exchange (ASUP 310)

The USC Aiken Leadership Exchange Program is a unique opportunity for USC Aiken upperclassmen to enhance their leadership skills by learning about an important issue facing our country and how committed citizens can help make a difference. Participants will be selected based on their application and will participate in a leadership exchange program with another university in the country or with a unique experience in another part of the country. Applications will be available during fall and spring semesters.

Programming Events

Throughout the academic year, the Office of Student Life oversees traditional events such as Homecoming, Intramural Sports, Outdoor Recreation, the WELL Programs, Fall Fest and many more. Students can gain valuable leadership skills by participating on the student-run committees which help plan and implement these events or by joining the Pacer Union Board.

Greek Life

Life in a sorority or fraternity offers you an opportunity to make new friends, develop leadership skills, participate in community service, receive encouragement and support for academic excellence, and build bonds that last a lifetime. Recruitment occurs at the beginning of the fall and spring semesters, and minimum GPAs vary depending on the organization. Hazing is not tolerated by the University, and hazing and alcohol policies are reviewed at Greek Forum each semester. For more information, please stop by the Student Life Suite.

Relationship of Student Organizations to the University

The relationship of the University of South Carolina Aiken to organizations formed by its students has two components. One basis of the relationship is the educational component. The University of South Carolina Aiken has stated in its purpose that it will provide students with “an opportunity to discover learning processes which enable them to grow personally and socially.” The University has accepted this responsibility.

The second component is based on a contractual relationship. The basic elements of a contract are evident in the registration process of student organizations. This is demonstrated as follows:

- 1) an offer exists and specific criteria are required of all organizations wanting to exist on campus indicating this opportunity is available;*
- 2) an organization which submits the material to satisfy the criteria, in essence, accepted the offer; and*
- 3) the institution will, in turn, provide the student organization with access to privileges afforded only to registered organizations.*

The contractual part of the University’s relationship serves to clarify responsibilities and benefits. This relationship also sets up a system that is clearly defined to ensure registration is applied in a nondiscriminatory manner and as a reference for standards of evaluation in any disciplinary situations that may exist.

Relationship Statement

The University of South Carolina Aiken recognizes both the right to exist and the mutual benefit of existence of co-curricular activities. The University, in the registration process set forth, seeks the freedom of existence of student organizations and ensures that designated privileges and support are available equally to all organizations that uphold the registration requirements. The University does not, however, automatically endorse the mission, goals or purpose of any organization unless it specifically chooses to do so. The University may choose to officially register a student organization indicating that the particular organization is a part of the educational program of the University.

Rights and Privileges of Registered Student Organizations

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

- Use University facilities as established by University policies.*
- Sponsor and promote activities according to established University policies.*
- Recruit USCA students as members.*
- Be eligible to solicit funds on campus with appropriate approval.*
- Use University services/resources such as purchasing, printing, maintenance, motor pool, computer services, mail services and central supply.*
- Receive student activities allocations if the organization meets criteria established by the Student Government Association and the Vice Chancellor of Student Affairs.*
- Receive assistance from the Student Life staff.*
- Be eligible for awards or honors presented to student organizations and members.*
- Be listed in appropriate University publications.*
- Use the University’s logo (used only with permission from the Marketing and Community Relations Office).*

Obligations of a Registered Student Organization

As a registered Student Organization, you must agree to the following guidelines...

- *Organizations must follow the stated purpose of the organization. An officially registered organization will not use its official status for any purpose other than its own organization. Sponsoring activities, reserving facilities, and carrying on business for a non-registered group are not allowed.*
- *The organization will register all changes that occur within the organization. The names, phone numbers, VIP ID numbers of officers as well as the name of the advisor must be kept up-to-date with the Office of Student Leadership and Engagement.*
- *Organizations wishing to change their constitution or affect changes in affiliation must submit these changes to the Assistant Director of Student Leadership and Engagement. All changes will be reviewed by the Student Organization Review Team.*
- *Use of activity fee monies must conform to the purposes and practices approved by the Student Life Fee Allocation Committee. Organizations are expected to meet their financial obligations on time and use the funds prudently.*
- *Student Organizations must sponsor only such projects as will benefit both the group and the University.*
- *Each recognized student organization must have at least one faculty/staff advisor who is interested in the purpose of the organization and gives counsel and advice to the organization. The organization should review the advisor's position on an annual basis.*
- *All student organization accounts which are held at a financial institution off campus must have a two-signature checking system.*
- *Each organization shall designate an individual to conduct the affairs of the organization during the summer and interim periods.*
- *Any organization wishing to sponsor a regional or intercollegiate meeting must have such sponsorship approved by the Director of Student Leadership and Engagement (or designee) before the meeting can be held on campus.*
- *Sport clubs and Greek letter social fraternities and sororities, and student media groups are registered student organizations at the University. However, additional recognition criteria may be established for these organizations due to their unique relationship with the institution.*
- *Each organization is responsible for maintaining adequate communication with the Office of Student Life.*

For more information about the obligations of a registered student organization, please contact the Assistant Director of Student Leadership and Engagement.

Annual Forms

Recognized student organizations are required to complete the transition process in Presence. This process includes editing and updating organization details, selection of new officers, confirming rosters. An organization will be classified as inactive upon failure of updating information through Presence.

Definition of a Student Organization

Student organizations shall be defined as any group, consisting of at least 75% University of South Carolina Aiken students, who desire to come together to support a particular view, explore common interests or accomplish identified tasks, which **do not**:

- Have illegal goals and objectives.
- Advocate or support the overthrow of the United States Government.
- Propose or participate in activities which would violate regulations of the Board of Trustees, the University, or federal, state, or local laws and regulations, or materially disrupt activities and discipline of the University.
- Advocate incitement of imminent lawlessness which may produce such action referred to in (c) above.
- Discriminate on the basis of race, sex, gender, color, national origin, age, religion, disability, genetics, sexual orientation or veteran status, unless otherwise exempt.

Any groups existing on campus who wish to use University facilities and/or services and who fulfill the above description can be registered. Only groups who are registered will have access to campus facilities and/or services.

REGISTRATION FOR STUDENT ORGANIZATIONS

Registration shall be defined as the collection and recording of specific information required of qualified student organizations as defined in Section "Definition of a Student Organization". The registration, in turn, affords these organizations certain privileges. But the University views them as private affiliations and does not endorse the mission, goals, or purpose of the organization and does not allow the University of South Carolina Aiken's name to be used in the organization's name in any form or allow the organization to represent itself on behalf of the University. Registered organizations exist only on the University of South Carolina Aiken campus.

Denial of Registration

No organization may be denied registration on the basis of its beliefs, goals, or attitudes unless these beliefs, goals, or attitudes place the organization in a circumstance discussed on page 10. Student organizations may not be denied registration based on similarity of purpose to previously registered organizations. The names of such organizations must be different.

Loss of Registration Status

A registered student organization may lose its status of registration, and all privileges associated therewith if any of the following occur:

- A student organization submits a written notification of its disestablishment to the Assistant Director of Student Leadership and Engagement (or designee).
- A constitutional provision deactivates an organization as of a certain date.
- A student organization becomes involved in any situation as described in the section above.
- A student organization fails to register/transition by the last day of class in the Spring Semester.

Renewal for a Registered Student Organization

- All registered student organizations must renew their registration annually.
- Organizations shall renew their registration by the last day of class in the Spring Semester.
- The Assistant Director of Student Leadership and Engagement (or designee) shall be responsible for the annual re-registration process.
- Registration procedures are as follows:
 - A notification through Presence shall be sent to all registered student organizations during the last month of Spring semester. This will include a link to fill out the transition form.

- *The re-registration process will also be advertised through every available method on campus. Every organization advisor will receive notification of the re-registration process through the campus during the last month of Spring semester.*
- *The advisor must be a faculty or staff member of the University community.*
- *An organization's failure to submit registration materials by the last day of class in the Spring Semester will result in that organization being classified as inactive.*
 - *Inactive organizations cannot exercise any of the privileges granted to recognized groups.*
 - *Active status will be reinstated only upon completion of annual reports within one year. Failure to complete annual reports within one year of deactivation will result in loss of the organization's recognition. The organization will be deleted from the files and must follow all application procedures to be reinstated.*

Specific Registration Conditions

To become/remain a registered student organization, the organization must:

1. *Maintain membership as described in Section "General Student Organization Requirements."*
2. *Maintain at least one officer in the positions of president and treasurer. All officers must meet the requirements set forth in Section "General Student Organization Requirements."*
3. *Retain an advisor as described in Section "General Student Organization Requirements."*
4. *Submit all changes in the constitution and/or organization name to the SAC office within one week of the change.*
5. *Maintain an on-campus address—all organizations are provided with mailboxes in the SAC office.*
6. *Submit all officer update information after elections according to established deadlines.*
7. *Continue to meet all requirements necessary for registration.*
8. *Refrain from any hazing activities.*
9. *Refrain from entering or attempting to enter into contractual obligations for the organization or the University of South Carolina Aiken without proper authorization by designated University staff.*
10. *Adhere to all guidelines set forth by the Student Government Association concerning the finances of student organizations.*
11. *Adhere to guidelines set forth in "Obligations of a Registered Student Organization."*
12. *Renew registration annually.*

General Student Organization Requirements

Membership

- *In order to be defined as a student organization, membership must be limited to people officially connected with the University as faculty, staff or students. Students must comprise at least 75% of a student organization's membership.*
- *Student organizations may not, in any form, discriminate on the basis of race, sex, gender, color, national origin, age, religion, disability, genetics, sexual orientation or veteran status in membership selection/admission (unless specifically exempt based on Title IX).*
- *Membership criteria may be implemented by a student organization if it is applied fairly and evenly to all prospective members and can be shown to have an actual relationship to the mission, purpose and goals of the organization. It is suggested that the criteria be objective and not subject to personal interpretations (e.g. "of good character" is difficult to define).*

USCA LIFE students are encouraged to join student organizations at USC Aiken at the appropriate level determined by the national/local governing body of that organization.

Leadership

Students who have been placed on academic probation may be prohibited from the following activities:

- *Extracurricular athletics, including cheerleading.*
- *The holding of any office whether elective or appointive, in Student Government or any group or organization sanctioned by USC Aiken (all officers must have a 2.0 GPA or higher cumulative GPA).*
- *Any titled position on Pacer Times or other University-sanctioned publications.*
- *Any titled position or role in any dramatic production.*

Note: Any member who is not a fee-paying student shall not be eligible to hold an elective or appointed office in a student organization.

Advisors

To encourage positive interaction between students and faculty and administrative staff, all student organizations are required to have an advisor. The advisor must be selected from faculty or administrative staff members at the University of South Carolina Aiken. Advisors for registered student organizations are officially appointed by the Vice Chancellor for Student Affairs (or designee). Advisors to student organizations are responsible for ensuring that their student group follows all stated University policies. In addition, advisors are expected to be present at most club sponsored events both on and off campus. The chief administrator in the sponsoring staff/unit officially may appoint the advisor of a recognized organization. Some advisors to recognized organizations will be staff members specifically hired or appointed to advise that organization (e.g. PUB, SGA).

External Affiliations

Organizations that are affiliated with an outside group must provide a copy of that group's constitution and by-laws as well as a copy of their own. If a parent organization or affiliation is involved in any negative situation described in Section "Definition of a Student Organization" (unless otherwise exempt), registration/recognition will be denied. Additionally, registration/recognition will be revoked if a parent group becomes involved in such a situation.

Student Organization Formation Process

Thank you for your interest in forming a new student organization at the University of South Carolina Aiken! We are excited to support students who are passionate about building community and enhancing campus life. Please read the following process carefully. Establishing a new organization takes time, so we appreciate your patience and attention to detail throughout this process.

STEP ONE: SUBMIT THE NEW ORGANIZATION APPLICATION

Complete the [Application for Registration of a New Student Organization](#) located on Presence.

STEP TWO: SECURE A CAMPUS ADVISOR

Identify a university employee (faculty or staff) who is willing to serve as your organization's campus advisor. The advisor must complete the [Advisor Confirmation Form for Student Organizations](#) in Presence. Additional information about advisor roles and responsibilities can be found in the Advisor Manual Section of this document.

STEP THREE: RECRUIT INTERESTED MEMBERS

Gather a minimum of ten (10) currently enrolled USC Aiken students who are interested in becoming members. Each student must individually complete the [Interest to Join New Student Organization Form](#) on Presence.

STEP FOUR: DRAFT YOUR CONSTITUTION

Develop a formal constitution for your organization. Use the *Guide to Writing an Organization Constitution* resource located on page 73 of this handbook.

This document should clearly outline the organization's mission, structure, membership criteria, officer roles, elections, meetings, and other operational details. When you submit your constitution, please make sure you have proofread the document closely. All constitutions must be read, edited, and proofread by the student organization's advisor before submission to the Student Organization Review Team. The advisor must sign the last page of the Constitution verifying that he/she has read and edited the document.

Note: As changes are made to your constitution, a new copy must be uploaded into your organization's Presence platform. Any changes that will alter the name, purpose, or general nature of the constitution must be approved by the Student Organization Review Team.

TRIAL PERIOD

Once Steps 1–4 are completed and verified, your organization will be granted a three-month provisional period. During this time, you may host interest meetings, further develop your structure, and finalize all required documents in preparation for your organizational review.

STEP FIVE: CONSTITUTION REVIEW

The Assistant Director of Student Leadership & Engagement will review your draft constitution and provide feedback or required edits. Once the constitution is deemed ready, you will be invited to schedule an organizational review meeting with the Student Organization Review Team (comprised of the Assistant Director, two Student Coordinators, and a representative from SGA). The rubric used to grade your constitution can be found at the end of this handbook on page 80.

STEP SIX: ORGANIZATIONAL REVIEW MEETING

Attend a scheduled meeting with the Student Organization Review Team to present your proposed organization. You should be prepared to share a brief overview including your organization's name, purpose, goals, and any unique aspects of your vision. The team will evaluate your constitution and presentation, then provide a final decision on recognition status.

- *If approved, your group will become an officially recognized student organization at USC Aiken.*
- *If revisions are needed, you will receive detailed feedback and may resubmit your constitution for reevaluation.*

STEP SEVEN: FINAL APPROVAL AND ORIENTATION

Upon official recognition, your organization will gain full access to the rights and privileges of recognized student organizations.

Before engaging in any organizational activities, all officers must complete the Student Organization Orientation & Handbook Acknowledgment Form, confirming that they have read and understand the policies and expectations outlined in the Student Organization Handbook. This step ensures that your organization is informed and set up for long-term success.

Organizational Finances

STUDENT ORGANIZATION ALLOCATION GUIDELINES

All funded organization advisors, officers, and members should become aware of and adhere to the following:

- Under no circumstances shall any organization in any way financially oblige the University without proper authorization. Always plan in advance. Nothing will be processed without the proper paperwork and authorization.
- No funded organization may maintain any account with any other party other than Student Life/Student Government. Any and all transactions must be processed through both organizations.

Academic Support

The purchase of supplies for the purpose of supporting or supplementing an academic program is strictly prohibited.

Alcoholic Beverages

Under no condition will Student Activity funds be used to purchase alcoholic beverages.

Awards

Awards may be used to recognize individual organization members for outstanding contributions to the organization or University. Awards and prizes may be considered for the specific purpose of generating revenue at least equal to the cost of the award. In this case, the organization must provide a detailed description of the means by which the prize will be used to generate the funds to cover the expense.

Charitable Organizations

Student Activity funds may not be distributed to charitable organizations, however, these funds may be used to raise money for charitable organizations, and they may receive the portion considered net profit.

Check Requests

A check request is used when a check is needed in a short period of time. The request should be placed at least two weeks in advance. You must obtain an invoice from your desired vendor and bring this to the Student Life Suite to be processed. The paperwork is then processed through the Finance Department and the check is cut.

Contingency Funds

There will be no allocations for contingency funds. Emergency requests are heard on an individual basis.

Contracts

A contract is used when services are performed through an outside party. Contracts require prior approval and must be processed through Student Life.

Equipment Purchases

All equipment purchases are the property of the University and must be reported as such by each organization as a part of inventory. All inventory must be accounted for at the end of each fiscal year before an organization is eligible for additional funding.

Honoraria

Honoraria payment is simpler than a formal contract. The paperwork required includes that the vendor be set up in our system and an I-9 form for the individual. See the Student Life Suite for assistance in handling honoraria payment. For persons already employed by the University, the payment process can be much more difficult. The organization should consult with Student Life for information regarding other options.

Fundraising

Money which is earned by the organization through fund raising activities will be placed in the rollover balance for that organization for an additional academic year. This money can be spent on a variety of items; however, proper paperwork and procedures must still be completed.

Intra Institutional Transfer (IIT)

An IIT is used to transfer money from one University account to another.

Journal Entry (JE)

A JE is used to transfer money from one University account to another.

Printing

Organizations must use University Printing facilities where possible. If printing cannot be done on campus, every attempt should be made to follow normal bidding procedures through University Printing.

Purchase Requisition Form

The purchase requisition form is essentially a request for a purchase order. It is designed to convey to the Purchasing Department an organization's need for supplies, equipment, or other contractual services.

Purchase Orders

The purchase order is established for companies with which we do not have a blanket order set up. It is intended for amounts more than \$2500, and three bids must be submitted for the services under consideration. All paperwork for purchase orders should be completed at least ten days in advance. The invoice or packing list should be submitted to the Student Life Suite for merchandise received.

Revenue

In addition to allocated funds, your organization may also earn money through the collection of dues, ticket sales, bake sales, etc. This money, referred to as rollover, should be added to the organization's allocated balance to obtain a total beginning balance for the fiscal year. Revenue will roll over for two academic years.

Sales Tax

Sales tax must be withheld from money earned through means such as bake sales, candy sales, etc. This sales tax is reported under a separate cost code, and it is not considered a part of rollover.

University Police Costs

The cost of having a University Police officer present at any event is currently between \$20.00 and \$40.00 an officer per hour. The need for University Police officers is based upon the nature of the event and the potential for problems to develop. The need for an officer will be decided by the Director of University Police and the Conference Center and Special Events Office. However, events held in the Etherredge Center after 5:00 p.m. may require a University Police officer.

Note: Whether or not a University Police officer is present at any event, the organization is solely responsible for all occurrences at the event.

Special Accounts

There are a variety of special accounts and procedures established to simplify certain qualifying receipts and expenditures.

Telephones

Telephone installation will be restricted to those organizations which have a permanent office on campus which is utilized a minimum of four hours per day.

Ticket Sales

Ticket sales for a funded organization must follow certain regulations and procedures. Tickets may be picked up from the Student Life Suite. At the conclusion of the event, the remaining tickets, stubs, and cash must be returned to the Student Life Suite.

Travel

Money may be allocated for travel where members of the organization will:

- Represent the university and thereby enhance the prestige of the university and the organization;
- Gain knowledge or experience of benefit to the student body and the individual's organization.

