

Young Harris College
Office of Campus Activities
Division of Student Development

Student Organizations & Clubs' Handbook
2022-2023

For most students, a significant factor in the successful attainment of a college education is the manner in which time outside the classroom is utilized. The fact that Young Harris College makes available to students a number of social, recreational, cultural, and academic opportunities implies a firm belief in the value of extra-curricular educational experiences. One important phase of a student's learning can be participation in campus clubs and organizations, where the opportunity is offered to form friendships, work with others of varying backgrounds, assume leadership, and explore shared interests.

Mission

The mission of the Office of Student Involvement is to provide Young Harris College students with different opportunities to become involved in on and off campus experiences, which will enhance the development of the whole person. The office complements the College's academic programs. It enhances the overall educational experience of students through development of, exposure to, and participation in social, cultural, leadership development, fraternity and sorority, intellectual, recreational, community service, activities and organizations.

Recognition of Student Organizations

Students interested in forming an organization must contact the Director of Student Involvement. Recognized student organizations shall be categorized into one of the following:

- **Honor Societies:** Recognize and provide support for students who demonstrate a high level of academic achievement
- **Academic /Departmental Organizations:** Promote and establish a liaison between an academic division or department and the College
- **Greek Organizations:** Greek letter organizations that consider themselves a social fraternity/sorority
- **Cultural Organizations:** Organizations representing a variety of cultural and ethnic backgrounds
- **Service Organizations:** Provide volunteers for on-campus and off-campus service-related projects and community based organizations
- **Spiritual Organizations:** Provide a means for students of a particular denomination or religious affiliation to interact with others
- **Club Sports:** Promote and develop common sports or recreation related interests
- **Special Interest Groups:** Organizations with a wide range of purposes, geared toward unique or specialized audiences
- **Student Governance Organizations:** Organizations that exist as a governance body (i.e., Student Government Association, YHC Greek Council, Inter-Religious Council)

- **Media and Publications Organizations:** Organizations that provide students with media production experiential opportunities

For a student organization to be granted official recognition and maintain status as a recognized student organization, the following requirements must be met:

1. Each recognized student organization must renew recognition status at the end of the spring semester. The Recognition Form is available in the Office of Student Involvement or can be received via email from the Director of Student Involvement. Student clubs/organizations that fail to submit their Recognition Form by the deadline will be declared inactive unless approved by the Office of Student Involvement. Inactive student clubs/organizations are not entitled to privileges granted to those student clubs/organizations that are officially recognized.
2. Each organization must govern itself according to a constitution agreed upon by the organization's membership and approved by the Director of Student Involvement. The constitution must state, using proper form, all membership requirements, the purpose of the organization, and all policies which will govern the workings of the organization. A current copy of each organization's constitution must be kept on file in the Office of Student Involvement.
3. Each organization must have an advisor approved. An updated advisor agreement must be given to the Director of Student Involvement within the first two weeks of the fall semester. The advisor must commit to be actively involved in overseeing the activities of the organization. It is expected that each organization will routinely consult with its advisor and inform him/her of all organization activities, practices, and undertakings. Any faculty or staff member employed by Young Harris College is eligible to serve as an advisor to a student organization.
4. Each organization must submit a current membership roster and executive board list to the Director of Student Involvement no later than at the end of the second week of classes of the fall semester including full names (no nicknames) and current positions. Each organization must immediately inform the Director of Student Involvement of any changes in membership during the course of each semester.
5. All organization-sponsored campus programs must be approved no less than one week in advance by the Director of Student Involvement. This approval process applies to any event/activity held on Young Harris College property and/or off-campus, which is formally or informally planned, advertised or undertaken by any student organization or any part thereof.
6. Each recognized student organization must provide one student representative to the Student Organizations Council of Presidents as an active and voting member. Meetings are held on a monthly basis.

The College may deny or withdraw all recognition of rights and privileges from a recognized student organization where there is 1) a failure or refusal to abide by College Policy, 2) danger of violence or disruption of the College's educational mission, or 3) has been a violation of criminal law by the organization or by its members at a function sponsored by the organization.

Rights and Privileges of Recognition

The various recognized student organizations which exist on campus assume an important role in contributing toward a healthy and positive campus activities program. The College extends to recognized student organizations the right to use its name and its facilities, when available. Accordingly, to ensure a basic consistency of purpose and philosophy, certain policies governing the on-going recognition of organizations have been developed. Recognized student organizations and their members may be subject to the revocation of recognition and/or other disciplinary action for violation of these policies.