Travel Authorizations

An organization traveling on school business must complete a Travel Authorization form (T.A.) for insurance purposes. If the organization's funding allows, travel expenses may be reimbursed for lodging, meals, mileage, registration, and other transportation expenses. These T.A.'s should be completed two weeks in advance. See Student Life for assistance and notification of travel expenses. It is the obligation of the organization to report all funded travel expenses to Student Life and Student Government.

Travel Reimbursement Voucher

If applicable, the traveler may receive reimbursement for certain expenses upon completion of a Travel Reimbursement Voucher and submission of receipts.

Reminder: All financial activities, when using university funds, must flow through the Student Life Suite and Student Government for accounting purposes. If there is any change in estimated amounts (blanket orders, purchase orders, etc.), Student Life and Student Government must be notified.

Disclaimer: Student Government and Student Life reserve the right to review the organization's budget. All allocated funds not spent during the academic year will not roll over into the next academic year.

Process of Budgetary Requests & Appeals for Student Activities Fee Allocation

STUDENT ORGANIZATION ELIGIBILITY REQUIREMENTS

To be an organization eligible for funding, an organization must meet the following requirements:

- The group must meet all criteria set by the University of South Carolina Aiken to be a currently registered student organization.
- New student organizations may not receive any funding until they are approved by the Student Organization Review Team. New organizations will receive a budget of \$250.00 for their first year and then must go through the funding process at the beginning of the next academic year for future funding.
- Representatives of all student organizations funded by student activities fees are required to attend the following activities/ events:
 - At least one representative must attend the Conversations with Campus Leaders meetings which are held twice a semester.
 - At least one representative must attend the Annual USCA Student Leadership Retreat held in August.
 - At least one representative must attend a Fee Allocation Training Session.

Failure to comply with the above guidelines could result in the suspension of funding or a fine.

At the end of the academic year, it is the obligation of the organization to disclose all excess inventories or other goods currently held by the organization that were purchased with university funds. If it is determined that any falsification or withholding of information does exist, the organization will automatically lose all funding for the next fiscal year. An organization is also ineligible for funding if there are any outstanding fees (copy fees, etc.) owed to any university department or business.

ACTIVITIES ELIGIBLE FOR FUNDING

Travel Activities

These activities involve support for students attending lectures, conferences, symposia, or similar activities. Meals allocated for travel will follow university guidelines for reimbursement. Funds for travel may be allocated when members of the organization will:

- Represent the institution and thereby enhance the prestige of the institution and the organization or activity.
- Gain knowledge or experience for the student body and/or the individual's organization or activity.

Speaker Activities

Funds may be allocated to bring a speaker to campus. The main speaking engagement must be open to the entire campus community

Operational Activities

Funds may be allocated to help an organization remain operational. Examples of operational activities are printing of agendas, office supplies, and specialized equipment needs.

Food/Beverage

Funds may be allocated for food and beverages at events, meetings, and receptions.

Other Expenses

Funds may be allocated to help organizations with other expenses if they are justified.

ACTIVITIES NOT ELIGIBLE FOR FUNDING

- *Local travel of less than 50 miles.*
- *National or local dues for individuals.*
- *Promotional merchandise or materials to be sold for a profit.*
- *Events with alcoholic beverages being served will not be funded unless granted special permission from the Chancellor of the university.*
- *Direct requests for donations to charities or non-profit groups.*
- *Events with an admission fee unless granted special permission by the Vice Chancellor of Student Affairs with consultation from the Assistant Director of Student Leadership and Engagement (or designee). If permission is granted, the organization may realize profits only after reimbursing the student activities fees that account for the original allocation. The Vice Chancellor can also grant special permission for groups not to have to reimburse the amount if the event significantly contributes to the mission of the university.*
- *No memorabilia, yearbooks, photo albums or any items that are solely group-specific.*
- *No speaker who is a member of the USCA faculty, staff, or student body may receive payment or honorarium for a personal appearance.*

PRIORITIES FOR FUNDING

- *Will be given to events and programs held on campus.*
- *Will be given to programs and events that relate to the mission of the student organization requesting the funds and which support the overall mission of the university.*
- *Will be given to programs and events which are open to the entire campus community.*
- *Will be given to organizations who have limited abilities to obtain funding from other sources (i.e. other departments on campus, fee structure of organization, etc.)*

How to Apply for Student Activities Fees

The Student Government Association approves the Student Activities Fee Allocation budget based on the recommendations of the Student Activities Fee Allocation Committee. The budget is subject to the approval of the Vice Chancellor of Student Affairs.

Hearings will be held at least once a year.

STEPS TO PARTICIPATE IN THE STUDENT ACTIVITIES FEE ALLOCATION.

Step 1

Each registered organization will receive notification of the opening of the budget process at least two weeks prior to when the hearings will be held. Campus publications will be used to publicize the availability of forms and when hearings will be held.

Step 2

The student organization, in consultation with the adviser, identifies all budgetary needs for the organizations. Organizations may apply for funding for the entire year or plan by semester. Forms and instructions can be picked up in the Student Life Suite or Student Government Association Office which are both located in the Student Activities Center.

Step 3

The student organization completes the Budget Proposal Form, returns it by the due date to the Student Life Suite, and signs up for a hearing with the Student Activities Fee Allocation Committee.

Step 4

Representatives from the organization prepare to justify their budget requests at the hearing.

Step 5

Representatives from the organization attend the hearing with the SAFAC and explain their budget requests. At least two members, but no more than four members, of the organization, should be present at the hearing.

Step 6

Within two weeks after the hearings, the organization receives a printed itemized copy of their requested budget.

Step 7

Student organizations who disagree with their budget allocation may appeal to the Vice Chancellor of Student Affairs.

If an organization does not meet with SAFAC for a hearing, the organization will not receive any allocation from SAFAC.

Each year, the SAFAC committee may set limits for funding on specific items. Each funded organization should be aware of the fact that the SAFAC retains the right to review all funded expenditures from a previous year before consideration for future funding. The accounts will be audited monthly by the Student Life Suite and/or the Student Government Association. Therefore, it is necessary for organizations to maintain records that are both current and accurate and to carefully consider their own expenditures.

OTHER BUDGET CONSIDERATIONS

Unused Allocations

Any funds not spent within the assigned time period will be transferred back to the general student activities fee account. Any money or revenue generated by the student organization will roll over for two academic years.

Budget Changes

Occasionally, a student organization may find it necessary to request a change in the budget they submitted. If this occurs, a Budget Transfer Request Form, available in the Student Government Office and the Student Life Suite, should be submitted to the Student Government Office in the Student Activities Center.

Student organizations should have your request form into the office by Noon on Mondays. At that time, a representative from the student organization may make an appointment to meet with the SGA Secretary/Treasurer to answer questions concerning the request. The SGA Finance Committee meets weekly during the fall and spring semester and will act promptly on any request. Student organizations will be notified of the status of their request by Friday.

Composition of Student Activities Fee Allocation Committee

The Student Activities Fee Allocation Committee will consist of six members. One of the voting members will be selected from the faculty and staff while the Assistant Vice Chancellor of Student Affairs (or designee) will be a permanent non-voting appointment. The other four voting members will be Senators from the Student Government Association, including the Secretary/Treasurer of the Student Government Association. The Vice Chancellor of Student Affairs will choose the faculty/staff representatives, and the Student Government Association President will choose the other three Senators. The chair of the

committee will be the Secretary/Treasurer of the Student Government Association. Committee members will serve a one-year term from April to April.

For the hearing to be held, at least 2/3 of SAFAC must be present.

Solicitation & Fundraising Policies

Solicitation Policy

Purpose

The University of South Carolina Aiken has the duty and responsibility to maintain a safe and healthy environment conducive to its principal mission of education. At the same time, the University recognizes and respects the constitutional protection of free speech as well as the individual student's right to privacy. Accordingly, the University hereby adopts this solicitation policy for the purpose of establishing reasonable time, place and manner restrictions on campus solicitation.

Definition of Solicitation

- Solicitation is defined as contract for the purpose of:
 - Soliciting funds or sales or demonstrations that result in sales;
 - Distributing advertising or other materials;
 - Compiling data for surveys, programs, or other purposes;
 - Recruitment of members or support for an organization or cause;
 - Providing educational information sessions (exclusive of formal University of South Carolina Aiken academic classes)

Even within areas open to solicitation, this contract may not substantially disrupt or materially (or significantly) interfere with the educational, administrative, or operational activities of the University. Commercial speech which is false, fraudulent, or misrepresentative is not permitted. Events which are in violation of local, state, or federal law, Board of Trustees policy, or rules, regulations, and guidelines of the University, are prohibited. An event that places an undue burden on campus facilities; interferes with the use of campus facilities by other people; disrupts normal operations; infringes on the protected rights of others; has as a principle goal to incite a riot or to disrupt other activities, may be denied the privilege to use University facilities or grounds for solicitation.

Areas Available for Solicitation

Although the University is devoted to the public in many ways, the entire campus is not a public forum. Public access to some portions of the campus must be limited to achieve the school's educational mission, to retain student privacy, and to meet safety and health requirements. However, some areas are open for solicitation within the guidelines established by this policy. Prior approval through established registration and reservation procedures (available at the Office of Student Life) and the approval of the Vice Chancellor of Student Affairs (or designee) are necessary in order to utilize these areas:

- Designated areas in front and back patios of the Student Activities Center;
- Designated areas within the Student Activities Center, the Humanities and Social Science Building, Administration Building, the Business and Education Building and the Quad;
- Other specifically designated areas are formally contracted through the University for the purpose of advertising goods and services to the USCA community upon the approval of the Chancellor, Vice Chancellor for Student Affairs, or designee.

Distribution of Literature

Distribution of literature by university or non-university individuals or organizations is subject to this solicitation policy to prevent harassment of students and to maintain the campus environment. The person-to-person distribution of literature by university or non-university individuals or organizations is restricted to the areas available for solicitation and must be registered and reserved in advance through the Vice Chancellor for Student Affairs (or designee). The posting of literature by university or non-university individuals or organizations is restricted to appropriate reserved areas of bulletin boards in all

university buildings subject to the documented approval and instruction of the Vice Chancellor of Student Affairs (or designee). Announcements of any type on trees, sidewalks, light posts, parked cars, or other similar structures is strictly prohibited.

Direct Mail Solicitation

The University of South Carolina Aiken mail room is responsible for providing services for USCA faculty, staff, and students for official University business only. Mail determined to be of personal nature (such as checks, bank statements, utility bills, personal packages) will be returned to the sender. The only exception to the policy is mail services to Pacer Downs' resident students whose mail is delivered to their residence.

University Intra-Campus Mail Service cannot be used by faculty, staff, students, or outside businesses or organizations for advertising, campaign notices, solicitation, or for any purpose that is not determined official university business. No USCA mailing list will be available for use other than for official university of South Carolina Aiken business. (Student organizations may be contacted through the Office of Student Life.)

Policy on Sales Solicitation

Solicitors and tradesmen, including students, faculty, or other University personnel are prohibited from entering University grounds or buildings of the University of South Carolina Aiken for the purpose of transacting business with students, faculty, or other University personnel, unless they have been issued a letter of permit for this purpose by the Office of the Vice Chancellor for Student Affairs (or designee). Sales solicitation may be subject to a solicitation fee set by the Vice Chancellor for Student Affairs (or designee).

Employee Solicitation

Employees of the university may not solicit for non-university sponsored activities during working time regardless of whether they are in their working area or not.

Organizations and Departments

Registered USC Aiken student organizations may solicit in designated areas under the following conditions:

- The organizations must complete a facility reservation form on 25Live.
- The Assistant Director of Student Leadership & Engagement (or designee) must be made aware of outside speakers and/or performers being brought through sponsorship by USC Aiken student organizations to the campus.
- A fund-raising audit sheet must be completed after each event for allocated organizations. Non-allocated organizations are still recommended to complete a fund-raising audit sheet. These are to be turned into the Student Life Suite.
- Any use of space not normally designated for use by student organizations and University departments must be requested in writing from the Assistant Director of Student Leadership & Engagement (or designee).

Statement of Equity

Approval to solicit on the University of South Carolina Aiken campus shall not be granted in an arbitrary manner upon the basis of the content of the proposed speech related activity. Any constitutionally protected speech will be permitted within the reasonable time, place, and manner restrictions of this policy.

Outside Organizations and Individuals

Any outside organization or individual wishing to come on campus for the purpose of solicitation must be sponsored by a registered USC Aiken organization or university department. After obtaining sponsorship, the outside organization or individual must follow the procedure outlined for USC Aiken student organizations (organizations having questions regarding sponsorship should contact the Assistant Director of Student Leadership & Engagement (or designee). Additionally, an alternative means of communication is available through the student media area. Lastly, outside groups or individuals can rent space on campus for solicitation through the university.

Disclaimer

The Solicitation Policy of the University of South Carolina Aiken must undergo constant revision to reflect prevailing community standards and the most recent case law which constitutionally defends the rights of students as citizens as well as protecting the individual privacy of students on the University campus. Contact the Office of Student Life in the Student Activities Center for the most recent revisions of this Solicitation Policy.

Fundraising Policy

Any campus organization wishing to conduct a fundraising event, or any way solicit funds for any purpose from students other than their own members, must request permission from the Assistant Director of Student Leadership & Engagement (or designee). This request shall be submitted a minimum of 5 working days in advance of the proposed date of commencement of collection of funds or sale of tickets. Requests must be approved by the Assistant Director of Student Leadership & Engagement (or designee). Organizations planning fund raising events off-campus must check with the Assistant Director of Student Leadership & Engagement (or designee) for pertinent civic and University policies. All funds received by means of the fundraising process by groups receiving funding from the Student Activities Fee Allocation Committee are subject to accounting by the Director of Student Leadership and Engagement (or designee). All funds raised by organizations from events funded in whole or in part from student allocation fee funds must be deposited in their university account. Fundraising may in no way involve the sale and/or distribution of alcohol. Any organization selling food must consult the Assistant Director of Student Leadership & Engagement (or designee) to establish the nature and location of the sale. At that time, the Assistant Director of Student Leadership & Engagement for (or designee) may consult with the food services provider to determine if assistance is necessary to maintain the quality of the food products being sold. For additional financial information, please refer to the Handbook for Treasurer's which is available in the Student Life Suite.

Travel Policies & Procedures

PURPOSE

The purpose of this policy is to give advisors and student leaders a guide in regard to student organization travel. All student organizations and their members must abide by all policies and procedures set by the University of South Carolina Aiken in this document. The university encourages the participation of recognized student organizations to participate in off campus activities such as state, regional, and national conferences, team competitions, and workshops. In addition to university's policies, all national, state, federal, and local laws must be followed during university sponsored trips.

STEPS FOR TRAVEL APPROVAL

Step 1

All student organizations wishing to travel with university funding must complete a Travel Authorization Form (the name commonly used is T.A.) at least two weeks in advance. One TAV must be complete for students traveling and a separate TAV must be used for each faculty/staff member traveling.

Step 2

Participants under the age of 18 must also obtain the signature of a parent or legal guardian. Failure to complete and submit this form will result in that student not being able to participate in the event. Liability Release Waiver forms are available in the Student Life Suite.

Step 3

A member of the University of South Carolina Aiken's faculty or staff must accompany an organization on all recognized events involving travel unless a waiver to this requirement has been granted by the Assistant Director of Student Leadership & Engagement or (designee). The organization's advisor must approve all student organization travel.

All participants agree to follow all University policies, as well as all state, federal, local, and national laws on the sponsored trip.

METHODS OF TRAVEL

Use of University Vehicles

All student organizations are permitted to use University vehicles subject to availability. The organization's adviser or university official must accompany groups when using a state or University rented vehicle. The advisor's presence is not required on local trips within a 50-mile radius of the university. Any exceptions should be approved by the Vice Chancellor of Student Affairs (or designee). Any club wishing to use a university vehicle must submit a Vehicle Reservation Request and all necessary travel forms to the Vice Chancellor of Student Affairs (or designee) at least three weeks prior to the trip. Drivers must be 21 years of age when operating a University owned 15 passenger van. Drivers must be 18 years of age when operating other University vehicles. Drivers must also complete the University's Vehicle Training Program and submit a Driver Record Request form along with an official copy of their driving record (obtained from the State Highway Department). The Driver Record Request form should be completed at least two weeks prior to the proposed trip.

Student Travel in Personal Vehicles

Student organizations are permitted to travel in- and out-of-state in a personal vehicle as long as the appropriate paperwork is completed and all policies and procedures are followed. The owner of the vehicle must provide proof of valid insurance before the event will be approved by the Vice Chancellor of Student Affairs (or designee) or appropriate supervisor.

Commercial Air or Train Travel

The Office of Student Life will work with student organizations to secure reservations on commercial airlines, trains, etc. If you prefer, you may purchase your own airline ticket online using a personal credit card. For reimbursement, print an official itinerary/receipt that states traveler's name, amount of ticket and method of payment. Attach this itinerary/receipt to a completed Travel Reimbursement Voucher for the amount of the ticket.

EMERGENCIES

If an emergency occurs, please contact 911 immediately and obtain assistance as needed. Please contact one of the following individuals to make the University aware of the situation:

Student Life Suite: 803-641-3285 or 803-641-3634

Vice Chancellor of Student Affairs (cell): 803-646-5738

Director of Student Leadership & Engagement (cell): 303-523-1967

Assistant Director of Student Leadership & Engagement (cell): 570-847-1662

University Police: 803-641-3319

HOW TO FILL OUT A STUDENT TRAVEL WORKSHEET

Students traveling, as official representatives of university registered student organizations, are subject to the same policies and procedures applicable to university staff. Reimbursement may range from token financial support up to the maximum travel and subsistence allowance applicable to regular official travel. The organization's Advisor must approve all student organization travel. Travel reimbursement will be limited to the amount approved in the organization-approved budget. Other official University student travel must be approved by the Department Head whose budget will be charged for the travel.

All official university student travel requests are processed on the Travel Authorization (TA) Form. The worksheet must be submitted to the Student Life Office two weeks prior to the trip and should show the approved travel expenses. State law and the Senate Finance guidelines regulate travel. There are no exceptions to these policies. Keep a copy of your Travel Authorization (TA) as well as all receipts for your records for reimbursement after the trip.

Please see worksheet [here](#) for reference.

GENERAL RULES FOR REIMBURSEMENT OF TRAVEL EXPENSES

Subsistence Allowance

The traveler shall be reimbursed for the actual expenses incurred in obtaining meals, except that such cost shall not exceed rates approved on the Travel Authorization. The maximum daily reimbursement for meals shall not exceed the state set allocations for either in state or out of state travel. Meals will be reimbursed, based on time of departure and time of return, up to maximum allowance by state law.

Breakfast

Time of Departure *Time of Return*
Before 6:30 a.m. *After 11:00 a.m.*

Lunch

Time of Departure *Time of Return*
Before 11:00 a.m. *After 1:30 p.m.*

Dinner

Time of Departure *Time of Return*
Before 5:15 p.m. *After 8:30 p.m.*

No reimbursement will be made for meals if travel is within 10 miles of the University. No cash advance for meals will be granted if travel is within the state of South Carolina.

Lodging Reimbursement

No reimbursement for overnight accommodation will be made within fifty miles of the university and/or place of residence. Original receipts for hotel or motel expenditure must be attached to the Travel Reimbursement Voucher when submitted for reimbursement.

Transportation Reimbursement

Transportation will be paid in full at coach or tourists class rates. However, if a private vehicle is authorized, reimbursement will be at the current mileage rates allowed per mile in the approved budget, whichever is less.

GENERAL RULES FOR TRAVEL ON OFFICIAL UNIVERSITY BUSINESS

When students participate in university travel (defined as travel which is either partially or fully funded by the university) they become representatives of USCA. Accordingly, they understand that any actions they take on the trip will negatively or positively affect opinion of others about USCA. Students are expected to follow the Non-Academic Code of Conduct while on university travel.

When a student(s) participates in university travel, he or she must follow all federal, state, and local laws and statues. If the travel is abroad, the student(s) is expected to be familiar with all laws and regulations of the country(ies). Failure to comply may result in judicial action as allowed.

25Live & Facility Reservations

For Programs and Events Facility Reservations are Processed in the Following Priority Order:

1. **ACADEMIC CLASSES**
2. **ACTIVITIES SPONSORED BY UNIVERSITY ENTITIES**
 - a. *Traditional Activities/Traditional events are established activities that are celebrations of the cultural and social continuity of the University community. The events should be structured in the spirit of community which encourages participation by various University constituencies, including students, faculty and staff. University departments' annual conferences are also recognized as traditional activities.*
3. **ACTIVITIES SPONSORED BY THE USCA PACER UNION BOARD**
 - a. *The Pacer Union Board performs a function that is integral to the stated mission and goals of the University union. The University union exists in part to provide the University of South Carolina Aiken services, programs and support personnel to improve the quality of student life at the University of South Carolina Aiken. The PUB schedules all confirmed events during reservation periods for each semester. In addition, they may hold up to sixteen open dates for every semester.*
4. **ACTIVITIES SPONSORED BY REGISTERED STUDENT ORGANIZATIONS**
 - a. *Registered student organizations are those student organizations at the University of South Carolina Aiken recognized, governed, and regulated by the Office of Student Life, Division of Student Services. Student organizations must be currently registered with the University to be eligible for Student Activities Center usage.*
5. **NON-REGISTERED STUDENT ORGANIZATIONS**
 - a. *Non-registered student organizations may utilize the SAC facilities on a restricted basis. Non-registered student organizations may use facilities for three organizational meetings. They may not use facilities for other activities such as social events, special programs, or revenue producing events. No reservations will be accepted from non-registered student organizations that indicate the facility is being used for a programming function.*
6. **ACTIVITIES SPONSORED BY NON-UNIVERSITY ENTITIES**
 - a. *Non-University related entities may utilize certain SAC facilities on a restricted basis and must reserve through the appropriate offices.*

Reservation Policy for University Facilities

This policy provides a comprehensive set of guidelines and procedures for the scheduling and reservation of property, buildings, facilities and grounds owned or controlled by the University of South Carolina Aiken as well as the inclusion of university-sponsored events in the calendar system, regardless of location. Use of campus spaces should be for activities that support the university's primary mission of education through teaching, research, creative activity and community engagement
Policies for Scheduling USC Aiken Facilities.

A. Facilities on the USC Aiken campus can be scheduled for both internal and external group events. *Internal groups are defined as academic and administrative departments, units, and student organizations. External groups are defined as private, corporate, and non-profit entities. The Office of External Programs, Continuing Education, and Conferences will schedule and coordinate all events for external groups, with the exception of the Etheredge Center, the Ruth Patrick Science Education Center, and the Convocation Center/Athletics fields.*

B. Reservable Space Covered by this Policy: *All interior (classrooms, laboratories, meeting rooms, assembly, conference rooms, study rooms and recreation rooms), exterior (recreational fields, walkways, quad areas, Pacer Path, front and back lawns, and any other outdoor space) and university-controlled space which is located off-campus (such as USCA on the Alley) will be included. Office space will not be included as reservable space.*

Fees and Service Charges

All required fees related to the use of reservable space or equipment associated with that space must be approved through the annual fee solicitation initiated by the USC Aiken's Budget Office.

Internal Users: *If a space reservation includes any fees for space or equipment rental, the user should have a signed agreement reflecting these fees and terms of payment. If a space reservation does not include any fees for space or equipment rental, the user still needs to sign a contract stating that the user will be held financially responsible for any damages beyond normal wear on equipment, furniture, building, property, facilities and grounds.*

External Group or Organization: *Fees for space or equipment rental with an external group or organization must be included in the contract approved by USC Aiken Budget Office and Office of the Chancellor. The user will be held financially responsible for any damages beyond normal wear on equipment, furniture, building, property, facilities and grounds.*

In addition, the user will be held financially responsible for any custodial, security, parking or other services required because of the scheduled event if not identified as part of the rental fee.

C. Off-campus Short-term Rental: *Off-campus space leased for a particular event must have a contractual agreement and approval with the unit and university. Users must adhere to specific property procedures of that space. When a university event is approved for an off-campus rental, the user is responsible for submitting the information to the University's 25Live reservation system as an "Office Campus" location for inclusion on the calendar.*

D. Assembly, Athletic, and Vendor-contracted Space: *Reservation requests for any University space such as Convocation Center and athletic facilities that are typically used for both commercial and campus events or are controlled by an approved vendor will follow the procedures established for that facility. When a university event is approved for one of these spaces, the Requestor is responsible for submitting the information to 25Live reservation system for inclusion on the calendar.*

E. Non-discrimination for Assignment of Space: *Requests for space usage must be reviewed in the context of this and other related policies. A request that is compliant with these policies cannot be denied because of age, race, gender, color, sex, religion, political affiliation, sexual orientation, genetics, national origin, or disability status of the user.*

F. The Office of External Programs, Continuing Education, and Conferences *will be the coordinating unit with final approval for all campus facility requests.*

G. Usage Guidelines for All Space

Appropriate Usage of Space:

- *University Event: Event organized by a university unit, including performance events for public audiences.*
- *University-sponsored Event: Event organized by a group or organization external to the university but sponsored by a university unit because of mutual interest and collaboration.*
- *External Group or Organization with Contractual Space Rental: Event organized by a group or organization external to the university based on contractual arrangement for use of space, including commercial events at the Convocation Center, Ruth Patrick Science and Education Center, Etherredge Center, and other venues.*

Inappropriate Usage of space:

- *Event that is mercantile in nature (beyond solicitation as defined in University Policy on Campus Solicitation).*
- *Event posing a conflict of interest: Before approval for space request from an outside sponsor, Approver should review possible direct degrees of competition between the requester of the event with the university.*
- *Event that has not been properly vetted and scheduled, including personal use without a contractual agreement for space. The contractual agreement will provide the written guidelines for use of space.*

Other Guidelines:

- *The guidelines may be based on specific conditions (e.g., outdoor space activities) and prior history of the user (e.g., prior non-payment of fees, inappropriate use of space, non-compliance with policies for space usage).*
- *All groups using campus facilities must leave facilities as they found them, i.e. no excessive trash, no changes in the room setups, no covers on doors, windows, etc.*
- *All groups using campus facilities are required to use campus Dining Services. You can reach out to them at Catering@usca.edu or Dining@usca.edu.*
- *Indoor and outdoor space is subject to the campus-wide ban on tobacco.*
- *Only assistance animals and laboratory animals are permitted. Assistance animals include service animals only.*
- *Candles or open flames of any kind are restricted.*
- *Use of tape or other adhesives, nailing, tacking or permanently adhering items to ceilings, walls, floors, windows or doors is prohibited, except where permitted. Ceiling tiles, security camera systems, and fire safety equipment should not be tampered with in any space.*
- *The Office of External Programs, Continuing Education, and Conferences can specify restrictions concerning how a space is used due to donor/contractual restrictions or similar considerations.*
- *Events may not be announced or advertised, except to key event participants, until contracts have been fully executed by all parties.*
- *All groups using campus facilities must refrain from making excessive noise during their meeting/events in classroom buildings in order to not disturb classes, other meetings, or students who are studying.*
- *Weekend event and end times for all groups are as follows: Sunday-Thursday: events must end by midnight, with guests vacating the facility by 12:15 a.m., facility must be clear of all equipment and cleaned up by 1:00 a.m. Friday-Saturday: events must end by 1:00 a.m., with all guests vacating the facility by 1:15 a.m., facility must be clear of all equipment and cleaned up by 2:00 a.m. Requests for a later closing time (which may include time for break-down or clean up) must be made to the Director of Student Leadership and Engagement (or designee) for student events; or to the Director of the Office of External Programs, Continuing Education, and Conferences for other events- no later than ten (10) business days prior to the event.*
- *There may be charges for housekeeping, house managers, technical personnel, and/or operations, i.e. setups, breakdowns, cleanups, in addition to any rental fee for the use of University facilities and resources to be assessed by the Office of External Programs, Continuing Education, and Conferences, the Etherredge Center Office, Convocation Center, and/or the Operations Office.*
- *For events held in the Etherredge Center: a production meeting is required prior to every event. A projected set of costs will be provided in advance of the event date, along with any special conditions. After the event has taken place, an itemized bill will be sent to the rental group contact person.*
- *It is the responsibility of the requesting individual or group to set up an appointment with the USCA Police Chief for security for events with 100 or more participants. If it is determined that additional security is needed at specific events, the charges for this service will be paid by the responsible individual group.*
- *If media and /or marketing are needed, it can be requested through 25Live under "Resources".*
- *Parking is available in Parking Lots A, B, C, and D. Visitors should park in the spaces indicated by the white lines. The parking spaces indicated by yellow lines are reserved for faculty and staff; visitors are prohibited from parking in these areas.*
- *All campus rooms and facilities are booked on a first-come, first-served basis.*

- Campus facilities may not be available for use on official University holidays.

Procedure for Scheduling Internal Groups

- All room requests must be scheduled in the 25Live system to ensure the availability of the room or facility. The following information regarding the proposed event is necessary: date(s), name of the event, facility reservation time(s), or the start and end time that the requester would like to reserve the facility, published event time(s), or actual start and end time of the event, number of people expected to attend, and the room or facility requested. All student groups/organizations must have approval from the student organization's faculty or staff advisor and the Director of Student Leadership and Engagement (or designee) prior to submitting the request. If the meeting or event is held on multiple dates, i.e. sorority or fraternity meeting that is held each week at the same time/same room, it is necessary to place repeating dates in 25Live. Contact information of the person responsible for organizing the event should be placed in the "Event Details" on 25Live for each meeting or event.
- USC Aiken's 25Live Reservation System is available online on the USC Aiken homepage at the bottom of the page the "A to Z" index under "0-9" 25Live (login).
- The approver in 25Live will respond to the requester's email request within two business days of receipt of the request. He/ she will review requests for space and will be responsible to ensure any scheduled events comply with relevant university policies, legal regulations and the university mission. He/she should coordinate with the user regarding venue options such as set-up, audio-visual equipment, catering, special custodial requests, security, building access, parking and building systems (e.g., lighting, AC and heating units) If the desired facility is available, the requester will be able to reserve via 25Live. All requests are first come, first serve basis. If the desired facility is in use, the only way the reservation can be changed is when the initial reserving party agrees to remove the reservation, or by order of the Chancellor (or designee). Due to operations scheduling, requests will need to be submitted at least three days prior to the event.
- If any type of setup is required, including a setup for catering or A/V equipment, a diagram must be attached in 25Live. If catering is needed, this can also be requested in 25Live and ordering can be placed through Dining Services at Catering@usca.edu.
- To request the use of A/V equipment, please request in 25Live under "Resources". This is also where you would request the number of tables and chairs if needed.
- Any changes in events i.e. times, location, or cancellations, must be made in 25Live.

Priority Assignment & Restriction of Space

General Classroom Space:

Priority usage of general purpose classroom space is for scheduled academic courses. General purpose classrooms are available for other usage after the master schedule is determined for a given semester.

Public Assembly/Event Space:

Public assembly event space such as Convocation Center and athletic facilities are included in this policy for inclusion on the University calendar. Reservations and usage requirements are determined by the facility guidelines and contractual agreements.

Local Unit Non-Assembly Space:

The local user may prioritize events within that unit over requests from outside users.

Cancellation of Space Reservation:

The University may cancel an internal, non-contractual agreement if the University makes a good faith determination that the University's use of the space is necessary to meet the educational mission of the University or that an emergency or other circumstance requires cancellation of the agreement.

Non-Discrimination for Assignment of Space:

Requests for space usage must be reviewed in the context of this and other related policies. A request that is compliant with these policies cannot be denied because of age, race, gender, color, sex, religion, political affiliation, sexual orientation, genetics, national origin, or disability status of the user.

Reservation of Spirit Horse Guidelines

- All individuals, organizations, and groups must supply their own paint or materials when wanting to decorate the horse. The University will not supply these materials.
- Only the horse is allowed to be painted. No individual, organization, or group will be allowed to paint any sidewalks, lamp posts, grass, or buildings surrounding the spirit horse. Any damage caused to university property with paint or any other materials used to decorate the horse will be of the financial responsibility of the individual, group, or organization who causes the damage.
- No racial slurs, derogatory language, hate speech or the belittlement of other on-campus organizations or individuals will be tolerated. Remember, anything put on the horse reflects either positively or negatively on your organization.
- All paintings or decorations must be in accordance with the University Handbook. Any violations will be subject to discipline in accordance with the Student Code of Conduct.
- Reservations of the Horse can be made for up to a week at a time and must be made at the Student Life Suite. Special permission to have decorations on the horse for more than a week may be granted for certain events.
- The Office of Student Life will be regularly monitoring the horse to make sure that any decoration on the horse does not violate any of the above guidelines.

Procedure for Scheduling Internal Groups

- All facility requests should be completed in 25 Live. The request should include the following information regarding the proposed event: date(s), name of the event, facility reservation time(s) or the start and end time that the requestor would like to reserve the facility, published event time(s) or actual start time and end time of the event, number of people expected to attend and the room or facility requested. All student groups/organizations must have their advisor submit the request in 25 Live.
- The request in 25Live should be submitted at least three (3) days prior to the event and sent as per either A. or B. below:
 - A. If any type of setup is required, including a setup for catering or AV equipment, a diagram must be described in the reservation of 25 Live. If the setup cannot be accommodated, you will be notified immediately by email.
 - B. If no setup is required, the request can be submitted without any diagrams or descriptions.
- Upon final approval the requestor will be able to see whether the event was approved by looking at the approvals section on the original request. Facility/scheduling requests are not considered final until all of the approvals have been satisfied.

After the event has been approved the event will be entered on the Student Life Calendar, which can be accessed at <https://www.usca.edu/calendar/>.

**It is important to note that the Calendar is used by the Operations Office for heating and cooling facilities and the USCA Police Office for security purposes and to monitor all events held on campus. To request the use of audio-visual equipment please do so in the 25 Live request under "Resources." Only one request will be accepted per event. Any changes in events, i.e. times, location, or cancellations, must be reported via email to the 25 Live coordinator.*

Procedure for Scheduling External Groups

The Conference Center and Special Events Office will schedule and coordinate all events for off-campus groups.

Off-campus groups will be subject to the following rates:

- *University-Affiliate: Any program or event which has substantial support from a USCA department, office, or student organization is considered a university function and therefore will receive the University rates.*
- *Non-Profit: Any program or event which is sponsored by an organization or agency which operates on a non-profit basis will receive Non-Profit rates.*
- *Corporate/ Private: Any program or event which does not have an educational mission or is planned and sponsored by a non-university entity will be responsible for the Corporate/Private rates.*

Annual Reservation Procedure

All activities in the SAC are recorded on a master calendar maintained in 25 Live. The 25 Live administrators will accept requests for facilities usage on a “first come” basis. The Office of Student Life, in conjunction with the Conference Center and Special Events Office, reserves the right to assign facilities on the basis of the most efficient utilization of space. Adjustments will be made if certain situations require changes in the facilities reserved by a group. Events that are of the same nature (ex. fundraising) will not be scheduled at the same time to ensure that organizations are able to have adequate access to the campus. If conflicts do arise the 25Live administrators will work with the groups on new times, date or space.

Note: For additional information regarding facility usage at the University of South Carolina Aiken, contact the Office of Conferences and Continuing Education located in the Business and Education Building, Room 111(648-6851 ext. 3587). The 25Live administrators will work to ensure that student organizations do not have events during the same time. If events are requested during the same time the second organization may be asked to reserve a different time.

Student Activity Center Patio Entertainment

All types of entertainment (i.e. bands, speakers, dances, etc.) may take place only with the permission of the Assistant Director of Student Leadership and Engagement (or designee). These events are restricted so as not to interfere with academic classes or the library. Public speeches or debates may take place only with the permission of the Assistant Director of Student Leadership and Engagement (or designee), and noise level does not extend beyond the confines of the patio. The patios are used primarily for student organizations to have a fundraising event or set up displays.

Student Tailgate Policy

To continue to develop student life at the University of South Carolina Aiken and promote an increased sense of institutional pride and school spirit, this policy has been created for use of the space and facilities adjacent to the Convocation Center, softball/soccer complex, and Roberto Hernandez Stadium for student tailgates and events held prior to athletic contests. The purpose of the Student Tailgate Policy is to assist student organizations and/or on-campus departments in the coordination of tailgates and activities and ensure that existing institutional policies related to event planning and risk management are appropriately applied.

PROCEDURES

- *Limitations of use: tailgates and pre-game activities must be limited to the parking lot/grass area adjacent to the front of the Convocation Center, the 3rd base area by the home dugout of the Roberto Hernandez Stadium, and beyond the outfield fence on the home side of Satcher Field. Reservation of the space is limited to recognized student organizations and on-campus departments for student-only events. For students that are not affiliated in a recognized student organization, they must register their tailgate spot with the Student Life Suite.*
- *Reservation/Preparation of Space: sponsoring organizations must reserve the facilities no less than one week before the date of the proposed event. Reservations will be coordinated through 25Live.*
- *Responsibilities of Sponsoring Organizations: Student organizations or on-campus departments hosting the event are responsible for providing all staffing and equipment for the proposed activity (this includes security personnel, sound equipment, tables, trash cans, recycling bins, etc.) as well as set-up and clean-up related to the activity.*
- *Use of Alcohol: The University of South Carolina Aiken's alcohol policy shall regulate any use of alcohol at pre-game activities within the facilities. The appropriate forms must be completed and submitted to the Office of Student Life for review no less than two weeks (14 business days) prior to the date of the proposed event. Individuals determined to be inebriated or unable to care for themselves will be denied entry to the activity and/or to the athletic contest.*
- *Duration of Tailgates/Activities: Pre-game activities will be limited to two (2) hours. Activities must end 15 minutes prior to the start of the scheduled athletic contest.*
- *Use of Amplified Sound: Due to the proximity of the tailgating areas to soccer/softball complex and Roberto Hernandez Stadium, permission to the use amplified sound must be granted by the Director of Athletics or designee.*
- *Open Flames/Personal Grills: Personal grills may be used.*
- *Damages: Sponsoring organizations are responsible for all costs associated with any damage and/or repairs that result from the scheduled activity.*

Alcohol & Drug Policies & Procedures

Policy on the Use of Alcoholic Beverages on Campus

This policy governs the consumption, possession, distribution, and sale of alcoholic beverages (defined as beer, wine, and distilled spirits) on the University of South Carolina Aiken campus and at University or student organization-sponsored off-campus events.