Officially recognized student organizations have the following rights and privileges:

- Use of Young Harris College facilities subject to the Facilities Use Policy;
- Appropriate use of the Young Harris College name and logo on formal letters and publications in accordance with the YHC Brand Standards Manual available from the Office of Advancement located in Sharp Hall.
- Authorization to publicize events and distribute information on campus (with proper approval);
- Opportunity to sponsor fundraising activities on campus consistent with College Policy;
- Opportunity to schedule registered activities and events in accordance with the appropriate policies and procedures;
- Advisement from the Office of Student Involvement;
- Ability to borrow items for events/meetings from the Office of Student Involvement;
- Opportunity to have club or organization information on the Young Harris College website;
- Representation on the Council of Presidents for Clubs and Organizations;
- Eligible to receive funding from the Office of Student Involvement when available;
- Participate in leadership opportunities offered by and through the College; and
- Access to the Poster Room.

Loss or Denial of Recognition

If, at any point during the recognition process, it is determined that an organization will lose or be denied recognition, the Office of Student Involvement will properly inform and provide the organization an opportunity to eliminate the basis for denial.

Possible reasons for the suspension or denial of organization recognition include:

- Failure to submit officer and organization recognition forms by deadlines
- Violation of College Policies and procedures
- Violation of Student Organization Policies
- Failure to act in accordance with the organization constitution or stated objectives
- Neglecting organization responsibilities as stated in the recognition process

Provisional Status

A new organization that wishes to be recognized as a student organization may be recognized on a provisional status. Provisional status provides recognition for one full semester in order to fulfill the requirements of the College and appropriate governing bodies for full recognition. Below are some

of the requirements that the new organization must meet in order to receive full recognition of the College:

- Must complete a minimum of three programs of different types, for which a flyer/sign in sheet be submitted to the Office Campus Activities (i.e. educational, community service related) where at least 50% of the organization members participate;
- A current list of at least ten (10) students who meet membership requirements for the organization and will continue their education at YHC for the following semester;
- Signature of a Young Harris College faculty/staff member indicating his/her willingness to continue to serve as the organization's advisor;
- Evidence that all members read and understand the Hazing Policy;
- Documentation showing that meetings were held on a weekly/biweekly basis throughout the provisional period;
- All members of Greek organizations and the president of the individual organization must maintain a minimum 2.5 cumulative GPA;
- Must conduct its affairs in a lawful manner according to Georgia state law, organization constitution, and the College Policies. Individuals are considered to be acting on behalf of their organization when they are functioning as organization members.

If denied full recognition, the petitioning group may request a continuation of temporary recognition and will have until the end of the current semester to submit the request to the Office of Student Involvement. In addition, if temporary recognition is approved, the organization will have a maximum of 30 days commencing the first day of the following semester to complete the new request for full recognition. If the application is denied again, the group's recognition is terminated. One calendar year must elapse before reapplying for recognition.

Fundraising

Following the guidelines set forth by the Sales and Solicitation Policy contained in the *Guide*, organizations may collect dues, initiation fees, and donations. They may sell materials related to the purpose of the organization. Funds raised by recognized student organizations may be expended consistent with the stated purposes of those organizations. Such funds are subject to local, state, and federal laws, and to financial accountability. No fundraising activities shall conflict with the ongoing business operations or interests of Young Harris College. Recognized organizations must receive prior approval from the Director of Student Involvement before soliciting businesses for funds, gift cards, etc.

Event Request

No individual student is permitted to host an event on campus without affiliation of a recognized student organization. Recognized student organizations, in order to request approval for an event to take place on campus, must submit a Program Request form to the Office of Student Involvement a minimum of five (5) business days prior to the requested event date. Once received, the Director of Student Involvement will notify the YHC Police Department of any events sponsored by recognized student organizations. Local authorities in conjunction with YHC Police monitor off campus student sponsored events. The Office of Student Involvement reserves the rights to deny an event from taking place on campus that violates College Policies.

Booking an Event Location

The College extends to recognized student organizations the right to use its name and facilities. Requested venues will be reserved through the Event Request form that the Director of Student Involvement can send via email to the executive board members of each organization. The College reserves the right to deny the use of facilities to any organization that is not officially recognized by the College or a recognized student organization that does not follow College Policy.

The following facilities are available for student use: black box theatre, recreation and fitness center, campus dining hall, chapel, classrooms, Clegg Auditorium, computer lab, Enotah Amphitheatre, Enotah Conference room, Glenn Auditorium, library conference room, McKibben Conference Room (Goolsby), planetarium, plaza & lawn, Karen Williams Conference Room, residential common spaces, Charles Suber Banquet Hall, Sharp Conference Room, Hatcher, Wilson Lecture Hall (Goolsby) and any meeting rooms in the RCC.