Based on a concern for the welfare of all members of the University community and in keeping with state and local laws, this policy is designed to promote the responsible use or nonuse of alcoholic beverages. Consistent with our institutional mission statement, USC Aiken values responsible citizenship. Members of the campus community are expected to assume responsibility for their own behavior while consuming alcoholic beverages and to understand that being under the influence of alcohol does not lessen accountability to the University and the community. All members of the USCA community are expected to comply with all the laws and policies stated below.

SOUTH CAROLINA LAW

It is against South Carolina law and USC Aiken policy to:

- *Purchase, possess or consume any alcoholic beverage if you are under the age of twenty-one.*
- *Provide any alcohol to a person under twenty-one by transfer, gift, or sale.*
- *Misrepresent your age for the purpose of procuring alcohol including possessing a false or altered driver's license or ID.*
- *Drive while under the influence of alcohol.*
- *Have a blood alcohol level of .02 or higher while driving a vehicle if you are under the age of 21 (zero tolerance).*
- *Have an open container of alcohol in a moving vehicle.*
- *Be intoxicated in public.*

Further information on South Carolina alcoholic beverage laws is available at <http://www.scstatehouse.gov/code/title61.php>.

LOCAL ORDINANCE

It is against local ordinance and therefore University policy to consume alcohol in public within the city limits. Pacer Downs, Pacer Crossings, and Pacer Commons are located within the city limits. Therefore, consuming alcohol on apartment balconies or on the housing grounds is prohibited.

GENERAL GUIDELINES

- *The legal consumption, possession, distribution, or sale of alcohol is permitted only at events and locations approved by the Chancellor (or designee) for departmental and University-wide events or the Director of Student Leadership and Engagement (or designee) for student or student organization events. Consumption of alcohol is also permitted in University housing facilities, as stipulated in the University Housing Guidebook and the USCA Student Handbook.*
- *A licensed third-party vendor must provide/sell the alcoholic beverages at any on or off-campus events hosted by a University entity where students are present. For on-campus events, the University's contracted food service provider will serve as the third-party vendor unless the Director of Food Service approves an alternate provider.*
- *Individuals will be held responsible for their behavior while under the influence of alcohol. Failure to comply with South Carolina state law or University policy may subject the person or group to state and/or University penalties.*
- *Any containers of alcohol that are being transported must be sealed and covered while on University premises.*
- *Common source containers of alcohol (e.g. kegs) are not permitted on campus at any time.*
- *Chugging, drinking games, initiations, funneling, or other potentially dangerous drinking games*

are prohibited.

- No student activity fee or other University collected fee will be used to purchase alcohol for use either on or off campus.
- Students, faculty, staff or student organizations who serve or sell alcohol to students at off campus events assume liability for enforcing the law and assuring appropriate behavior. In such instances, USC Aiken assumes no responsibility or liability.
- This policy is subject to change to comply with new local, state, or federal laws or changes in operating procedures pertaining to the possession and consumption of alcoholic beverages.

ADDITIONAL GUIDELINES FOR STUDENTS

- Students must adhere to the General Guidelines in this policy as well as all federal, state and local laws and ordinances. They are also subject to the Student Code of Conduct and can be held accountable under multiple systems, whether or not a civil or criminal conviction is made.
- Regardless of the age of the student, the abuse of alcohol that results in impaired behavior is considered a violation of the alcohol policy.
- Being under the influence of alcohol does not constitute a defense for bad behavior; students will be held responsible for their actions regardless of their consumption of alcohol.
- Sanctions for the violation of University policies are based on the severity and frequency of the violation. Sanctions may include but are not limited to: completion of educational and risk reduction programs, fines, community service, probation, individual screenings, research papers, educational counseling group, and parental notification.*
- If a student fails to comply with the request of a University Police Officer to complete a sobriety test, it will be considered an automatic admission of having consumed alcohol.
- Students who are apprehended and charged by law enforcement agencies with alcohol-related criminal conduct off campus are required to inform the Vice Chancellor of Student Affairs of the charges.
 - *Parental Notification: The Family Educational Rights and Privacy Act (FERPA) allows educational institutions to notify parents/guardians of students under the age of 21 when the student violates the University's alcohol or drug policies. Because we believe that parents can assist us in educating and empowering students to make responsible decisions regarding alcohol, we typically exercise our right to notify parents in the following situations:
 - Drug violations;
 - Repeat or serious alcohol violations, and;
 - The University also reserves the right to notify parents for first alcohol violations if deemed appropriate.

ADDITIONAL GUIDELINES FOR STUDENT ORGANIZATIONS

- Student organizations hosting an event must adhere to the General Guidelines in this policy as well as all federal, state and local laws and ordinances. They are also subject to the Student Code of Conduct and the Student Organization Social Events Policy and can be held accountable under multiple systems, whether or not a civil or criminal conviction is made.
- The decisions made or behavior exhibited by individual members of an organization may result in disciplinary action against the organization as well as the individuals involved.
- No funds of an officially recognized student organization deposited or administered through the University may be used to purchase alcohol for use either on or off campus.
- At on or off-campus events, student organizations may not provide alcohol for free or in exchange for a cover charge or ticket to an event.
- Student organizations that wish to have alcohol sold at an on-campus event must submit the [Social Event Agreement Form](#) found on Presence and utilize Sodexo as the third party vendor.
- Only beer and wine will be permitted at on campus student events.
- Sanctions for the violation of University policies are based on the severity and frequency of the violation. Sanctions may include, but are not limited to, completion of educational and risk reduction programs, fines, community service, probation, suspension of student organization status, and suspension from use of University facilities for a designated period of time.
- Student organizations who want to host events with alcohol must attend one social host responsibilities workshop during the academic year prior to hosting the event(s).

ADDITIONAL GUIDELINES FOR UNIVERSITY DEPARTMENTS

- *University departments and employees within those departments must adhere to the General Guidelines in this policy, all federal, state, and local laws and ordinances as well as the Drug-Free Workplace Policy (<http://hr.sc.edu/policies/drugfree.pdf>).*
- *University departments that wish to host an on or off-campus event with alcohol must secure permission from their appropriate senior administrator.*
- *At on campus events that are primarily for students, only beer and wine will be permitted.*

Policy on the Use of Alcohol on Campus or During University-Sponsored Events

These procedures describe the process that will be used by the University to review requests for allowing alcoholic beverages to be available during events that are either held on University property or are sponsored by an entity of the University. Events include gatherings that are sponsored by the University or an approved University organization to take place on campus primarily for students or held off campus primarily for students.

In general, this policy recognizes two different types of entities that may host an event. The types of entities that may host an event are categorized as follows:

- **Student Organization Sponsored Events**
 - *These events would include those sponsored by an approved student organization or any other approved group or organization of students.*
- **University Departmental Sponsored Events**
 - *These events would be hosted by an office, a school/college or a department.*

APPROVAL PROCESS

All sponsors of events must complete and submit the appropriate approval forms to the Office of Student Life. If the event is held on campus, an advisor must reserve facility space in 25 Live as well as be present at the event. If any alcohol will be available at a student-sponsored event, there shall be a conclusive presumption that underage students will be in attendance.

The appropriate approval forms which are found on Presence shall be required for every event where alcohol will be served. The appropriate approval form shall address the following issues with the specificity needed to adequately address the perceived risk:

- *the location of the event;*
- *the start and end time of the event;*
- *the sponsor of the event;*
- *how the organization will prevent underage persons from having access to alcohol;*
- *the type of alcohol that will be available at the event;*
- *the type of non-alcoholic beverages that will be available at the event;*
- *what food will be served;*
- *the number of officers requested from University Police or, if the event is to be held off campus, a description of the security available;*
- *the estimated number of total guests to attend the event; and,*
- *the primary purpose of the event.*

When determining the risk of alcohol abuse associated with an event, the Assistant Director of Leadership and Engagement will at least consider the following factors:

- *the history of the event and the conduct of participants during the event;*
- *the number of underage students or other underage persons who are expected to be in attendance as guests;*

- the number of underage persons who will have access to the event by, for example, working as servers or volunteers; and,
- the publicity surrounding the event and/or the public perception of the event.

STANDARDS

The considerations and standards used by the Assistant Director of Student Leadership and Engagement to review an application for an event shall include the following:

The University will not approve an event if, in the exercise of its sole discretion, it has determined that holding the event will present an unreasonable risk to the health or safety of the University community and/or to the property of the University, or that the event will be conducted in a way that would portray the University or the members of the University community in a false light or otherwise subject it or them to public ridicule or disgrace.

ON CAMPUS ALCOHOL SERVICE PROVIDERS

Sodexo, the official food service provider for the USC Aiken, must be used as the on-campus alcohol service provider unless the Director of Food Service, in conjunction with the Assistant Director of Student Leadership and Engagement (or designee), grants special permission for another licensed provider.

If an event is held on campus but not at a location where a liquor license exists, the sponsoring organization must obtain a temporary liquor license through the State of South Carolina. Cost of the license is subject to change according to State of South Carolina policies. If a temporary license is needed, once the event is approved, sponsoring organizations will have 5 days to apply for a temporary license with the assistance of Sodexo.

OFF CAMPUS ALCOHOL SERVICE PROVIDERS

If the event is held off campus, the vendor must:

- Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
- Be properly insured, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

THE SPONSORING ORGANIZATION AND THE VENDOR AGREE TO THE FOLLOWING

- All areas relating to serving, ticketing, distribution, and control of alcohol must be handled by the vendor and only the vendor for the entire duration of the function
- All the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business are to be handled by the vendor, including but not limited to:
 - Checking identification cards upon entry
 - Not serving minors
 - Not serving individuals who appear to be intoxicated
 - Maintaining absolute control of all alcoholic containers present
 - Collecting all remaining alcohol at the end of the function (no excess alcohol – opened or unopened – is to be given, sold, or furnished to the organization or its members)
 - Removing all alcohol from the premises

THE FOLLOWING CRITERIA APPLY ONLY TO STUDENT ORGANIZATIONS

Advertising of student organization-sponsored events where alcoholic beverages will be consumed must be consistent with the educational philosophy of the University of South Carolina Aiken and follow these conditions:

- Advertisement for any event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.

- *The message conveyed in the event promotion must not encourage the use of alcohol.*
- *Publicity must not convey that consumption of alcohol as the purpose or reason for the event.*
- *Promotion must not refer to the amount/quantity of alcohol to be present.*
- *Advertisements for events must not portray drinking as a solution to personal or academic problems or as necessary for social, sexual, or academic success.*
- *Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.*

SANCTIONS

Individual students or student organizations who violate USC Aiken policies are subject to civil, criminal and University proceedings and sanctions. The University campus is not a sanctuary that relieves students of their responsibilities as citizens to abide by local, state and federal laws, and University regulations, policies, and procedures. Violations of this Campus Alcohol Policy will be referred to appropriate University agencies. Students and student organizations may be subject to sanctions by more than one appropriate agency. Sanctions for the violation of University's policies are based on the severity and frequency of violation.

Sanctions may include but are not limited to: referral to on or off-campus alcohol assessment and/or counseling, alcohol education, community service, disciplinary probation, suspension of individual students, suspension from use of University facilities for a designated period of time, and suspension of student organization status.

RELATED ISSUES

Students or student organizations suspected of violating federal, state or local laws may be subject to University judicial proceedings. Disciplinary action may be imposed by the University under the USC Aiken Code of Conduct, whether or not a civil or criminal conviction is made.

Students, faculty, staff, or student organizations who serve or sell alcohol to students at off-campus events assume liability for abiding by the law and assuring appropriate behavior. In such instances, USC Aiken assumes no responsibility or liability.

USC Aiken Student Activities funds may not be used to purchase alcohol for any on or off-campus event. Students who are apprehended and charged by law enforcement agencies with alcohol-related criminal conduct off campus during a sanctioned event are required to inform the Vice Chancellor for Student Affairs.

Policy on the Use of Drugs by Students

The University of South Carolina Aiken recognizes that drug abuse is one of the major problems confronting our society. Within the University community, services are available to reduce the problems associated with drug abuse. Students with drug problems may seek confidential counseling and advice through the USC Aiken Counseling Center and the USC Aiken Student Health Center. A list of additional resources can be found in the USC Aiken Student Handbook. Although the University recognizes the need for providing remedial services, it does not intend to shelter persons who violate state or federal drug or narcotics laws. University officials will assist and cooperate with law enforcement personnel as they perform their duties in controlling drug abuse. Students charged with violating state and federal laws are subject to further disciplinary action by the University.

STATEMENT OF POLICY

The possession, use, manufacture, sale or distribution of any counterfeit, illegal, or controlled drug without a prescription or the possession of drug paraphernalia, such as pipes, bongs, or an items modified or adapted so that they can be used to consume drugs are not permitted on University premises or at any University sponsored event. Specific prohibited actions include:

- *the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances*.*
- *being in the presence of illegal drugs or controlled substances.*
- *the possession or sale of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons, etc.).*
- *the distribution or delivery of an imitation (“look alike”), non-controlled substance which is represented as a controlled substance.*

** The term “controlled substances” refers to those drugs and substances whose possession, sale or delivery results in criminal sanctions under South Carolina Law.*

SANCTIONS

Legal

As citizens, students have the responsibility for knowing and complying with the provisions of state and federal law related to drugs. A student who violates any of these laws is subject to prosecution and punishment through the legal system. Information on federal and state drug laws and penalties is provided in the USC Aiken Student Handbook. (Students who are apprehended and charged by law enforcement agencies with drug-related criminal conduct, off campus are required to inform the Dean of Students).

University Disciplinary

In addition to any federal and state charges, a student is subject to disciplinary action through the University judicial process. This process may precede criminal or civil proceedings. It is not “double jeopardy” for both the civil authorities and the University to proceed against and sanction a person for the same specified conduct.

The University considers any violation of the drug policy to be a serious offense. The University will respond to all reported violations of this policy in accordance with disciplinary procedures included in the Student Handbook.

Although violations will be handled on a case-by-case basis, any violation that is deemed to be a threat to the safety and health of the campus community will result in summary suspension prior to a formal hearing. Sanctions that may be imposed by the University include, but are not limited to, the following:

- *Suspension*
- *Summary Suspension*
- *Suspension Held in Abeyance with Conditions*
- *Expulsion*
- *Counseling*
- *Educational Programs*
- *Conditions and Restrictions*
- *University Housing*
- *A student who is suspected of violating the drug policy while living in on-campus housing will be subject to immediate removal from housing as a response to violating the terms of the housing contract.*

Eligibility for Federal and State Financial Assistance

Students found in violation of the drug policy jeopardize their ability to receive federal and state financial assistance for which they might otherwise be eligible.

Parental Notification Policy

In 1998, changes in the law that governs the privacy of student records, the Family Educational Rights and Privacy Act (FERPA), permitted colleges and universities to inform the parents/guardians of students under the age of 21 when they determined the student violated University alcohol and drug policies. At the University of South Carolina Aiken, we believe such notification can help us in educating our students. While we constantly strive to educate and empower students to make more responsible decisions about drug and alcohol usage, we know that the support of parents in this process is critical. The University of South Carolina Aiken typically exercises its right to notify parents of students under 21 in the following situations:

- *Cases involving drug violations*
- *Repeat or serious alcohol violations*
- *The university also reserves the right to notify parents for first alcohol violations if deemed appropriate.*

Future Revisions

The University of South Carolina Aiken reserves the right to update this policy. Students are responsible for being aware of changes as they are disseminated to the campus community.

Good Samaritan/Medical Amnesty Policy

SUMMARY OF POLICY

This Policy provides that any student who needs medical care during an alcohol-related emergency and who receives or actively seeks out such care in a timely fashion, may do so without fear of being subjected to Student Disciplinary action.

PURPOSE

Unfortunately, when alcohol related emergencies arise, many students hesitate to contact law enforcement officials or healthcare professionals out of fear that disciplinary consequences may follow. The Good Samaritan/Medical Amnesty Policy will grant conditional amnesty from Student Disciplinary action for those students in need of medical attention, as well as those students who call for assistance to aid another student, because of alcohol abuse.

The purpose of the Good Samaritan/Medical Amnesty Policy is to encourage student to seek assistance when that student is need of medical attention or when that student knows of another student in need of medical care due to alcohol abuse or alcohol poisoning (an "Alcohol Related Medical Emergency"). Those who receive medical attention for their abuse of alcohol will also receive education concerning their own habits so that they may make healthy decisions in the future.

DEFINITIONS

Conditional Amnesty

Students who report an Alcohol Related Medical Emergency in accordance with this Policy will not be subjected to formal student disciplinary action. As a condition for this courtesy, however, the student or students involved will be required to undertake a series of affirmative measures to redress any damages they may have caused and to receive one or more interventions to assist them correct unacceptable behavior. Conditional amnesty does not waive parental notification.

Conditional amnesty granted under this policy does not negate the laws and ordinances enforced by local, state, and federal law enforcement authorities. Nor will it excuse violations of other University policies. If any policy or law violation beyond alcohol abuse and possession are committed, conditional amnesty will not apply. Such other violations may include, but are not limited to, threats of harm to self/others, hazing, property damage, sexual harassment/abuse, illegal use of other drugs, and assault.

Students who have been charged with such other violations in direct relation to the incidence in which they pursue amnesty will not qualify for amnesty. Moreover, any organization providing alcohol to students during an event or gathering at which multiple students become ill will not qualify for amnesty.

This Policy will only apply in cases under the jurisdiction of University Housing, the Office of the Vice Chancellor of Student Affairs and/or the University Police.

Alcohol-Related Medical Emergency

Alcohol-Related Medical Emergencies include an alcohol overdose and alcohol poisoning that warrants immediate medical attention to protect the health of the student or others. Signs of alcohol overdose and poisoning may include one or more of the following:

- Unresponsiveness to shouting and vigorous shaking;
- Skin that is pale, clammy, bluish, or blotchy;
- Depressed respiration, lapses in breathing;
- Mental confusion, stupor, or coma;
- Seizures, convulsions, or rigid spasms; or
- Vomiting while asleep or unconscious coupled with failure to awake.