Film / Movie Guidelines

Young Harris College acknowledges and complies with the Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) that oversees how copyrighted materials (i.e. movies or film) may be used publicly. The federal copyright law restricts the use of movies to private showings (private room/home) and prohibits public performance. Therefore, any student or recognized student organization wishing to show a movie in common meeting spaces (student center, lawn, classrooms, etc.) must abide by federal copyright law and uphold College Policies. Under no circumstances should a student and/or student organization show a movie on campus without prior approval from the Office of Student Involvement and purchasing/securing the rights to the movie. Organizations should plan accordingly as the cost to these rights may vary. Stop by the Office of Student Involvement, in the Organization Loft for further questions.

Advisor Responsibilities

Young Harris College requires that each recognized student organization have an advisor who is a full-time employee of Young Harris College (exceptions may only be made with permission from the Director of Student Involvement and Vice President for Student Development). Organizations are free to choose their advisor pending approval from the Office of Student Involvement. The advisor serves as an important resource for the organization, providing the basis for long-term stability, as well as growth and development. As the students change from year to year, the attention and guidance of an advisor can have a marked impact on the group with which he or she works.

Ideally, recognized student organizations are to be initiated, developed and maintained by the students. It is important for each advisor to provide support and guidance while encouraging the students themselves to supply the primary source of organizational leadership and initiative for the planning of programs and events. The appropriate balance of leadership exerted between the advisor and student leaders often depends upon the mix of personalities involved. In instances when the student leadership may be underdeveloped, the advisor is encouraged to help develop the appropriate skills in the student while communicating with the Office of Student Involvement.

The duties of the advisor, as detailed below, may be interpreted differently depending on the nature of the organization; specific areas of knowledge and expertise will vary among advisors. Each advisor's personal style will affect the degree of direct involvement he or she has with the group, and the extent to which responsibility for certain organizational functions are shared among the

advisor and chief officers. Additional responsibilities listed in the organization advisor agreement form include the following:

- To be aware of all plans for programs and activities, and to provide assistance when needed in the coordination of these events
- Must sign off on all room requests and room setup requests sent to the Office of Student Involvement
- To be aware of College Policy regarding recognized student organizations
- To provide a basis for continuity in the organization from year-to-year

Final Exam Week “Dead Week” Policy

In an effort to support the academic mission of the College and ensure students are not overly burdened during finals week, certain restrictions are placed on the activities of recognized student organizations. Beginning Reading Day through the end of the semester, student groups and organizations shall not organize/schedule social events such as dances, elections, concerts, or other activities which may conflict with academic studies.

Institutional events that are not sponsored or organized by student groups and organizations may be exempt from this policy. Study breaks, tutoring sessions, regular organization meetings and/or end-of-term, and members-only social gatherings are permitted. However, organization presidents and advisors should ensure meetings or academic-related activities do not conflict with the study time of members. In rare cases, exceptions to this policy may be made as determined by the Director of Student Involvement.

Academic Policies Regarding Recognized Student Organizations

While participation in a student organization plays an important role in a member’s personal development, it should always be remembered that the chief focus of each student should be on intellectual achievement, the development of understanding, and the ability to use one’s mind positively and creatively. To underscore the importance of such achievement for each student, the following policies have been developed:

- One student cannot hold the presidency of two or more of the following groups at the same time: Student Government Association, Campus Activities Board, YHC Greek Council, or Inter-Religious Council.
- Presidents of all student organizations must have and maintain a minimum 2.5 cumulative GPA and may not be on academic or conduct probation at the time of election or during the term of office. If the student fails to meet any of the above requirements, he or she must resign and is not eligible to hold an office in that organization for a minimum of two semesters.

Conduct Policies Regarding Recognized Student Organizations

Recognized student organizations are representatives of the College. Therefore, the goals and purposes of recognized student organizations must be consistent with and in support of the goals and mission of Young Harris College. Student organizations will be held responsible for the behavior of their members when their actions evolve from, or are in any way related to, their association with activities of the group. The only means by which liability on the part of the organization can be avoided is if the violators are identified and it can be shown that members of the organization took responsible steps to prevent the violation by their fellow members.

Violations of College Policy by recognized student organizations are typically either heard by the Director of Student Involvement or a designated hearing board/officer. Any student or organization wishing to report a violation related to a recognized student organization may do so by contacting the Assistant Dean of Campus Life. At the discretion of the Vice President for Student Development, reported policy violations by student organizations may be handled administratively by the Director of Student Involvement or referred to the Student Conduct System.

Shared Responsibility

Every organization has the duty to take all reasonable steps necessary to prevent infractions of College Policy as well as federal, state, and local laws related to the activities of the organization. This duty is not only applicable to members of the organization who are engaging in the activity, but is applicable to every member, including those not engaged in the activity.

Recognized student organizations should understand that when dealing with allegations of student organization violations, the College defines a "College related activity" as any activity sponsored by the College or by an organization recognized by the College. The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity, but depends upon whether the activity is related to the organization. All members need to be aware of their behaviors while participating in College related activities.