Medical Attention

For a student to qualify for conditional amnesty, he/she must receive or actively seek out medical attention. This may include a range of efforts evidencing an unequivocal intention to receive medical help, such as a voluntary examination by University of South Carolina Aiken First Responders/EMS, contacting local EMS, or seeking transportation to or visiting a hospital for more intensive care. It also includes asking for the assistance of Student Health Services. A student will qualify for conditional amnesty only if the student makes no effort to resist the help of the College, local emergency staff, or healthcare clinicians. Medical intervention must be sought at the time of the observed conditions that give rise to a reasonable suspicion of alcohol abuse.

Helper

A helper is any student or student organization that seeks help for a student suffering from an alcohol overdose or poisoning. Although helpers are appreciated and encouraged to act if they see a student in need, their amnesty is also conditional. Helpers that are found to have committed other violations of law or University policies, such as hazing will be held accountable for their actions. They will not be eligible for amnesty and will receive disciplinary sanctions as a result of their infractions.

PROCEDURES

Assignment of a Conduct Officer

If an Alcohol-Related Medical Emergency should arise, the Division of Student Affairs (the "Office") will be notified. Thereafter, the Division will assign a Conduct Officer to the parties involved. The Conduct Officer may be a Residence Life and Housing Official or a Student Affairs official. Each student will be sent a written notice that he/she must meet with the assigned Conduct Officer for an interview.

Decision

The assigned Conduct Officer(s) will decide whether each concerned student qualifies for conditional amnesty under this Policy after giving full consideration to the circumstances of the case.

Assignment of Amnesty Conditions

Should the student(s) qualify for conditional amnesty, the Conduct Officer(s) will evaluate the case and surrounding circumstances in order to assign appropriate conditions as alternatives to judicial sanctioning. These conditions will be educational or therapeutic in nature, designed to benefit the student and improve his/her future decision-making. These conditions will most likely include mandatory sessions with a professional in the Counseling Center. All service fees for assigned substance abuse counseling will be waived if the student qualifies for conditional amnesty.

Failure to Complete Conditions

If the student fails to agree to the amnesty conditions or fails to satisfactorily complete the assigned conditions deemed necessary by his/her Conduct Officer, conditional amnesty will not be given, and any amnesty previously given shall be revoked. Student disciplinary charges will be filed. Thereafter, the case will be turned over to the Dean of Students or designee where it will be subject to conduct processes. This will most likely result in the creation of a formal disciplinary record of the incident in question and, if culpability is found, may require the imposition of disciplinary sanctions.

Documentation and Record Keeping

If a student qualifies for conditional amnesty, documentation or evaluation of the case will not be placed in any disciplinary record. A record, however, will exist in the Judicial Affairs database that the incident transpired, but this record is not normally reportable to outside employers, agencies, or other higher education institutions without the permission of the student. However, some background checks for local, state, and/or Federal employment may require full disclosure and release of student records, in which case, the record of the incident may be reported. In addition, the University may be served with a subpoena or other legal process that requires the University to produce the record. In such cases, the University will comply with all applicable provisions of law. In addition to the foregoing, the record will exist in the Judicial Affairs database to track the student's behavior should there be another incident of a similar nature.

AMNESTY FOR MULTIPLE ALCOHOL-RELATED MEDICAL EMERGENCIES

For those Needing Assistance

This policy is intended for one-time use only by any individual student. It is intended to serve as a wake-up call and a way for students to improve their decision-making skills as well as to learn healthy habits of living. Amnesty under this Policy is granted as a matter of comity and not of right. It should be viewed as an opportunity and is not to be abused by those who break rules of conduct on repeated occasions. Accordingly, any student needing medical attention for an Alcohol Related Emergency on more than one occasion may not receive amnesty even if all other terms and conditions of this Policy are met. The granting of any form of amnesty remains a matter of discretion with the Vice Chancellor of Student Affairs or designee.

For Helpers

Helpers, or those who seek help for the endangered student, are not limited to only one use of the Good Samaritan/Medical Amnesty Policy. It is expected that members of the University of South Carolina Aiken community will always make an effort to help a fellow student who is in need, even if they have been using alcohol themselves.

Notwithstanding the foregoing, if a Conduct Officer has reasonable suspicions that the Good Samaritan/Medical Amnesty Policy is being abused in any way, he/she may hold in abeyance the amnesty to a helper until an investigation of the incident is completed.

Other Important Policies

Catering Policy

Student organizations must use Sodexo, the university's catering company, unless special permission is granted by the Assistant Director of Student Leadership and Engagement (or designee). Sodexo does provide student organizations with a special catering guide and organizations should consult with Dining Services.

Hazing Policy

The University of South Carolina Aiken prohibits any form of hazing. No organization, registered or otherwise, officially or in fact, may participate in the activity of hazing.

Hazing is defined as any action or situation created by individuals, clubs and organizations, on or off campus, that could cause or has the potential to result in harassment, emotional or physical abuse of harm, embarrassment, anxiety, ridicule, or the violation of a University rule, no matter how good the end result or intent. Examples of hazing, include but are not limited to:

- *Tests of endurance*
- *Submission of members or prospective members to potentially dangerous or hazardous circumstances*
- *Paddling*
- *Forced indulgence of alcohol or food*
- *Forced excessive exercise*
- *Indecent stunts or dress*
- *Deprivation of sleep, normal sleep patterns, or adequate study time*
- *Physical harassment such as pushing, shoving, tickling, yelling, etc.*
- *Deprivation of normal amounts of food and water*
- *Individual or group interrogations such as line-ups*
- *Personal servitude*
- *Assigning pranks*
- *Forced or coerced trips such as kidnaps, displacement, and "pledge" dumps*

Registered organizations and groups shall be permitted certain initiation ceremonies and activities, which when examined by the ordinary University student, would seem reasonable under the circumstances and justified in view of the purpose for which they are conducted.

It shall not constitute a defense to the charge of hazing that the participants took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.

For information on the South Carolina Hazing Law, the USCA Hazing Policy, or to initiate a complaint for alleged hazing, contact the Vice Chancellor for Student Affairs.

Student Organizations Social Event Policies

ON CAMPUS EVENTS

The following policies have been adopted to protect USCA students and property. These policies are intended to regulate any social events held on the USCA campus by student organizations. Failure to abide by these policies could result in disciplinary action as outlined in the USCA Student Handbook under “Student Organization Non-Academic Discipline System Procedures” and suspension of the sponsoring organizations.

PRE-PLANNING

All on-campus parties/dances/new member presentations/socials sponsored by student organizations must be held in the Student Activities Center. If the organization would like to hold an event on campus at another location, special permission must be obtained from the Assistant Director of Student Leadership and Engagement or designee. A facility request form must be filled out at least two weeks before the event.

The sponsoring organization will be required to hire and pay for one or more University Police Officer(s) if needed. The University Police Department will determine the number of officers necessary to ensure the safety of those attending the event. Security needs will be discussed at the pre-planning meeting. Each sponsoring organization will meet with the Assistant Director of Student Leadership & Engagement (or designee), the Chief of University Police, or designee(s) at least two (2) weeks before the event for a pre-planning meeting. The meeting will review room arrangements, staffing needs, security needs, and event policies. Each sponsoring organization should have at least two representatives attend the meeting. Failure to schedule and attend this meeting will result in the cancellation of the event.

If the sponsoring organization wishes to invite special outside groups (such as a student organization from another college) to attend their event, they must indicate this on their original facilities request form. A list of potential groups who will be invited must be sent to the Assistant Director of Student Leadership and Engagement or a designee. The Assistant Director of Student Leadership and Engagement or a designee will approve or deny this request and will communicate the decision to the sponsoring group. The sponsoring organization must have a sign-in sheet for each visiting approved group. Members of these approved groups must sign in on the appropriate sign-in sheet and show an ID verifying their identity. No one under the age of 18 will be admitted unless they are a USCA student or a member of an approved outside group.

EVENT MANAGEMENT

The entry table for the event must be located near the Student Life Suite and it must be supervised by the advisor (or designated faculty/staff person) and one student at all times. All other entrances into the building need to be locked to provide only one entrance into the building during the event.

All persons entering the event must show a valid USCA ID. Only USCA students and their guests (one guest per student) will be permitted to enter the event. The USCA student must sign in his/her guest and will be held accountable for the guest’s behavior.

Sponsoring organizations will need to write down the name and driver's license number of any guest (a valid military or state picture ID may be used if a driver’s license is unavailable). If the guest does not have a valid ID, he/she will not be admitted into the party. Sponsoring organizations must use the standard guest list/driver’s license forms provided by the Office of Student Life.

Advisors must provide a copy of the guest list to the Student Life Suite within 48 hours of the end of the event as well as keep a copy of the guest sign-in sheet for at least four weeks after the event in case of any issues.

OTHER RULES FOR MANAGING AN EVENT

- *No outside containers will be permitted into the party.*
- *The sponsoring organization, advisor (or designee) and/or University Police will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.*
- *No weapons of any kind will be permitted at events.*
- *Once a person leaves the event (leaves the building), he or she may not re-enter.*
- *Non-alcoholic beverages must be available (free or for a reasonable fee) at the event.*
- *The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the advisor (or designated faculty/staff member). Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).*
- *The advisor or designee and/or University Police may shut down any event/program if necessary.*
- *The sponsoring organization will be responsible for cleaning up the area (including the bathrooms and the parking lot) after the event. Failure to do so may result in the assessment of a fine or cleaning fee.*
- *The advisor or designated faculty/staff member must be present for the entire dance/party.*
- *All social events (Sunday – Thursday) must end by 12:00am and guests must vacate the facility by 12:15am. The facility must be clear of all equipment and cleaned up by 1:00am. Social events held on Friday and Saturday must end by 1:00am and guests must vacate the facility by 1:15am. The facility must be clear of all equipment and cleaned up by 2:00am. Requests for a later closing time (which may include breakdown needs) must be made to the Assistant Director of Student Leadership and Engagement or designee, no later than (10) working days in advance of the event.*

OFF-CAMPUS EVENTS

The following policies have been adopted to protect USCA students and organizations. These policies are intended to regulate any social events held off the USCA campus by student organizations. These policies apply to events that take place in a public location or when members of the general public may attend (i.e. parties, formals/semi-formals, date parties, dances, etc.). Failure to abide by these policies could result in disciplinary action as outlined in the USCA Student Handbook under “Student Organization Non-Academic Discipline System Procedures” and suspension of the sponsoring organization(s).

- *Each sponsoring organization will meet with the Assistant Director of Student Leadership and Engagement (or designee) at least two (2) weeks prior to the event for a pre-planning meeting. The meeting will review event arrangements including, but not limited to: facility being used, catering needs, staffing needs, security needs, and event policies. Each sponsoring organization should have at least two representatives attend the meeting. Failure to schedule and attend this meeting will result in cancellation of the event.*
- *Each sponsoring organization must complete a social event agreement form and bring the completed form with them to the meeting with the Assistant Director of Student Leadership & Engagement or designee, at least two weeks before the event.*
- *If an organization wishes to have alcohol at the event it must be run by a third-party vendor licensed by the state in which the event is taking place. The vendor must be responsible for id'ing and serving event attendees. Students MAY NOT serve as bartenders or ID checkers.*
- *No alcohol will be brought into any student organization sponsored event. Also, no outside containers will be permitted into the party.*
- *Events with alcohol must also provide non-salty food readily available in a sufficient quantity for the number of expected attendees. At least one free non-alcoholic option must be available to attendees. Other non-alcoholic drinks may be sold but must be at a cost of less than alcoholic drinks.*
- *The sponsoring organization or advisor (or designee) will deny entrance to any person who is*

- *deemed to be under the influence of drugs or alcohol.*
- *No weapons of any kind will be permitted at events.*
- *Once a person leaves the event (leaves the building), he or she may not re-enter.*
- *The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the facility management and advisor (or designee). Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).*
- *The advisor, facility manager, or designee may shut down any event/program if necessary.*
- *The sponsoring organization must adhere to all facility stipulations as discussed in a meeting with facility management or per facility rental agreement.*
- *Any damage or problems that occur during the event must be reported to the Assistant Director of Student Leadership and Engagement or designee within 24 hours of the end of the event.*

Vehicle Request Services

USCA has several vans and an automobile that are available for use by student organizations. The vehicles must be reserved and are available on a first-come, first-served basis. The cost of use is charged to the student organization requesting the vehicle. Reservations can be made with a Vehicle Reservation Request (Form#13/20). All student drivers must be accompanied by a faculty or staff member when transporting other students. Only those students, faculty, or staff members who have turned in a Motor Vehicles Record Screening form (MVRS-1) and a copy of their driving record (available from the SC Highway Department) and have passed the driver's training course are eligible to drive a university vehicle. For more information about how to reserve university vehicles, [go here](#).

Instructional Services

The USCA Instructional Services Department is located in the Ruth Patrick Science Education Center. The Instructional Services Department is responsible for providing all audio/visual equipment used on campus. If your organization would like to use audio/visual equipment, it can be requested through 25Live.

Sound System

The Office of Student Life is pleased to offer small, portable sound systems for the convenience of student organizations. Due to the high demand for the equipment, reservations for the equipment must be made at least two weeks before the event occurs. A Student Life Sound System Request Form is available in the Student Life Suite.

Please note: It is up to the discretion of the Assistant Director of Student Leadership and Engagement (or designee) to decide whether or not a sound system will be provided at events. Equipment may only be rented for on-campus events unless an exception is made by the Assistant Director of Student Leadership and Engagement (or designee). Failure to return equipment to the Student Life Suite after use could result in fines or suspension of use based upon the discretion of the Assistant Director of Student Leadership and Engagement (or designee).

Publicity Policy

The Offices of Student Life and Marketing & Community Relations are interested in assisting student organizations and campus departments in their efforts to publicize their activities while maintaining the beauty of the USCA campus. A variety of avenues are available for publicizing and a checklist is available on Presence – you can check it out [here](#). To best meet the needs of the entire campus, the following policy addresses the use of posted publicity.

- All publicity must be approved by the Office of Student Life.
- With the exception of registered banners in designated banner areas in each building, all publicity must be placed in approved areas. Approved areas include:
 - Sidewalks
 - Designated Big Board areas
 - Sandwich Boards
 - Open Bulletin Boards
 - Other areas approved by the Assistant Director of Student Leadership and Engagement or a designee
- All publicity hung in University Housing facilities must be approved by the University Housing office.
- There are a designated number of open boards that are for the use of the entire University of South Carolina Aiken community. All items on these boards must be date-stamped and approved by the Office of Student Life. Student organizations are responsible for removing their outdated materials.
- No flyer larger than 22” by 16” (L x W) will be allowed on open bulletin boards.
- If an organization does not follow the publicity policies, the Assistant Director of Student Leadership & Engagement or designee will be able to impose sanctions on that organization.
- Big Boards and/or banners may be hung on the interior and exterior entrances of the Student Activities Center and in designated areas on campus approved by the Assistant Director of Student Leadership & Engagement or designee.
- Student organizations may chalk sidewalks in designated areas, and all designs must be approved by the Assistant Director of Student Leadership & Engagement or designee.
- Table tents are not allowed on public tables (including food services areas) unless specifically approved by the Assistant Director of Student Leadership and Engagement or designee and the Director of Food Services.

Publicity is not allowed to be hung for more than 10 days unless specific approval is given by the Assistant Director of Student Leadership and Engagement or designee.

Advisor Manual

This manual is designed to be a tool for all advisors of student organizations at the University of South Carolina Aiken. It includes helpful information for advisors about expectations, university policies and procedures, and operations to ensure a successful advising experience.

Advisor Job Description

Each organization at the University of South Carolina Aiken (USCA) is required to have an advisor that is faculty or staff at USCA. The advisor should be an individual who has an interest in the purpose of the organization. While encouraged to be actively involved in all affairs of the organization, advisors are minimally expected to:

- *Attend periodic meetings and activities.*
- *Review and approve registration, budgets, travel plans, constitutions, facility requests, events and other forms.*
- *Help ensure the activities of the organization reflects favorably on the university.*
- *Provide historical background and serve as a point of reference.*
- *Assist members in balancing their extra-curricular activities.*
- *Intervene in high-risk situations and challenge student decision-making when necessary.*

Advisor involvement may encompass many other areas including:

- *Advise with regards to fundraising, sponsorship, and spending.*
- *Assist in transitioning new officers and developing leadership skills of all members.*
- *Provide input into the recruitment, selection, and evaluation of members and officers.*
- *Be aware that you may be consulted about personal concerns and are under no obligation in these instances.*

Advisors agree to abide by all policies governing student organizations and are encouraged to attend workshops offered by the university and be familiar with the Student Organization Handbook to promote further development.

IF YOU ARE SERVING AS A FACULTY/STAFF ADVISOR TO A FRATERNITY OR SORORITY THERE ARE ADDITIONAL EXPECTATIONS:

All fraternities and sororities (Greek organizations) are required to have an advisor who serves as faculty or staff at the University of South Carolina Aiken. A fraternity/sorority faculty/staff advisor serves the chapter in addition to their chapter advisor. It is the main purpose of the faculty/staff advisor to promote and support academic success within the organization. The duties and responsibilities of the Greek faculty/staff advisor include, but are not limited to, the following functions:

- *Assist the chapter in developing an overall scholarship program.*
- *Be available to meet with the members each semester to review their academic progress and plans at USCA.*
- *Assist the chapter in developing an academic incentives program.*
- *Be available to meet with individual members who are in need of academic assistance.*
- *Attend at least one or two chapter meetings each semester to get to know the members and the members to get to know the faculty/staff advisor.*

Role of the Advisor

Advisors are essential to the success of a student organization. It is their responsibility to guide the group in accordance with the purposes and ideals of the University of South Carolina Aiken and the organization. The relationship of the advisor to the group will vary depending on each organization and its members. Some advisors play very active roles - attending meetings, working with officers, and assisting in program planning. Others maintain a more distant relationship to the organizations. Therefore, the responsibilities and duties of the advisor will vary according to the group's needs. It is our hope that each advisor will maintain some regular contact with his or her organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness of policies and activities.

THE FOLLOWING ARE SOME OF THE ROLES YOU MAY ASSUME AS AN ADVISOR

MENTOR

Often students will come to see their advisor as a mentor and the success of this relationship can have a positive impact on both the student and advisor alike for years to come. Provide the students with advice and share your life experiences to assist them with their academic career and beyond.

MEDIATOR

Occasionally issues may arise between members of an organization, between different organizations, or between organizations and university administrators. As an advisor you may need to step in and help mediate the conflict. Often you can pull the two opposing parties into the same room and solve the issue by a simple conversation.

EDUCATOR

One of the most essential components to learning in "outside the classroom activities" is reflecting on what you are learning and how you are doing. Encourage students to stop and evaluate themselves. Assist them in recognizing learning opportunities and how those opportunities can make them better leaders and members in society.

MOTIVATOR

There will be times when an organization gets stuck on something or gets into a rut. Organizations may need assistance in overcoming these obstacles. You may need to be their cheerleader to keep them excited and motivated when facing a difficult challenge.

RESOURCE

As a faculty/staff member you can be a valuable resource about University policies, procedures, and rules. You are not expected to know everything, but as an employee of the University you have many more connections, and know who to call, than the students to find sought after answers.

LIAISON

An advisor can serve a key role in bridging the gap between an organization and University administrators or even between organizations. Take advantage of these opportunities to advocate on behalf of the organization.

We have provided some possible responsibilities that the advisor may consider when determining his/her responsibility to the organization, the individuals, and the University. Specifically, the role of the advisor is defined by the person filling the position. Hopefully each advisor will become involved in the organization through meetings, planning, programming, and activities.

HELPFUL HINTS FOR ADVISING A GROUP

- *Assist the group in filing its annual reports, required in order to maintain active status.*
- *Assist officers with procedural matters.*
- *Have a knowledge of all plans and activities of the group.*
- *Help the organization justify its expenditures of members' time, money, abilities, and energy.*
- *Discourage domination of the group by any individual or small groups.*
- *Provide long-term continuity within the group.*
- *Assist in the orientation and training of new officers.*
- *Be available to meet with members of the organization at their regular meetings.*
- *Provide assistance in the planning and evaluation of programs.*
- *Attend as many of the organization's programs as possible.*
- *Assist the group in setting realistic goals and objectives for the academic year.*
- *Promote relationship building between students, faculty, and staff.*
- *Be knowledgeable of the organization's history, constitution, and purpose.*
- *Assist the group in abiding by all University policies, procedures, and regulations.*

ADVISING INDIVIDUALS IN A STUDENT ORGANIZATION

- *Encourage each individual to participate in and plan group events.*
- *Assist students in maintaining a healthy balance between academics, co-curricular, and social aspects of student life.*
- *Encourage students to accept responsibility for specific parts of the program or event.*
- *Help students recognize the importance of their roles in relation to the group's goals.*
- *Assist with developing the leadership skill sets of members, particularly officers.*
- *Assist in the development of individuals into better citizens.*
- *Develop a strong working relationship with officers.*

WHAT AN ADVISOR MAY EXPECT OF A STUDENT OFFICER(S)

- *Establish and share a job description for the advisor that clearly defines advisor responsibilities and expectations.*
- *Keep advisor informed of all organizational activities, meeting times, locations and agendas.*
- *Establish an attendance schedule for the advisor in regards to organization meetings which is mutually agreed upon by the organization and advisor.*
- *Provide advisor with minutes of all meetings.*
- *Meet regularly with the advisor and use him/her as a sounding board for discussing plans and problems.*
- *Consult with the advisor prior to making any major changes to the structure of the organization.*
- *Allow the advisor to share their thoughts and ideas.*
- *Show respect for the advisor and value the advisor.*

WHAT A STUDENT OFFICER MAY EXPECT OF AN ADVISOR

- *Assist the group in formulating long-range goals and in planning and initiating short-term projects.*
- *To serve as a resource person for alternative solutions to problems confronting the group.*
- *Assistance with university procedural matters.*
- *Make suggestions of ways by which the group meetings can be improved.*
- *To represent the group and its interests in staff and faculty meetings.*
- *Assist in evaluating group projects, performance, and progress.*
- *Make suggestions that will permit the officers to improve leadership skills.*

CONSIDERATIONS FOR THE UNIVERSITY OF SOUTH CAROLINA AIKEN

- *Guide the group in accordance with the purposes and educational objectives of the university.*
- *Be familiar with the policies and procedures pertinent to USCA student organizations and ensure they are followed.*
- *Be familiar and comply with federal, state, and local laws and ordinances, as well as campus policies. Inform the group of policies as needed.*
- *Supervise the financial procedures of the organization in handling its funds.*
- *Cancel any activities you believe violate university policy, or local, state, or federal laws or are unsafe.*
- *Help increase awareness of both students and staff of the University facilities, events and personnel.*

QUESTIONS YOU MAY WANT TO DISCUSS WITH THE ORGANIZATION

- *How much involvement is needed, desired, or expected?*
- *How often does the organization meet?*
- *How many major activities or programs does the organization plan per semester? Per year?*
- *How experienced are the officers?*
- *How do your skills and knowledge match the needs of the organization?*
- *What are some of the problem areas the organization has experienced in recent history?*
- *What are some ways you as the advisor can be helpful to the organization?*
- *Is the advisor expected to be an active participant at meetings or a silent observer?*
- *Should you interrupt meetings if you think the group is getting off track?*
- *If things get unruly, should you interrupt or remain silent?*
- *Is the advisor expected to give feedback? What are the appropriate channels?*
- *Are there areas of the organization that are “hands off” to the advisor?*

DIFFERENT APPROACHES TO ADVISING

- *Point out issues relating to ideas presented by the officer without imposing bias.*
- *If an idea is inappropriate, the advisor should encourage students to consider other alternatives.*
- *Informal meetings are conducive to open and worthwhile discussion.*
- *If the officer asks “What should we do?” or “What do you think?” the questions should be rephrased and handed back to him/ her. The advisor is there to assist the officer, but not to solve the problem for the student.*
- *The officers should be encouraged to take an occasional chance on some less proven member in delegating authority.*
- *The advisor may wish to periodically evaluate the student in his/her effectiveness as an officer.*
- *The advisor may feel comfortable participating in group discussions when the members have learned to recognize and accept the advisor’s role as a co-worker whose opinions are respected for their value. This participation should not inhibit the prerogatives of anyone else.*

ATTRIBUTES OF A GOOD ADVISOR

Aware

Know what is happening with the organization at all times.... problems, dates of function, etc.

Dedicated

Willing to assist the organization when necessary. Enjoys being associated with the group and is very involved.

Visible

Attends meetings, events and other special activities of the organization.

Informed

Familiar with the rules, policies, and regulations of the University and the by-laws and constitution of the organization.

Supportive

Provides encouragement and praise to organization members.

Open-minded

Willingness to consider new ideas and approaches although she/he may not totally agree with them.

Respected

Earned respect through being trustworthy, honest, and demonstrating a genuine interest in the welfare of the group.

Organization Stages

FORMING

The “forming” stage occurs when the organization first assembles together. During this initial meeting, organization members share information about their experiences and develop first impressions of other members. The group leaders play a vital role during this stage. The leaders are tasked with laying out the group’s objectives, methods and practices. The leaders must also clarify each member’s powers and responsibilities to the group, as well as how each individual contributes to the group’s mission. During this stage an advisor can provide opportunities for training and development, including icebreakers and workshops or retreats. Also, the advisor should provide support to the organization.

STORMING

As its name implies, the “storming” stage is often the most turbulent time in any group’s life cycle. In some instances, the storming stage can bring about “brainstorming,” where the ideas are brought up, debated and measured by their merits. In other cases, the “storming” can imply the clash of personalities, as the dominant persons in the group attempt to wrest control of the group’s mission from the more passive members. During this time, the best thing the advisor can do is recognize what is happening and respond with team building exercises and conflict resolution strategies.

NORMING

The “norming” phase occurs when the personalities of the group have settled into their roles. During this phase, the individuals understand their responsibilities and act as a cohesive unit to accomplish the organization’s goals. Each member respects and appreciates the talents and contributions of the others. Members act out of a sense of trust and community, rather than the competition and rivalry. A leader can delegate responsibilities to those members that work well together. During this stage the advisor can assist the organization with developing expectations for members and officers.

PERFORMING

The “performing” phase sees the group at its peak. Each member knows their role and carries out their duties with the full support and understanding of the rest of the group. The workers reach their highest level of competence and motivation during this phase as they see the organization progress toward its goals. The leaders will continue to develop the team spirit and camaraderie needed to reach the goals. At this point the advisor should continue role modeling and assisting the organization with officer transitions and goal setting to keep the organization moving forward.

Officer Transition

One key function of an advisor is to assist with officer transitions. Typically, as the one consistent factor with the organization, the advisor has seen changes, knows what may or may not work, and can help maintain continuity.

It is extremely helpful for officers to know their roles and responsibilities before taking office. Expectations should be clearly set. There are a few different ways to conduct and assist with officer transitions. Following are some commonly used methods that seem to have the most success.

TEAM TRANSITION

Team transitioning involves getting everyone together in one room at one time. Be sure to include outgoing officers and incoming officers. This can be done as one long retreat or during several meetings.

Things to cover during team transitioning would be:

- 1. Past records and/or notebooks for each office. Outgoing and incoming officers should work on updating those together*
- 2. Discussion topics to include:*
 - a. Projects from the past year.*
 - b. Upcoming and incomplete projects.*
 - c. Challenges and setbacks.*
 - d. Anything the new officers may need to know to do their job effectively.*

During the transition meeting(s) the advisor role may be to:

- Organize the retreat.*
- Facilitate discussion.*
- Serve as a sounding board for ideas.*
- Offer suggestions.*
- Fill in any blanks.*
- Remember to try to refrain from telling new officers what to do.*

ONE-ON-ONE TRAINING

While it is ideal to do team transitioning as it allows for the opportunity to get everyone in the same room and on the same page, this simply isn't always possible. Many times, it is left up to the advisor to train the new officers. In this situation, an advisor would ideally bring together the outgoing officer with the new officer to conduct one-on-one training for each individual position. If the outgoing officer is not available to meet, then the advisor may have to train the new officer by themselves. The advisor may even find themselves creating a new notebook/files for the new officer from scratch.

Things to include in a new notebook/folder:

- 1. Any forms the officer may need to use.*
- 2. Copies of previous meeting agendas.*
- 3. A copy of the organization's constitution and bylaws.*

Talk about goals for the coming term and the officer's role in the organization. Discuss the expectations for each position.

PRESENCE AND STUDENT ORGANIZATIONS

The Student Life Suite will require student organizations to create and maintain a profile on Presence, which can be found [here](#). This software has many benefits for organizations and can help with tracking and information passing as well. Within this site, organizations can keep an active roster, update officers, promote and schedule events and also track others who attended. The Student Life Suite will be doing more business through Presence such as fee allocation requests, applications and organization management as well.

Services Provided to Registered Student Organizations

ORGANIZATION FAIRS

The Office of Student Life hosts two organization fairs each year (one per semester) called “Get on Board Day.” These fairs provide organizations the opportunity to showcase their group to new students.

ORGANIZATION MAILBOXES

Organizations can obtain a mailbox in the Student Life Suite in the Student Activities Center.

MEETING SPACE

Registered student organizations may use university facilities and sponsor activities on campus often for free or at a significant discount.

MARKETING RESOURCES

Copy machine

All student organizations are given a copy code and are allowed to use the copy machine in the Student Life Suite of the Student Activities Center. Copies are \$.05 per page for black and white copies, \$.15 per page for color copies. There are a variety of colors of paper that can be selected.

Banner Paper & Paint

Banner paper and paints are available at no cost in a variety of colors. See the front desk of the Student Life Suite.

Advising "Do's"

- *Assist officers with procedural matters. Be knowledgeable of the organization's purpose and constitution and help the general membership adhere to them.*
- *Be knowledgeable about, and comply with, federal, state, and local laws and ordinances, as well as campus policies. Inform the group about pertinent policies.*
- *Empower students to take action and to take satisfaction in seeing the student organization succeed.*
- *Allow the group to succeed, and allow the group to fail. Learn when to speak and when not to speak. Remember to let the students make the decisions while you provide the guidance.*
- *At the beginning of each year, develop clear expectations about the role of the advisor and your relationship to the organization.*
- *Read the organization's constitution.*
- *Try to get to know all, or most, of the members on an individual level. Learn what they want to get out of the organization.*
- *Maintain an officer list.*
- *Develop a strong working relationship with the officers. Establish meetings as needed with officers and members to help guide them in their positions.*
- *Discuss matters of concern with organizational leadership in private and praise them in public.*
- *Meet with the officers regularly to help set goals.*
- *Assist with orienting new officers and members to the history, mission, and purpose of the group and help them build upon it.*
- *Help resolve intragroup conflict.*
- *Help develop the leadership potential within the organization.*
- *Be visible and choose to attend periodic group meetings and events.*
- *Know your organization's limits.*
- *Keep your sense of humor and enthusiasm.*
- *Serve as a resource person.*
- *Be consistent with your actions. Be a good role model.*
- *Be available in emergency situations.*
- *Head off situations that might give rise to poor public relations for the organization or USCA.*
- *Introduce new program ideas, keeping in mind that this is the students' organization and they may or may not choose to pursue those programs.*
- *Point out new perspectives and opinions to the group.*
- *Review monthly financial reports for the organization.*
- *Learn the strengths and weaknesses of the organization.*
- *Encourage assessment within the organization.*
- *Encourage attendance at leadership trainings.*
- *Provide support to the members of the organization.*

Advising "Don'ts"

- *Know it all.*
- *Run the meetings.*
- *Say "I told you so."*
- *Impose your own bias.*
- *Manipulate the group, impose, or force your opinions.*
- *Close communications.*
- *Tell the group what to do.*
- *Do the work of the officers.*
- *Take everything so seriously.*
- *Take ownership of the organization.*
- *Act as the "parent" of the organization.*
- *Smother the organization and its members.*
- *Be afraid to let the organization try new ideas.*
- *Become such an advocate that you lose an objective viewpoint.*
- *Allow the organization to become completely run by a small group or one person.*
- *Be laissez-faire or autocratic.*
- *Assume the group handles everything okay and doesn't need you.*
- *Assume the organization's attitudes, needs, and personalities will remain the same from year to year.*

Twenty Tips to Increase Group Productivity

Adapted from M. J. Michal

1. Know what the students expect of you as an advisor.
2. Let the group and individual members know what you expect of them.
3. Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole.
4. Assist the group in setting realistic, attainable goals. Ensure success in the first project undertaken, and then increase responsibility.
5. Have the goals or objectives of the group firmly in mind. Know the purposes of the group and know what things need to be accomplished to meet the goal.
6. Assist each member in meeting his or her needs while helping the group achieve its goals. Understand why people become involved. Learn strengths and emphasize on them. Help each person grow and learn through their involvement by providing opportunities.
7. Know and understand the students with whom you are working. Different groups require different approaches.
8. Assist the group in determining the needs of the people the group is serving.
9. Express a sincere interest in each member. Encourage everyone to be responsible.
10. Assist the members in understanding the groups dynamics and human interaction. Recognize that at times the process is more important than the content.
11. Realize the importance of the peer group and its effect on each member's participation or lack thereof. Communicate that each individual's efforts are needed and appreciated.
12. Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of the members.
13. Use a reward and recognition system for work well done.
14. Develop a style that balances active and passive group membership.
15. Be aware of the various roles you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.
16. Do not allow yourself to be placed in the position of the chairperson.
17. Be aware of the institutional power structure--both formal and informal. Discuss institutional developments and policies with members.
18. Provide continuity for the group from semester to semester.
19. Challenge the group to grow and develop. Encourage independent thinking and decision-making.
20. Be creative and innovative. Keep a sense of humor!

Frequently Asked Questions

WHO IS ELIGIBLE TO BE AN ADVISOR?

Any full-time or part-time member of the University of South Carolina Aiken faculty or staff may serve as an advisor to an organization. Students are not eligible to advise organizations. Alumni and community members may co-advise an organization.

WHAT IS THE TIME COMMITMENT FOR BEING AN ADVISOR?

The amount of time spent advising a student organization is up to you. It is helpful to attend occasional meetings. You may also want to attend other events the group is hosting or allow students to stop by your office for questions. If your group has a social activity (party, dance, etc.) on campus you (or a faculty/staff designee) must be present for the entire event.

IS IT IMPORTANT THAT I BE AT EVERY EVENT?

Often groups have multiple events a semester, some even weekly. It is not necessary for you to be at every event. If your group has a social or party on campus you or a faculty/staff designee must be present for the entire event. Otherwise, work with the organization to set up a reasonable schedule for the events you know you can or should attend. Stop by their events to be supportive when you can, even if you cannot stay the entire time.

WHAT ARE THE RESPONSIBILITIES ASSOCIATED WITH BEING AN ADVISOR?

We want advisors to be more than just a name on paper and a signature. It is up to you and the organization to discuss what role and how active of a role you play as an advisor. It is however, imperative that you are familiar with University policies and procedures and you help ensure that the organization follows those policies.

WHAT ARE THE BENEFITS OF BEING AN ADVISOR?

Being an advisor will give you the opportunity to meet and build a relationship with students you may not otherwise meet and make a meaningful impact on their college experience and personal development. It also allows you to stay connected to campus life, contribute to student success, and develop your own leadership and mentorship skills.

Active Student Organizations

ACS Chemistry Club

We are a club for anyone that has a passing interest in, love of, or career in chemistry. We meet monthly to discuss topics in chemistry with guest from American Chemical Society and professors in the Chemistry Department.

African Student Association

The purpose of the Association will be to promote and celebrate African culture, heritage, history, and languages; provide a supportive and inclusive community for students of African descent and others interested in multicultural aspects of the African culture, fostering an environment where everyone can learn and grow together; raise awareness about issues affecting African communities locally and globally; collaborate with other student organizations to promote cultural diversity and understanding of the issues involving African communities and students; foster an environment where members and non-members can engage in activities and discussions related to the cultures, languages, and experiences of African people; promote cultural understanding, and community involvement; provide academic and universal support to any generation of African students transitioning into college life.

Alpha Kappa Alpha Sorority, Inc., Mu Lambda Chapter

Founded in 1908, Alpha Kappa Alpha is an international organization of 100,000 college women worldwide. Their unifying objective is the improvement of human life through service to others. The AKA Sorority also promotes scholastic and ethical standards, unity and friendship among college women, higher education and service to all mankind.

Alpha Kappa Delta

It shall be the purpose of this Chapter to promote excellence in scholarship in the study of sociology, research of social problems, and such other social and intellectual activities as will lead to improvement in the human condition.

Alpha Omicron Pi

Founded in 1897, Alpha Omicron Pi has over 126,000 members worldwide. The object of the fraternity is to encourage a sense of fraternity and love among its members; to stand at all times for character, dignity, scholarship and college loyalty; to strive for and support the best interest of the university. Alpha Omicron Pi is inspired and committed to its founding principles and is guided by the following values: trusting and respecting each other, building lifelong friendships, contributing time, talent and financial resources, promoting integrity, developing leaders, striving for excellence, encouraging innovation and creativity, using teamwork and collaboration, acting philanthropically, and being an living example for others

Alpha Phi Alpha Fraternity, Inc., Sigma Tau Chapter

Founded in 1906, Alpha Phi Alpha is a national fraternity which strives to stimulate the ambition of members; to prepare them for the greatest usefulness in the causes of humanity, freedom, and dignity of individuals; to encourage the highest and noblest form of manhood; and, to aid downtrodden humanity in its efforts to achieve higher social, economic, and intellectual status.

Asian Student Association

ASA will serve as a unifying space for the smaller Asian community on campus, providing support, cultural exchange, and a sense of belonging. It can promote awareness of Asian cultures and create opportunities for student engagement and learn and foster diversity and inclusivity at the university. It will serve as a platform to organize events and give visibility to the Asian student experience on campus.