Sanctions

Each recognized student organization must conduct its affairs in a lawful manner according to state and federal law, its constitution, and College Policies. It is expected that every organization will exercise self-governance, which carries with it the responsibility of each member to hold other members accountable for their actions. When such actions are in conflict with the policies, philosophy, or interests of the College, an organization may be held responsible for the actions of its membership, or for any part thereof, and may be subject to disciplinary action, including, but not limited to, the following:

- Administrative Warning
- Restitution
- Conduct Probation
- Loss of Privilege
- Loss of YHC Recognition/Charter
- Completion of mandated or approved education and training programs

In addition, if any Greek organization is suspended through the YHC Student Conduct System, the period of suspension may include but is not limited to the following:

- No participation as an organization, formally or informally, in any campus activities, including Rush, Greek Week, intramurals, Fall and Spring Fest, etc.
- No wearing of sorority or fraternity jerseys or t-shirts (including rush t-shirts) on campus.
- No display of sorority or fraternity letters anywhere on campus, including but not limited to residence hall windows, student center, and recreation center.
- No formal recruitment activities of any kind.

For a complete list of sanctions please refer to the Student Conduct System section of this publication.

In the case of an organization failing to follow the appropriate administrative guidelines outlined by the Director of Student Involvement, loss or suspension of recognition may be appealed to the Vice President for Student Development for reconsideration. In the case of loss or suspension of recognition as a result of a student conduct violation, please refer to the Student Conduct System section of the *Guide* for information on the appeal process.

Hazing

Young Harris College strictly prohibits hazing of any kind. Student organizations as a whole and/or individual members of any student organization will be held accountable for violations of federal, state, and local law and the College Policy as it relates to hazing. The College upholds the position on hazing adopted by the Association of Fraternity Advisors (www.fraternityadvisors.org) and Fraternal Information and Programming Group (www.fipg.org). However, for brevity the following policy should be the guideline used by all student organizations. Enforcement of this policy comes under the jurisdiction of the Vice President for Student Development or his/her designee. In this regard, the College defines hazing as follows:

Any activity or situation intentionally or unintentionally created, with or without consent, whether on or off the organization's premises, which endangers the mental or physical health of participants; which provides physical discomfort; which subjects the individual to embarrassment, harassment, or ridicule; which creates excessive fatigue, physical, or psychological shocks to the individual; which requires participation by the individual in quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities, road trips or any other such activities; which requires late or early work sessions or any activity which is not consistent with the academic achievement, laws, rituals, and/or policies of the organization or the regulations and College Policies or applicable state law.

State Law

State of Georgia Hazing Law - OCGA16-5-61.

1. As used in this Code section, the term:
 - a. "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.
 - b. "School" means any school, college, or university in this state.
 - c. "School organization" means any club, society, fraternity, sorority, or a group living together which has students as its principal members.
 - d. "Student" means any person enrolled in a school in this state.
2. It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.
3. Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Any individual member or members of the organization participating in hazing activities will forfeit the organization's campus privileges, including its right to license or exist on campus.

The following are examples of conduct which are hazing activities:

- a. Actions that recklessly or intentionally endanger the physical and mental health or safety of students;
- b. Forced or required consumption of any food, drug, or any other substance;
- c. Forced or required participation in physical activities, such as calisthenics, exercises, or so-called games;
- d. Exposure to the weather;
- e. Excessive fatigue resulting from sleep deprivation, physical activities, or exercises;
- f. Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual;
- g. Physical brutality, including paddling, striking with fists, open hands, or objects, and branding;
- h. Kidnapping, transporting, or stranding of individuals ("road trips");
- i. Verbal abuse including "line-ups" and berating of individuals;
- j. Forced or required conduct that could embarrass or adversely affect the dignity of the individual, including the wearing of apparel that is conspicuous or extraordinary, or the performance of public stunts and activities;
- k. Forced servitude including errands and clean-up activities;
- l. The intentional creation of clean-up work or labor for new members by active members or alumni;
- m. Denial of sufficient time to study;
- n. Nudity or lewd behavior;
- o. Any activity, ceremony, or ritual using live animals;
- p. Any other activities not consistent with the philosophy and policies of the College.

Is it Hazing?

Five possible questions to ask to determine if it's hazing?

- 1. Will active/current members of the organization refuse to participate with the new members and do exactly what they're being asked to do?
- 2. Is there risk of injury or a question of safety?
- 3. Would you object if the activity were featured in the newspaper or on a local TV news program?
- 4. Would you have any reservation about describing and justifying the activity to your parents, to a professor, or to the President of the College?
- 5. Would you have any reservations informing the Office of Student Involvement what you are doing?