Baptist Collegiate Ministry (BCM)

The Baptist Collegiate Ministry exists to lead students and others in the academic community to faith in Jesus Christ as Savior and Lord, to guide them in Christian growth and discipleship, and to promote active membership in a local church. Membership in BCM is extended to anyone who regularly participates and who expresses support for the purposes of BCM.

Beta Alpha Psi

Beta Alpha Psi is an organization for USCA students with concentrations in accounting and finance. Our objectives are to promote the study and practice of accounting and finance; provide members with opportunities for professional development; present valuable information to help students launch their careers; give back to our community through service projects.

Black Student Union

The Black Student Union (BSU) is one of the largest student organizations on campus. The BSU officers and members work together to develop programs that appeal to the diverse membership. These include fun and light-hearted activities planned to give members opportunities to make new friends and to enjoy the fellowship. There are also enlightening programs to foster cultural awareness and appreciation. In addition, there are many opportunities for members to develop leadership skills through committee work, community service projects, campus retreats, and regional conferences.

Broken Ink (Literary Magazine)

Broken Ink, an award-winning literary art journal in publication since 1971, contains the poetry, prose, and artwork of USCA students.

Campus Outreach

A group committed to enhancing the spiritual experience of students at USCA.

Campus Recreation & Wellness

Connect, educate and inspire the campus community to lead a balanced healthy lifestyle through exceptional facilities, programs, and services.

Career Services

Career development is an integral part of university life and provides students and alumni with the guidance, knowledge, experiences, skills, and connections that will lead to successful, lifelong career management.

Chancellor Ambassadors

The Chancellor Ambassadors represent USCA in the community and at university events, in an effort to build and foster relationships between students, alumni and the community. As they support the work of the Chancellor and the Advancement offices, the USCA Alumni Association Board provides guidance and direction as they will soon be future alumni leaders. Chancellor Ambassadors are nominated by faculty and staff and are selected after an interview process with USCA alumni and staff.

College Panhellenic Council - CPC

As values-based organizations, the 26 members of NPC live their mission, with their members providing millions of dollars in philanthropic support to dozens of worthy causes and pursuing millions of additional hours in community service. USC Aiken has three chapters apart of NPC, Alpha Omicron Pi, Phi Mu and Zeta Tau Alpha.

Council for Business Students (CBS)

The Council for Business Students, formally known as IABC - International Association of Business Communicators, serves as a liaison between the students and faculty in the University of South Carolina - Aiken School of Business. The students involved serve as a voice when problems arise, provide insight to faculty, and represent USCA in a positive light.

Council for Exceptional Children (CEC)

Special Education majors and others interested in special education programs and kids are part of this organization to connect and develop their skills.

C.U.R.L.S.

C.U.R.L.S. will display healthier ways of caring for natural hair inside and out, starting with a healthier lifestyle. C.U.R.L.S. focuses on giving back to the USC Aiken campus and community by providing a niche for opportunity and educational growth. "One CURL at a time."

Delight Ministries

This group is focused for all women on campus and allows a safe space to worship and fellowship.

Delta Sigma Phi

Delta Sigma Phi is a national, not-for-profit Fraternity that's helped young men become better for more than a century. Founded on December 10, 1899, at the College of the City of New York, Delta Sig has grown significantly over the years with 104 active chapters in the United States. In our 115 years of history, over 115,000 men have initiated into Delta Sigma Phi Fraternity. Today, we have 85,000 living alumni and more than 5,000 undergraduates. Our great Fraternity helps and encourages our members to become better students better leaders, better citizens, better professionals... better men.

Delta Sigma Theta Sorority, Inc., Rho Lambda Chapter

The Rho Lambda Chapter of Delta Sigma Theta Sorority, Inc. was chartered December 28, 1991, at Cumberland AME Church in Aiken, South Carolina. There were 13 women initiated on that historic day. Today the chapter takes part in various community service opportunities, including the following: Adopt-A-Highway, ACTS, Rent- A-Delta, Helping Hands, Mother's Day Out, Angel Tree, Relay 4 Life, Dance Marathon, Ladies Club at Leavelle McCampbell Middle School and many more.

Diversity Advocates

Diversity Advocates uphold the values and beliefs of students who demonstrate tolerance and acceptance towards others. It is an organization that supports students within minority communities. It also supports students apart of the LGBTQ plus groups. Students a part of this organization must be willing to speak up when they see an injustice being done to other students on University of South Carolina Aiken's campus.

Embrace Fitness

Embrace Fitness seeks to give females of the USCA community the opportunity to meet and interact with one another through completing group workouts together.

Engineering Student Association

The Engineering Student Association provides for the extracurricular need of the industrial mathematics major as well as all five of the engineering majors offered by USC. The Club provided opportunities to visit local industries, participate in regular meetings of professional societies, and to draw upon their engineering, mathematics and science studies to assist with community outreach projects. an injustice being done to other students on University of South Carolina Aiken's campus.

Fraternity & Sorority Life

The mission of Greek life at USC Aiken is to provide educational opportunities designed to challenge, support, and recognize individuals and groups associated with Greek organizations through leadership training, academic support, service-learning and philanthropy, diverse programming, and collegial interaction and involvement. Follow us on Instagram @uscagreek.

GlowLight Dance Crew

Glow, by definition, is "a steady radiance of light." When we say "light," we mean that we will illuminate every room we walk into and burn every stage we perform on. We are not only dancers but visionaries, so join our team!

Hispanic Student Association

The purpose of the Association shall be to: promote and celebrate Hispanic culture, heritage, history, and language; provide a supportive and inclusive community for Hispanic and Latinx students and others interested in multicultural aspects of the Hispanic and Latinx culture, fostering an environment where everyone can learn and grow together; raise awareness about issues affecting Hispanic communities locally and globally; collaborate with other student organizations to promote cultural diversity and understanding of the issue involving Hispanic and Latinx communities and students; foster an environment where members and non-members can engage in activities and discussions related to the Spanish language and Hispanic/Latinx culture; the Association aims to promote language proficiency, cultural understanding, and community involvement.

History Club

The History Club provides students with a love of history to interact and learn more about the discipline of history. Open to all students, the History Club sponsors programs and events to promote the learning and enjoyment of history.

Horticulture Club

The Horticulture Club hopes to gain knowledge and educate others about horticulture. The duties of the club include (but are not limited to): building and tending a sustainable garden on campus, growing and selling plants for funding, taking part in community service such as visiting children's classes to educate them about the plants around them, seeking knowledge from community experts, and visiting gardens and horticultural- related places to gain insight about horticulture and all it has to offer.

IHSA Equestrian Team

The Equestrian Club was established to foster interest in horse-related activities and issues. Its members share knowledge and training in various equine pursuits. The club seeks opportunities to participate and serve within the greater Aiken equestrian community.

IMPACT

The IMPACT program at USC Aiken encourages students, faculty, staff, and the community to collaborate on meaningful community service projects and promotes responsible citizenship through involvement in such programs.

Interfraternity Council

The goal of IFC and its officers is to promote cooperation, direction, and friendship among all members of the Greek community at USCA; and especially focuses on the needs and interests of all IFC organizations. The five basic purposes of IFC are: to promote the interests of IFC fraternities in social, academic, and civic matters; to serve as the representation between IFC fraternities and other areas of the campus, community, student groups, administration, and civic/local organizations; to coordinate and regulate all joint on-campus and off-campus activities of the social fraternities; to serve as a fraternal forum for the exchange of ideas between members and organizations; and to accentuate all positive aspects of fraternal life.

International Programs

The Office of International Programs (OIP) at USC Aiken provides diverse opportunities for all students to acquire skills necessary to succeed within the global community. OIP seeks to maintain a forum for communication and learning, which will contribute to increased international awareness, acceptance, and understanding of peoples and cultures from all corners of the globe.

Intramural Sports

To provide participants with a physically competitive and friendly sporting environment while enhancing their social, team building, and leadership skills.

Kappa Alpha Psi Fraternity, Inc., Nu Nu Chapter

Kappa Alpha Psi, a college Fraternity, now comprised of functioning Undergraduate and Alumni Chapters on major campuses and in cities throughout the country, is the crystallization of a dream. It is the beautiful realization of a vision shared commonly by the late Revered Founders Elder Watson Diggs; John Milton Lee; Byron K. Armstrong; Guy Levis Grant; Ezra D. Alexander; Henry T. Asher; Marcus P. Blakemore; Paul W. Caine; Edward G. Irvin; and George W. Edmonds. The Fraternity was founded on January 5, 1911 and focus on the aspect that it's members ACHIEVE, as stated in the motto. For more information regarding our Fraternity History, feel free to visit our Fraternity Website.

Kappa Sigma

Kappa Sigma, also known as Kappa Sigs, is a men's fraternity that focuses on four pillars: fellowship, leadership, scholarship, and service. The fraternity was founded at the University of Virginia in 1869 and has over 300 chapters and more than 200,000 living members. Kappa Sigma's colors are scarlet, white, and emerald green, and its philanthropy is the Military Heroes Campaign.

Lambda Chi Alpha

Founded in 1909, Lambda Chi Alpha is today one of the largest general fraternities with more than 227,000 initiated members, as well as having chapters at more than 300 universities. Lambda Chi Alpha looks to foster a high Christian standard of life and ideals, to promote honorable friendship, brotherly love, and to secure members the greatest advantages in college life. Lambda Chi Alpha also compliments higher education by providing opportunities for academic achievement, leadership development, and lifelong friendship.

Lambda Pi Eta

Communication Honor Society.

Leadership Programs

A certificate program designed to give our students a competitive edge as they enter a complex workforce and a diverse society. USC Aiken challenges students to acquire and develop the skills, knowledge, and values necessary for success in a dynamic global environment. We believe strongly in preparing our graduates to be ready to transition into the world of work and becoming effective members of their communities. We believe strongly in preparing our graduates to be ready to transition into the world of work and becoming active citizens in their communities. Through a variety of academic classes, workshops, and learning opportunities, students gain a competitive edge as they enter a complex and competitive society.

LIFELong Friends

The purpose of this organization shall be to mentor and collaborate with individuals with exceptionalities by promoting social inclusion, understanding, and awareness.

National Association for Music Educators (NAfME)

NAfME, among the world's largest arts education organizations, marked its centennial in 2007 as the only association that addresses all aspects of music education. Through membership of more than 75,000 active, retired, and pre-service music teachers, and with 60,000 honor students and supporters, MENC serves millions of students nationwide through activities at all teaching levels, from preschool to graduate school.

National Pan-Hellenic (NPHC)

The National Pan-Hellenic Council (NPHC) is the umbrella council for the nine historically African American Greek-letter organizations, often referred to as the Divine Nine. They are composed of: Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., and Iota Phi Theta Fraternity, Inc. On May 10, 1930, on the campus of Howard University, in Washington DC, the National Pan-Hellenic Council was formed as a permanent organization. The University of South Carolina Aiken has seven of the nine organizations chartered. These sororities and fraternities have been an integral part of the USCA community.

Neuroscience Club

The Neuroscience Club will enrich course experience with intellectually stimulating field trips and presentations on research performed by faculty members at the University of South Carolina Aiken. The Neuroscience Club will also present opportunities for students to become involved in graduate research projects.

Office of Housing and Residence Life

Find out more about the improvements to Housing at USC Aiken and why you should make this your home by clicking [here](#).

Office of Student Leadership and Engagement

At USC Aiken, it's easy to get involved, be a leader, and make new friends. Whether you enjoy sports, music, movies, drama, student publications, community service, multicultural activities, or Greek Life, you'll find it here. With more than 90 student organizations, you will have many opportunities to take part as a leader or a member in experiences certain to enrich your college experience. There are also a wide range of programs and activities from cultural events, dances, comedians, and intramural sports. Stop by our office to find out more ways to get involved while you are on campus.

Pacer Times (Student Newspaper)

Pacer Times, the student weekly newspaper, makes a conscientious effort to involve all students in every phase of university activities. The student staff tries to seek out and publish a wide range of opinions and news from campus and community issues.

Pacer Union Board

Pacer Union Board (PUB) is a student organization designed to facilitate, plan, and execute co-curricular activities on the USCA campus. The purpose of the Board is to provide cultural, educational, recreational and social programs for USCA students and their guests. PUB is an active member of the National Association for Campus Activities (NACA). Participation in this organization enables PUB to provide the finest programs available to the college market. All Pacer Union Board events are supported by student activity fees. The Pacer Union Board invites students to get involved and welcomes comments and suggestions. For more information, contact the Office of Student Life.

PEAK Mentor Program

PEAK is a mentor program at USCA designed to assist First-year (freshmen) and Sophomore students from underserved and underrepresented student populations in navigating college life at USCA. The program pairs first-year and sophomore student mentees with junior and senior student mentors

Phi Mu

The Phi Mu Fraternity is one of the oldest national Greek organizations for women, founded in 1852. Phi Mu provides personal and academic development, service to others, commitment to excellence and lifelong friendship through a shared tradition.

Philosophy and Religion

The Philosophy and Religion Club at USC Aiken is a vibrant student organization that aims to foster intellectual discussions and exploration of philosophical and religious ideas. The club provides a platform for students interested in these disciplines to engage in meaningful conversations, share perspectives, and deepen their understanding of various philosophical and religious traditions.

Pi Alpha Sigma, Veterans Honor Society

The mission of Pi Alpha Sigma is to recognize outstanding success in academia by veteran, military, and military family students who embody our core values of dedication, understanding, and community. All members of the Pi Alpha Sigma, Veterans Honor Society completed a minimum of 36 credit hours at USC Aiken, achieved a final institutional GPA of 3.25 or higher, and fell into the overall 3.5 GPA average of their veteran and military cohort for their graduating class.

Psi Chi (Psychology)

A national honor society in psychology, Psi Chi shall provide undergraduate and graduate students an organization which allows students at differing levels to interact, develop leadership, and provide service. Further it provides a way for students and professors to develop relationships which can stimulate student interest in psychology and provide opportunities for Life in research.

Psi Xi Chapter of Kappa Delta Pi

International Honor Society for Educators. Membership is through invitation only. Education majors with over 60 course credit hours with at least 12 hours in education and a minimum GPA of 3.0 are eligible.

Residence Hall Association

The purpose of RHA is to promote the well-being of each resident through development, maintenance, and enhancement of each residential community founded upon mutual respect, consideration and cooperation.

Rotaract

Rotaract is a service group that builds leadership, professional skills, respect, and awareness of the issues of the community and to the world. We provide recognition of self and others, opportunities for growth, positive ethical standards and dignity, and goodwill toward all people.

Self-Improvement Club

The purpose of the Self Improvement Club (SIC) is to encourage our members to beat procrastination, stay motivated, and try new things in their journey of self-development and create a healthy, supportive, and positive community that works towards the betterment of all members and the USCA campus.

SHIPP Lab

SHIPP lab is a psychology research lab that runs substance use prevention workshops on campus. We evaluate health risk in the USCA student population and provide information to assist mental well-being.

Sigma Gamma Rho Sorority, Inc., Pi Theta Chapter

Sigma Gamma Rho is a national Greek organization for women founded in 1922. From seven young teachers, Sigma Gamma Rho became an international service organization comprised of women from every profession. Sigma Gamma Rho offers its members opportunities to develop their unique talents through leadership training and Life in sorority activities. Sorority activities provide an atmosphere where friendships and professional contacts are developed which often lead to bonds that last a lifetime.

Stage Combat USCA

The purposes of this organization are: to stimulate interest in and to provide students with knowledge of Stage Combat and Stunt work; to educate and expand knowledge of the art of simulated violence for stage and screen; to promote the SAFE and EFFECTIVE use of this art form; to act as a resource for other organizations that can benefit from this kind of training; to encourage SAFETY, COMMUNICATION, and CONSENT in all artistic spaces.

Student Government Association

The voice of the student body, the Student Government Association (SGA) meets weekly to discuss issues and concerns related to the campus. Meetings are open to all students and elections are held in March of every year.

Student Nurses' Association (SNA)

The Student Nurses Association contributes to nursing education at USCA by providing programs representative of fundamental and current professional interests and concern. It also provides an opportunity for students to participate in a pre-professional organization.

Student Athletic Advisory Committee

Made up of representatives from each varsity athletic team, the Student Athletic Advisory Committee (SAAC) works with the Athletic Department to improve life for student athletes as well as promote campus life.

Subarashii Anime Club

The purpose of Subarashii is to give different anime fans a safe space for others to make friends and enjoy anime/manga. We watch different animes, chat about the differences of Subbed and Dubbed and chat about any other related internet cultures!

Teaching Fellows

The USC Aiken Teaching Fellows Program is designed to offer awarded students a unique, coordinated and collaborative opportunity to become a Teacher Leader. Fellows will participate in a number of professional development opportunities, including seminars, workshops, conferences, action research, service-learning, and leadership training.

The Etherredge Center

The mission of the Etherredge Center for the Fine & Performing Arts is to present, promote, and inspire cultural and intellectual opportunities for the benefit and enjoyment of individuals in the University of South Carolina Aiken community and the CSRA, by: attracting prominent, professional, national and international artists in the performing arts, to provide quality and diverse productions; educational outreach; and professional networking opportunities for students; supporting the growth of community arts groups through rentals and partnerships; supporting the mission, values, and goals of the University of South Carolina Aiken, and the Department of Visual and Performing Arts; serving as a professional, welcoming, and strong advocate for the Arts locally, regionally, and nationally.

The Stallions

The purpose of women's basketball extends beyond the sport itself; it serves as a platform to foster togetherness and sisterhood among women who share a passion for the game. Through teamwork, competition, and camaraderie, women's basketball creates a supportive community where players can bond, grow, and empower each other both on and off the court. It celebrates diversity, resilience, and the strength that comes from unity, creating an environment where women can thrive and inspire one another through their shared love of basketball.

TriBeta (Beta Beta Beta)

TriBeta is a society for students, particularly undergraduates, dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research.

UNITY

Unity is an organization who supports LGBTQIA+ and all students on campus. We are here to encourage students to embrace themselves and have confidence in who they are. By having meetings throughout the semester, we will create tie bonds with one another and new friends that we once didn't have. This organization is here to magnify that, to make a difference you must be the difference. "Pro-Human, Pro-You"

University Theatre Players

The University Theatre Players strive for better public awareness and appreciation of theatre. The Players support both on stage and backstage the University Theatre's Main Stage and Playground Playhouse seasons. They also support the Etherredge Center and its many offerings. What Is That is an improvisational theatre company that is also supported by the Players. Participation in University Theatre Players is open to anyone with an interest in theatre.

USC Aiken Chapter of the NAACP

The mission of the National Association for the Advancement of Colored People (NAACP) is to ensure the political, educational, social, and economic, equality of rights of all persons and to eliminate race-based discrimination.

USC Aiken Eventing Team

The USC Aiken Eventing Team is a member of the USEA Intercollegiate Eventing Association. The team competes in at least one collegiate challenge each semester, as well as hosting and/or attending clinics at least once a year. As Aiken is in the heart of South Carolina's "horse country" there is ample opportunity for members to compete and train individually in the area! This team strives to bring students together to learn and train in the sport.

USC Aiken Polo Team

The Polo Team introduces Polo/Equestrian oriented disciplines and further pursuit of equestrian learning to the community of USCA and Aiken. The club will provide an educational model for the progression in the improvement of equine oriented studies.

USC Aiken Shotgun Club

The Shotgun Club is a student organization designed to bring together students with similar interests in the clay target sports (skeet, trap, & sporting clays).

USCA Esports

The Esports club provides opportunities for students to unite and explore the educational and entertainment aspects of gaming. This can be from weekly gaming sessions and tournaments to gaming for charity and having speakers in the industry talk about their experiences.

USCA Honors Student Organization

The purpose of this organization is to expand the focus of the Honors Program beyond academics to include more social and community engagement as well as provide additional leadership opportunities for Honors Students. With the resources available through the Student Life office this organization will be able to participate in more social outings, have fundraisers, and more easily get involved in community service projects.

USCA Pacesetters

The Pacesetters are a group of peer mentors who act as guides for incoming students during Orientation. Two of the most important responsibilities of a Pacesetter are to help students move smoothly through their college experience and adjust to college life at USCA. They also answer questions, distribute information, and organize activities. In order to be successful orientation leaders, Pacesetters participate in an exciting and educational leadership development program.

Visual Art Club

The purposes of the Visual Arts Club shall be: To promote the arts at USCA, to provide a space for students to meet and engage in artistic activities, to provide a welcoming space for students to create art, to offer opportunities for personal and professional artistic growth, and to allow students to share their work with their peers and community.

Voices of Praise

Welcome to Voices of Praise, the spirited gospel choir that resonates with the heart and soul of our campus community. Embodying a harmonious blend of diverse voices and backgrounds, we are more than a musical ensemble, we are a family sharing a common passion for gospel music and a collective mission to spread joy and inspiration. Our inclusive and supportive environment welcomes singers of all skill levels, providing friendships and celebrating the power of music. We strive to uplift spirits and convey messages of love, faith, and resilience.

WELL Ambassadors

Create, present and implement campus-wide workshops and programs that fall into the dimensions of Wellness. These topics include a variety of personal health and wellness issues including, but not limited to, alcohol and drug awareness, sexual health awareness, stress management, physical health, healthy relationships, financial wellness and other areas of well-being impacting college students.

Zeta Phi Beta Sorority, Inc.

Zeta Phi Beta, a community-conscious, action-oriented organization, provides programs that effectively address the needs of local communities. Founded on principles of finer womanhood, sisterly love, scholarship and service, it involves strong women in programs which provide meaningful services according to a Seven-Point Plan of Action. Through these activities, women not only have lots of fun with friends, but also develop personally, socially and spiritually.

Zeta Tau Alpha

The Zeta Tau Alpha Fraternity is a national Greek organization for women founded in 1898. The mission

of ZTA is to make a difference in the lives of their membership by developing the potential of each individual through visionary programming which emphasizes leadership development, service to others, academic success and continued personal growth for women with a commitment to friendship.

To find a list of updated student organizations go [here](#) .

Inactive Student Organizations

- *Accounting Club*
- *ACE Aviation Club*
- *ACE Club*
- *Admissions Ambassadors*
- *Alpha Lambda Delta*
- *American Sign Language (ASL) Club*
- *Beta Gamma Sigma*
- *Care For a Story*
- *CHAARG at USCA*
- *Chess Club*
- *Circle K International*
- *CKI*
- *Enactus SOBA of USC Aiken*
- *Foundations Ministry*
- *Globe*
- *Group Fitness*
- *Lacrosse Club*
- *National Society of Leadership and Success*
- *Newman Catholic Club*
- *Omega Psi Phi Fraternity, Inc.; Beta Lambda Chapter*
- *Omicron Delta Kappa National Honor Society*
- *Order of Omega*
- *Pacer Fanatics*
- *Pacer Fellowship of Christian Athletes*
- *Pacer Pathway*
- *Pacer Pulse Band*
- *Pacer Pulse Basketball Pep Band*
- *Pacer Sports Gaming Club*
- *Pacer Student Radio*
- *Pacer TV*
- *Peer Health Educators*
- *Pi Gamma Mu*
- *Rise Campus Ministries*
- *RSA*
- *School of Business Student Engagement Committee (SOBA SEC)*
- *School of Education*
- *SHADE*
- *Sigma Tau Delta*
- *South Carolina Association for the Education of Young Children*
- *Student Health Center*
- *Student Nursing Government*
- *Swim Club*
- *Tau Kappa Epsilon*
- *The National Society of Leadership and Success (NSLS) at University of South Carolina Aiken*

- *USC Aiken Bowling Club*
- *USC Aiken Intercollegiate Dressage Team (IDA)*
- *USC Aiken Tennis Club*
- *USCA Animal Health Club*
- *USCA Going Green*
- *USCA Sholah*
- *USCA Tabletop Gaming Club*
- *USCA Young Life*
- *Vocal Movement*
- *VOX POPULI – POLISCI CLUB*

RE-ACTIVATION POLICY FOR INACTIVE STUDENT ORGANIZATIONS THAT WERE PREVIOUSLY APPROVED:

Student Organizations that have gone inactive in Presence for 1 (or more) semester(s), but were previously approved, are required to complete ALL of the following steps in order to be reactivated as a recognized student organization on campus:

1. *Fill out the Organization Re-Registration Form in Presence.*
2. *Find a university employee who is willing to serve as the student organization campus advisor. The faculty/staff member must complete the Advisor Confirmation Form for New Student Organizations in Presence.*
3. *Find ten (10) students (minimum) interested in joining your organization. They ALL need to complete the Interest to Join New Student Organization Form in Presence before moving on to the next step.*
 - a. ***Organizations will receive a notice of final approval from the Department of Student Leadership & Engagement only when Steps 1-3 ALL have been completed.***
4. *Once you have been approved as a student organization officially recognized by USC Aiken, please review and sign our Student Organization Handbook before conducting any organizational activities.*

Guide to Writing a Constitution

Article I – Name & Purpose

Section 1. Name

This section should describe the name of the organization and any other acronyms or names you go by.

Here's an example: The name of this organization shall be [organization name], a Registered Student Organization located at the University of South Carolina Aiken, hereinafter referred to as [acronym/short name].

NOTE: If the organization will not use an acronym, you do not need to include the "hereinafter" phrase.

Section 2. Purpose

In this section, you should list the organization's objectives, purpose, mission, vision, and values. In other words, this section should encompass what the organization is about and what you'll do.

Here's an example: The purpose of [organization name] shall be to [list what you intend to do, your mission, etc.]. Our [mission/goal] is to [list mission/goal].

Section 3. Affiliations

If the organization is affiliated with a national or international organization, you can use this section to detail that affiliation and any requirements you must meet in order to keep this affiliation.

Here's an example: [organization name] is affiliated with the [national/international] organization [list affiliated organization's full name]. As part of this affiliation, our student organization agrees to abide by all [list affiliated organization's full name] bylaws and [list any other requirements here].

Article II – Membership

Section 1. Eligibility/Becoming a Member

The organization should use this section to describe who is eligible to become a member of the organization and describe the process of how new members join the organization. USCA's standard process can be found on page 10 of this handbook, but you may add additional stipulations.

This section must also include the following statements:

[Organization name], as a registered student organization at the University of South Carolina Aiken, agrees to abide by the university's nondiscrimination policy.

[Organization name], as a registered student organization at the University of South Carolina Aiken, will not engage in any activities that are classified as hazing under the university's hazing policy.

Section 2. Active Member Definition

The organization should use this section to describe and define an active member. At a minimum, what are your members required to do to stay members? Is it someone who pays dues? Someone who attends a certain percentage of meetings/events? Both? Other?

Here's an example: To maintain active membership within [organization name], members must, in addition to the above requirements, [list the requirements for membership here].

You should also use this section to list all types of non-voting or representing membership such as associate, graduate, alumni, and honorary members.

Section 3. Member Removal Process

This section is necessary and should explain when membership ends and what the grounds are for taking disciplinary action and removing a member from membership, outline the process, who administers the process, and the possible results of disciplinary action.

Here's an example: If an active member fails to meet active membership requirements or graduates from the university, their membership with the organization will automatically end. An active member can also be removed from the organization for [list reasons here, reasons could be breaking university policies, malfeasance, etc.].

Example continued: To remove a member from the organization, a written request stating the reasons for dismissal signed by at least three (3) active members must be submitted at a regularly scheduled meeting. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending member, who should come to that regular meeting prepared to address the accusations. A two-thirds (2/3) affirmative vote of all active members present is required to remove the member from the organization.

Article III – Organizational Structure

Section 1. Executive Board

This section should describe the structure of the executive board, requirements, elections, etc. Everything and anything related to your executive board should be here. Please remember that all organizations are required to have at least two officers (President and Treasurer).

To start off the section we recommend using this space to describe the structure/hierarchy of the organization and all the leaders within the executive board. Here's an example: The elected leaders of [organization name] shall consist of [position 1], [position 2], [position 3] and [position 4]. Collectively they will be known as the Executive Board.

i. Qualifications

In this subsection, you will describe the qualifications for holding leadership in your organization. Standard requirements can be found on page 10 of this handbook. Please list any additional requirements your organization will have.

Here's an example: In addition to the University's GPA requirement of 2.0, members seeking to be part of the Executive Board of [organization name] must maintain a cumulative GPA of 3.0.

ii. Election Process

In this subsection, the organization is required to describe the process for electing its executive board. This process should be as detailed and clear as possible to ensure consistency within your election process from year to year. The election process must involve active members and be democratic in nature.

Here's an example: The Executive Board shall be elected on the 1st week of April and serve one-year terms. Candidates for a position must be nominated by another active member during the meeting before elections occur. Quorum shall be reached for all meetings where officer nominations or elections take place. Only active members in attendance are eligible to vote. All officers shall be elected by a majority of the votes cast. If no candidate for an office receives a majority of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached.

iii. Duties

Use this segment to describe the duties of all leaders of the executive board and then the duties of each position/leadership role. The organization should also detail how long their term is (is it 1 semester, a year, etc.).

Here is an example: All leaders of the executive board will serve one-year terms. During their term, all executive board leaders must [examples of duties could include: attend all executive board meetings and general meetings unless excused by the executive board, maintain a certain GPA throughout their term in office, attend all organization events unless excused by the executive board, etc.].

Here's an example of what this could look like for some frequently listed positions in constitutions: Each executive board leader must also complete the duties of their roles listed below: The [leader role] shall [list all duties of role]. The [second leader role] shall [list all duties of role].

iv. Resignation/Impeachment

In this portion, the organization should detail what happens if a leader on the executive board needs to resign or be removed from office.

Here's an example: If an Executive Board leader wishes to resign from their position, they must submit a written statement to the President resigning from their role and include the effective date.

Another example: An Executive Board leader whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office. A written request stating the reasons for dismissal, signed by at least three (3) active members of the organization must be submitted at a regularly scheduled meeting. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending Executive Board leader, who should come to that regular meeting prepared to speak. A two-thirds (2/3) affirmative vote of all active members present is required to remove the executive board member from office.

Example for filling vacancies: Should any vacancies in the Executive Board arise, the President will assume the duties of that role until the end of their term. If the President position becomes vacant, the Vice President will assume the role until the end of their term.

Section 2. Committees

If your organization has committees, please include the following section. In this section, list committees, their functions, how chairpersons for each committee are selected, and how members are designated to serve on a committee. If committees are not part of the organization, you do not need to include this section.

Here is an example of some introductory text to this section: [organization name] will have [number] committees to include [list committees, some common examples include membership, programming, service, social, fundraising, marketing, etc. committees]. All members will be assigned to serve on a committee based on interest and availability.

i. Committee Chair Qualifications

Committees could be chaired by executive board members or by appointed chair positions. If you have chairs of committees that are not the executive board, you should include the following language in this section: Any student seeking to hold or holding a position in a student organization must maintain the cumulative GPA requirement for graduation and remain in good standing in their respective college (see page 10 of handbook for specifics). Any other qualifications required to head a committee should also be included.

ii. Election/Selection Process of Committee Chairs

Unlike Executive Board leaders, chairs and other leaders of the organization do not need to be elected. However, we still recommend you design a fair and democratic process to create buy-in for your members. Please detail that process here. Make sure to include the who, what, where, when, and how.

iii. Duties of Committees and Committee Chairs

In this portion, list what each committee is in charge of and detail what the duties of each chairperson are.

iv. Resignation/Impeachment

In this portion, the organization should detail what happens if a chair needs to resign or be removed from office. We recommend something similar to the executive board removal process.

Article IV – Meetings

Section 1. Types and Occurrence of Meetings

This section should describe what types of meetings you have, when and how meetings occur, notification of meetings, etc.

Here's an example: General meetings shall be held [weekly, bi-weekly, at least once a month] with additional meetings (i.e. special meetings) called by the Executive Board as needed. The first meeting of each semester will be held during the second week of classes. Written notification for all meetings will be given to active members at least one week in advance.

Section 2. Quorum

All constitutions should have a statement that defines quorum for the organization.

The required wording is: Action on any business, old or new, requires a quorum of [percent/fraction] of the active membership of the organization.

Here's an example: Action on any business, old or new, requires a quorum of 2/3 of the active membership of the organization.

Section 3. Basic Meeting Agenda/Procedures

This section should detail a sample meeting agenda and your general procedures for meetings. It's not required to include this in the constitution, but it is highly encouraged.

Article V – Funding

Section 1. Dues/Funding Resources

Within this section, the organization should detail how it will fund itself. Will it collect dues, fundraise, apply for funding?

Indicate how they will be collected and a provision stating that the policies, activities, and finances of the organization are subject to the control of the majority of its voting membership. Include when the dues will be collected and how they need to be paid, as well as what will be done if a member does not pay their dues.

A reminder that first year organizations are not eligible for Student Activities funding. For additional financial information and to find out if your group qualifies for Student Activities Fees, consult with Caila Flanagan, Assistant Director of Student Leadership and Engagement.

If dues will be charged, an example phrase could be: Dues shall be charged for membership in [organization name] on a [semesterly/yearly/quarterly] basis. The amount of dues charged for each [semester/year/quarter] shall be determined at the first meeting of the fall semester. Membership dues can be paid during any semester and shall be collected by the [position who receives dues]. The [position who receives dues] must receive payment of dues within one month of the first day of class of each [semester/academic year/quarter] to be an active member of [organization name].

If the organization plans to fundraise, here's an example: [organization name] shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with university policies.

If you plan to request Student Activity Fee Funding from Student Government, here's an example: [organization name] may finance its activities by applying for Student Activity Fee funds from Student Government (or their designee) after [organization name] has been recognized as a student organization by the Office of Student Leadership and Engagement.

Article VI – By-Laws

Section 1. By-Laws Statement

The organization shall establish by-laws to carry out the policies set forth in the constitution. A 2/3 vote of simple majority is generally required to approve by-laws or changes in existing by-laws.

Article VII – Amendments

Section 1. Amendment Proposal

In this section, you should detail who can propose an amendment to the constitution and how. As with elections, it is important to be specific when dealing with the amendment process. A quorum should be required for an amendment vote as well as a 2/3 vote of the attending membership. If anything should be changed or updated you should describe the process here.

Article VIII – Ratification

Section 1. Ratification Process

This section should detail how an amendment is ratified. Active membership must be involved in this process (it cannot just be your executive board).

Here's an example: The Executive Board will present the proposed amendment at the next regularly scheduled meeting. The amendment will be read aloud to the organization and debated. To pass an amendment to this constitution, it must be approved by a two-thirds vote of active members present.

The constitution must also include the following ratification clause word for word: [organization name], as a registered student organization at the University of South Carolina Aiken, agrees to abide by the guidelines set forth in this constitution, all university policies, including those set forth in the Student Organization Handbook, as well as local, state, and federal law.

Be sure to include a signature page here too. You can have your Executive Board, all your members, etc. sign it if you would like. However, there must be at least one signature as well as the ratification date.

Constitution Evaluation Rubric

Article I – Name & Purpose

<i>Criteria</i>	<i>Meets Expectations</i>	<i>Needs Revision</i>	<i>Missing</i>
<i>Includes full organization name and acronym if applicable.</i>			
<i>Clearly outlines purpose, mission, vision, and values.</i>			
<i>States any affiliations with external organizations, if relevant.</i>			

Article II – Membership

<i>Criteria</i>	<i>Meets Expectations</i>	<i>Needs Revision</i>	<i>Missing</i>
<i>Eligibility requirements are clearly defined.</i>			
<i>Includes required nondiscrimination and anti-hazing language.</i>			
<i>Active membership expectations are clearly outlined.</i>			
<i>Member removal process is clearly described and procedural.</i>			

Article III – Organizational Structure

<i>Criteria</i>	<i>Meets Expectations</i>	<i>Needs Revision</i>	<i>Missing</i>
<i>Executive Board structure is defined, including required roles.</i>			
<i>Qualifications are stated and align with university policy.</i>			
<i>Election process is clear, democratic, and inclusive.</i>			

<i>Duties of each officer are clearly defined.</i>			
<i>Resignation/impeachment process is fair and thorough.</i>			
<i>Committee structure and leadership processes are well described (if applicable).</i>			

Article IV – Meetings

<i>Criteria</i>	<i>Meets Expectations</i>	<i>Needs Revision</i>	<i>Missing</i>
<i>Regular and special meeting procedures are described.</i>			
<i>Quorum requirements are clearly stated.</i>			
<i>Basic meeting agenda/procedure is included or referenced.</i>			

Article V – Funding

<i>Criteria</i>	<i>Meets Expectations</i>	<i>Needs Revision</i>	<i>Missing</i>
<i>Dues or funding procedures are clearly described.</i>			
<i>Includes timeline and process for dues collection (if applicable).</i>			
<i>Outlines fundraising and/or Student Activities Fee application if applicable.</i>			

Article VI – By-Laws

<i>Criteria</i>	<i>Meets Expectations</i>	<i>Needs Revision</i>	<i>Missing</i>
<i>Statement on creation and approval of by-laws is included.</i>			

<i>Approval process for by-laws is described (e.g. 2/3 vote).</i>			
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Article VII – Amendments

<i>Criteria</i>	<i>Meets Expectations</i>	<i>Needs Revision</i>	<i>Missing</i>
<i>Process for proposing amendments is clear and involves active members.</i>			
<i>Vote and quorum requirements for amendment approval are defined.</i>			

Article VIII – Ratification

<i>Criteria</i>	<i>Meets Expectations</i>	<i>Needs Revision</i>	<i>Missing</i>
<i>Ratification process includes active membership.</i>			
<i>Required ratification clause is included word-for-word.</i>			
<i>Includes signature and date line(s).</i>			