If the answer to any one of these simple questions is “yes,” the activity is probably hazing. You should be proud of all the activities you ask your new members to do.

How to Report Hazing

Georgia law makes hazing illegal and Young Harris College strictly prohibits hazing of any kind. Any violations or suspected violations of the law or College Hazing Policy should be reported immediately to the Office of Student Involvement or the Student Development Office. The Division of Student Development staff will carefully investigate all complaints and take necessary actions upon verification of violation. Student athletes may also contact the Athletic Director or specific coach to report an incident of hazing.

Any student who believes they are a victim of hazing has the right to file a police report regardless of whether or not they make a complaint with the College.

To report an incident:

YHC Police Department:

- Emergency: 911
- Non-emergency: 706-379-4569 (8:00am-5:00pm) or 706-896-7460 (after 5:00pm).

Student Development Office: 706-379-5180

Office of Student Involvement: 706-379-5025

NCAA Athletics: 706-379-5296 or the sport coach.

When reporting an incident:

- Indicate who was involved, what happened, and when and where it occurred.
- Include your name, phone number, and e-mail address.
- Provide contact information of all witnesses.
- An anonymous report may be filed, and all appropriate steps will be taken to protect the confidentiality of anonymous reporters. However, the quality and outcome of the College’s investigation of an alleged hazing incident may be affected by the need to protect the identity of anonymous reporters.

Policies Specific to Greek Life

What It Means To Be Greek at YHC

Greek life at Young Harris College is a community of brotherhoods and sisterhoods built on bonds of hard work, tradition, and pride under one governing body in order to foster, promote and support the development of a community made up of values-based organizations. At YHC, some of our organizations have long-standing traditions and have existed for over 100 years. We are devoted to holding our chapters/members responsible to their values-based rituals and the ideals of their organizations. Each chapter strives to create and uphold unity among organizational values, College values, and community values to build campus-wide strength among the various chapters. Young Harris College Greek-letter organizations provide their members with opportunities to enhance achievement through leadership, academic excellence, service, friendship, and spiritual growth.

Recognition of Greek Organizations

Young Harris College requires membership in the various recognized student organizations to be open to all students without any discrimination to race, color, national or ethnic origin, disability, sex, religion, or sexual orientation. Restricted membership may be granted if the organization provides adequate justification for this special status. Greek organizations may maintain gender-specific membership. To be recognized, a fraternity or sorority must be in good standing with Young Harris College. In order to be in good standing with the College, all Greek organizations must abide by the requirements for recognition of student organizations along with the below requirements and entire Greek Policy. In the event a Greek organization fails to complete any of the below requirements, the chapter may lose rights to participate in Rush and other Greek activities the following academic calendar year as determined by the Office of Student Involvement.

- Each Greek organization must provide one student representative to the Student Organizations' Council of Presidents as an active and voting member.
- Each Greek organization must provide one student representative to the Inter-Greek Council as an active and voting member.
- Each Greek organization must complete a minimum of one service/volunteer project per semester. A minimum of 10 volunteer hours is required per group. Chapters must participate in at least one annual community service/volunteer project sponsored by the Office of Student Involvement, which may be counted toward the required hours for that semester. Service/volunteer project hours must be certified by the Director of Student Involvement no later than two weeks prior to the end of the semester. In the event a Greek organization fails to complete service requirements, during the following semester 1) the organization shall not be permitted to participate in Rush and 2) must complete the service hours for the previous semester as well as the current semester by the stated end of semester deadline to remain a recognized student organization.
- All Greek organization policies and membership requirements apply to ALL members of a Young Harris College Greek organization, including gentlemen/sweethearts. Creation of a membership policy for academically or otherwise ineligible members such as "honorary" or "secrets" is strictly prohibited and may result in disciplinary action for the student organization involved.

Academic Policies

While participation in a student organization plays an important role in a member's personal development, it should always be remembered that the chief focus of each student should be on intellectual achievement, the development of understanding, and the ability to use one's mind positively and creatively. To underscore the importance of such achievement for each student, the following policies have been developed:

- In order to be an active member of a Greek organization, each Greek member must maintain an average minimum cumulative GPA of 2.5. If a member fails to achieve the 2.5 average GPA, he/she will be placed on probation for a minimum of one semester. Any member who does not achieve a 2.5 cumulative GPA for two consecutive semesters will be suspended from the organization for a minimum of one semester and until a 2.5 cumulative GPA is achieved. The organizations are responsible for implementing their own study plan for making sure their members on probation reach the required GPA. Members that are placed on academic probation shall not participate in any organization-sponsored event.

The Office of Student Involvement encourages chapters to reward members who achieve a GPA higher than the chapter/College requirement.

- All Greek chapters are required to maintain an overall average GPA of 2.5 in order to be recognized on campus. If an organization fails to uphold a 2.5 average GPA for any given semester that organization will not be permitted to participate in certain activities, as determined by the Director of Student Involvement, until a 2.5 grade-point average for one semester's academic work has been achieved. Any organization that does not achieve a 2.5 GPA for two consecutive semesters may be suspended for one or more semesters.
- **Individual chapters maintain the right to set GPA standards higher than what is required by College Policy, with the approval of the Greek Life Coordinator.**
- The Greek Life Coordinator will submit membership rosters to the Registrar's Office at the beginning of each semester to verify the eligibility of each student holding membership in a Young Harris College Greek organization.

Rush Week

The Young Harris College Greek system currently holds a formal Rush Week and Membership Intake Process (MIP) each fall and spring semester. The MIP is the potential new member period where a candidate for membership in a Greek organization becomes acquainted with the organization's purposes and goals and learns the requirements for membership and the traditions of the particular organization.

Rush Week consists of a Meet the Greeks, social activities, Brotherhood/Sisterhood Night, Philanthropy Night, Preference parties, and Bid Day for the potential Greek organization members. All first semester students who want to be involved in Rush must not have any D's or F's at midterms in order to participate in Rush. Rush Week and all Membership Intake Process activities must not interfere with or jeopardize the candidate's academic standing or any other College responsibility, nor interfere with the academic or social lives of non-participating students. The campus-wide Membership Intake Process shall not last more than 6 weeks and must be concluded no later than two weeks prior to final exams that same semester. All deadlines are set and approved by the Greek Life Coordinator. In addition, all activities must be suspended during breaks when classes are not in session (i.e. Fall, Spring & Thanksgiving breaks).

- Students must attend all Rush related activities unless excused by the Greek Life Coordinator.
- No fees are necessary for Rush Week.
- Any student wishing to join a Young Harris College Greek organization must have a cumulative GPA of 2.5 or higher.
- Rush Week requirements apply to ALL members of Young Harris College Greek organizations, including gentlemen/sweethearts.
- Invitations (bids) to join any Greek organization must be given out at a set date and time and must include a specific date and time for the invitee to accept the bid. All fraternities and sororities will issue bids at a common time, and will likewise share a common deadline for bid acceptance.

- The names of all students accepting bids must be emailed to the Greek Life Coordinator no later than noon on the following day after bids are issued. The Coordinator will then confirm through email, no later than three (3) business days after receiving the information, that the potential members are able to take part in the Membership Intake Process based on current academic status.
- Each Greek organization must submit an up-to-date education plan to be reviewed and approved by the organization's advisor and by the Greek Life Coordinator no later than the first day of Rush Week each semester.
- No candles or burning flames are permitted to be used in any campus facility, including during Membership Intake Process activities. See Fire Safety Policy for details.

Program and Workshop Requirements

One of the goals of the Young Harris College Greek Community is to promote and support the development of their members' leadership qualities within the community. Therefore, each chapter is required to organize a minimum two large scale events partnering with the Office of Student Involvement. Chapters may work together on programs or initiate programs that are jointly sponsored with non-Greek groups. The Director of Student Involvement must be notified when the programs are being held and approve all advertising. Organizations are required to hold an event related to their organizations philanthropy.

Advisor Requirements

Young Harris College believes that advisors play a very important role in the success of Greek organizations. Because of the importance of advisor involvement, each chapter is required to have a chapter and a faculty/staff advisor. Each organization is free to choose its own advisor pending approval from the Office of Student Involvement. Any exceptions to advisor qualifications and requirements shall only be made at the discretion of the Director of Student Involvement with the approval of the Vice President for Student Development.

- A faculty/staff advisor must be a full-time employee of the College.
- The chapter advisor shall be an alumnus of the fraternity or sorority, should have some form of active Greek experience, and shall provide the chapter and its membership with continuing advice and support.
- The chapter advisor cannot be a current YHC student.

A detailed advisors' job description is available to assist chapters/organizations in defining the role of the advisor in the Office of Student Involvement. An updated advisor agreement/job description must be signed every academic year and turned in to the Office of Student Involvement.

Development of Alumni Support

The College encourages fraternities and sororities to reach out to their alumni/ae for support. Alumni/ae interaction not only enhances the chapter, but may also help members make valuable connections for graduate school or careers. Involvement with alumni/ae translates into a variety of memories, extended friendships, and contributes greatly to the overall feeling of camaraderie, history, and networking gained through Greek membership. The Office of Student Involvement will provide assistance through the Office of Alumni Services in communicating with alumni/ae.

Greek Week

Greek Week is an annual week-long celebration of Greek Life at Young Harris College. The event is held every spring semester and consists of numerous competitive events for the Greek community. Traditionally, fraternity and sorority chapters are paired into teams that compete for points in events that determine the Greek Week champions.

The purpose of Greek Week is to bring together the Greek community under a common bond of fraternal friendship. The activities are intended to foster cooperation, organized community service, and to have fun! In the past, Greek Week events have included tug-of-war, kickball, dodgeball, capture the flag, egg toss and more. The Greek community invites everyone to attend Greek Week. However, only members of the Greek community are allowed to participate in competition. At the conclusion of Greek Week activities, an awards ceremony is held to recognize Greek organizations for their efforts during the academic year. This event is sponsored by the YHC Greek Council with assistance from the Coordinator of Greek Life.

Greek Awards

Every Spring, several awards will be awarded to Greek Organizations and individual members. For organizations, there will be awards for Highest Organizational GPA, Most Service Hours, and Most Spirit. For individuals, there will be awards for GPA, Most Service Hours, Most Spirit, and Greeks of the Year. These awards are to be given at the end of Greek Week each Spring.

Posting

The purpose of this policy is to establish a balance between efficiently disseminating information and maintaining the aesthetic appearance of the College environment. The posting of printed literature, posters, placards, and banners on campus must be approved by the Office of Student Involvement. The posting of non College related materials is limited to designated areas. Posting in residential areas must be approved by the Director of Residence Life. Department and office boards are maintained by the respective department/organization and are not available for general use, unless prior approval is granted.

The College encourages sensitivity to all members of our diverse community in postings and prohibits profanity or prejudicial content in advertising. It is expected that individuals respect the goals of building and maintaining a dynamic college community. Postings that contain subject matter demonstrating lack of thought, common sense, or good judgment contradict the values and goals of the community and will be taken down immediately. Individuals should consider the impact of their words. While individuals may have a right to post something, they also have a responsibility as members of the Young Harris College community to review the impact before submission for posting. In addition, the Student Development team is committed to sustainable practices. Please consider the impact on the environment as you make decisions regarding printing and distributing flyers. Events approved by the Director of Student Involvement are automatically placed on the YHC app.

All public notices or publicity material posted on College property must be sponsored by a recognized student organization, College department, or otherwise approved by the Director of Student Involvement. In addition, advertising that promotes the use and/or sale of alcohol is prohibited. Publicity should bear the following information:

1. Name of the activity
2. Time of the activity
3. Place of the activity
4. Name of the person or organization responsible for the activity

Any general questions about the Young Harris College Posting Policy should be directed to the Director of Student Involvement at 706-379-5025.

Approval

- Materials may be posted for a maximum of two weeks.
- All materials advertising campus events must include the name of the sponsoring organization, group or department, title of event, location, and event start and end times.
- **All flyers, handbills, banners, and notices to be posted on the campus of Young Harris College must be submitted to the Office of Student Involvement a minimum of five (5) business days before the expected posting date for approval.**
- **The original must be approved and stamped PRIOR TO PRINTING.**
- For all recognized student organizations and clubs, approval must be obtained from the Office of Student Involvement (approval/date stamp on flyer, poster, or banner). Recognized student organizations and clubs **MUST** be registered with the Office of Student Involvement in order to post flyers/banners on campus.
- Flyer size for bulletin boards is limited to 8 1/2 by 11" or 8 1/2 by 14" for all postings. Exceptions: College sponsored or external events that have preprinted posters size 11 x 17".
- Flyers/postings will not be rejected as long as all information presented is true and not libelous; must not be inconsistent with the College academic mission College Policies; and does not infringe upon rights of others.
- All constituents interested in posting flyers on campus must make their own copies and post around campus. In some cases, Residence Life staff can post flyers in campus housing. Please see the addendum below for clarification.
- At no time will businesses or other organizations outside of the Young Harris College community post flyers without the consent of the Director of Student Involvement. Postings from any businesses or organization found in violation of this policy will immediately be removed and the group may lose future campus posting privileges.

Posting Procedures: All Campus

- **Materials may be posted on campus bulletin boards and doors only (excluding special purpose bulletin boards specifically designated by campus departments or groups, and/or Susan B. Harris Memorial Chapel).**
- Posting on designated bulletin boards is limited to 1 flyer per event per board and only one single layer of fliers allowed (no overlapping). Postings may go up no more than 2 weeks prior to the event and must be removed by the next business day following the completion of the event. Only one banner per organization or department may be displayed at one time on/in each campus building.
- **Only transparent scotch tape and blue painter's tape are acceptable means of attaching flyers and banners.** Many adhesives are too aggressive and will damage the finish (i.e.

paint) of the door. If found responsible, an organization or individuals using improper adhesives (i.e. clear packing tape, duct tape, etc.) will be held financially accountable for damages.

- Posting of materials on any campus bulletin board that is assigned to a College department or unit requires the approval of that department or unit, and must follow its applicable policies and practices relating to the posting of materials. Any materials not authorized by the applicable department or unit will be removed and discarded.
- Academic offices may post on their own department office doors at their own discretion.
- Space for banners is on a first-come, first-serve basis. Banners may only be moved by the sponsoring group or the Office of Student Involvement.

Posting Procedures: Campus Housing

In addition to the above posting procedures, the following must be followed when posting in any residential facility.

- All flyers/notices to be posted in Young Harris College campus housing must be approved by the Director of Residence Life a minimum of 5 business days before the expected posting date.
- Residence Life staff members are unable to guarantee that the flyers will stay posted as students ultimately make choices about the decoration of their doors and may choose to take down the flyers.
- Constituents interested in posting flyers must make their own copies and collate them in separate stacks for each building.
- Residential students may post on their own room doors in campus housing.

One of the following three strategies must be used for posting flyers in the campus housing

- **Strategy A**
 - This strategy requires a total of 274 flyers and the constituency requesting this type of posting is responsible for actually posting the flyers. Flyers may be posted in the following places:
 - Room doors in Appleby Center (67), Appleby West (22) and Hillgrove (48)
 - Suite/apartment doors in Enotah Hall (50), Rollins (11), Appleby East (6), Manget (8), and The Village (62)
- **Strategy B**
 - Another strategy is to post one flyer per RA (42 copies total). Residence Life staff will post these flyers. You must provide the flyers in the following manner to the Director of Residence Life at least 5 business days prior to the posting date. The Director of Residence Life reserves the right to refuse excessive requests.
- **Strategy C**
 - A final strategy is to post two flyers per building (26 copies total). Residence Life staff will post these flyers. You must provide the flyers in the following manner at least 5 business days before the event. The Director of Residence Life reserves the right to refuse excessive requests.

Posting Prohibitions

Posters, flyers, notices, or similar items may not be attached to unauthorized campus facilities, including, but not limited to, trees, columns on the Plaza, trash cans, Susan B. Harris Memorial

Chapel, recycling bins, benches, campus maps, light poles, or exterior surfaces of buildings. Items posted improperly will be removed daily and destroyed. Persons and organizations that post items improperly may be subject to student conduct sanctions and/or charged for the cost of removal and any damage to College property. Young Harris College is not responsible for maintaining or returning items that are improperly posted and removed.

Posting Removal

Recognized student organizations and College departments are responsible for removing their posted notices. Directional signs must be staked and removed by the next business day after completion of the event.

Chalking Procedures

Chalking is not allowed on poles, columns, or campus buildings. Chalking should only be displayed where rain will naturally wash it off and all of the posting guidelines should be followed as well.

Guidelines for the College Fire Pit

No individual student or recognized student organization shall use the College fire pit without prior approval from the Director of Student Involvement at least two weeks prior to the desired date. A "Fire Pit Policy & Reservation Form" may be found in the Office of Student Involvement, in the Organization Loft or can be received by email from the Director of Student Involvement. Approval to use the fire pit will not be honored if a burn ban is issued by local, state, or federal authorities. Below are safety regulations and other conditions that must be followed in order to use the fire pit.

Safety Regulations:

- The fire cannot be lit or must be extinguished if the winds exceed 10 miles per hour.
- All personal vehicles must be at least 50 feet away from the fire and parked so as not to impede access by emergency vehicles, if necessary.
- Means of extinguishment must be present at the fire site.
- The fire cannot be left unattended.
- The YHC Police Department must be called prior to the ignition of the fire and after it is extinguished.

Other Conditions:

- Only recognized clubs and organizations and College departments may reserve and use the fire pit.
- The sponsoring group must provide firewood and is responsible for lighting and extinguishing the fire. The following items **MUST NOT** be burned: paper, cardboard, paperboard, treated wood, foam, lead paint, asbestos materials, rubber, garbage, plastics, tires, stumps, roofing materials, sheet rock, tar paper, or any other polluting matter.
- Flammable fuels such as gasoline, diesel or kerosene shall not be used to start or keep fires burning. Charcoal lighter fluid or manufactured starter logs are recommended.
- The fire must be extinguished by 11:00 p.m. and the area completely clean and cleared by 11:30 p.m.
- Advisors **MUST** be present prior to the ignition of the fire and/or start of the event until after the fire is extinguished/the end of the event.
- Reservations will be confirmed or denied via email. Reservations are not guaranteed until confirmation is received.

- Any exception to the above guidelines and regulations may only be made with the written permission of the Director of Student Involvement and shall be noted on the Fire Pit Policy & Reservation Form.