

Joint Campus Organizations Committee Policy

*Approved September 4th, 2018
Edits Starting March 29th, 2019*

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Article I. Guidelines for Chartering a Student Organization

Section 1. Definitions

A. Organization

1. Organization means a number of persons who have complied with, or are in the process of complying with, the requirements for chartering or the requirements for annual registration by Student Engagement. Organizations are student led and student focused and while they may support the mission of a department they may not function as a program of that department.

B. Group

1. Group means a number of persons who are associated with each other, but who have not complied with Institute requirements for registration as an Organization.

Section 2. Requirements for Chartering a Student Organization

A. Proof of Attendance at New Student Organization Charter Training

1. Proof that a member attended an officer orientation session no more than one semester prior to submitting a New Organization Charter Form.

B. New Student Organization Charter Form

1. A completed New Organization Charter Form must be submitted to Student Engagement. The Form must include the following:
 - a. the proposed purpose of the student organization,
 - b. the proposed category of the student organization,
 - c. the proposed name of the student organization, and
 - d. the names and signatures of the faculty/staff advisor and the primary student contact for the organization. The status of this advisor as active full-time, and salaried will be confirmed by Student Engagement concurrent with review of the Drug and Alcohol Policy Acknowledgment Form.

C. Acknowledgment of the "Georgia Institute of Technology Student Policy on Alcohol and Illegal Drugs" and the "Roles and Responsibilities of Student Organization Advisors at Georgia Tech" form, henceforth referred to as "required forms"

1. The Acknowledgement of the Georgia Institute of Technology Student Policy on Alcohol and Illegal Drugs form must be submitted with the New Organization Charter Form.
 - a. The Acknowledgment Form must be signed by the student organization's highest-ranking acting officer.
2. Roles and Responsibilities of a Student Advisor Form must be signed by their faculty/staff advisor and highest-ranking officer.

D. Membership List

1. A verifiable membership list of no fewer than 10 Georgia Tech students must be submitted to Student Engagement. This membership list may be submitted after the required forms and must include the following:
 - a. the full name of each member, and
 - b. the Georgia Tech e-mail address for each member.
2. Students from institutions that have an educational agreement with Georgia Tech and pay the Student Activities Fee will be considered Georgia Tech students for the purposes of this policy.
3. JCOC and SGA reserve the right to consider exceptions to membership list requirements; such exceptions will be considered by a vote of both chambers of the Student Government Association.

E. Constitution

1. An organizational constitution must be submitted in electronic form to the Student Engagement. The constitution must include the following criteria as outlined in Article V Section 1.

F. National Organization Disclosure

1. Organizations that are chartering as an entity of a national organization must submit a document containing the following:
 - a. The definition of the chartering organization's relationship with the national organization
 - b. Validation that the national organization approves of chartering the organization at Georgia Tech.

- c. Any requirements from the National Organization for 1) chartering as a chapter/section of that organization and 2) requirements/regulations for continued affiliation and benefit from that national organization (e.g., dues, constitutional requirements, membership requirements, etc.)

G. Application Timeline and Pending Status

1. Acknowledgement of the Georgia Institute of Technology Student Policy on Alcohol and Illegal Drugs form, Roles and Responsibilities of Student Organization Advisors form, and membership list may be submitted during charter windows. The New Organization Charter Form, Roles and Responsibilities of Student Organization Advisors form, and the Alcohol and Drug Policy Acknowledgement Forms must be submitted simultaneously.
2. After the submission of the New Organization Charter Form and the Acknowledgement of the Georgia Institute of Technology Student Policy on Alcohol and Illegal Drugs form and confirmation of advisor status an organization may be granted "pending status" and may be allowed to reserve space on campus, publicize and hold meetings, and may host small-scale internal events (understood as events involving low risk), but can not host larger events.
3. Pending status will begin from the verification of the advisor, should the organization submit all required paperwork during the appropriate charter window.
 - a. Organizations that submit their membership lists, constitutions, bylaws (if required), and board or council letter (if required) within this period will have their pending status extended until such time as their charter request is approved or denied by the Student Activities Committee.
 - b. Organizations that fail to submit their membership lists, constitutions, bylaws (if required), and board or council letter (if required) within this period will be deemed inactive, have their pending status revoked, and must wait until the next chartering window to resume the chartering process.
 - c. Organizations that fail to attend their assigned Student Activities Committee meeting two times will be deemed inactive and will have their pending status revoked. These organizations may not restart the chartering process for one semester.
 - d. Organizations whose charter requests are approved will no longer have a pending status.
 - e. Organizations must work towards the completion of the chartering process while in pending status.

H. Organization Category

1. During the chartering process, Student Engagement will review (directly with the leadership of that organization) and categorize each organization as a Civic Engagement, a Competitive Organization, a Cultural Organization, a Social Fraternity or Sorority Chapter, a Honor Society, a Production/Performance/Publication Organization, a Professional/Departmental Organization, a Recreation/Leisure Organization, and/or a Religious/Spiritual Organization based upon their expressed mission.
2. Existing organizations may request to have their categorization reviewed by submitting notice to Student Engagement. Approval of categorization for an existing organization shall follow the procedure previously set forth for organizations in the chartering process.
3. Organization categories shall reflect the unique missions and challenges of student organizations:
 - a. Civic Engagement Organizations are organizations whose focus emphasizes members' involvement in civic engagement initiatives such as philanthropy, service, advocacy, and/or awareness, as well as organizations whose focus is on social issues, community partnership, or education.
 - b. Competitive Organizations are those organizations whose focus is on the engagement of organization members in sport, academic contests, or other competitive activities.
 - i. Competitive Sports Clubs Status is granted by Competitive Sport Office as defined below in Section 2 I.
 - c. Cultural Organizations are those groups that have organized around the celebration of one or more cultural or diversity-based traditions and practices.
 - d. Social Fraternity/Sorority Chapters are social and service chapters of national organizations chartered through the Collegiate Panhellenic Council, Inter-Fraternity Council, the Multicultural Greek Council, or the National Pan-Hellenic Councils.
 - i. These organizations must follow the chartering process outlined in Article I Section 3.D.1
 - e. Honor Societies are organizations whose focus is to recognize the excellence among peers in a variety of different areas (including scholarship, leadership, etc.).
 - f. Production/Performance/Publication Organizations have the mission of creating designed works, fine arts, technical arts, and media.
 - g. Professional/Departmental Organizations are those organizations dedicated to the pursuit of professional and academic development activities. They may be focused on a particular profession and strive to develop the interests individual exploring that profession and building public interest of that profession, and/or bring together people within a particular major, school, college, or unit.
 - h. Recreational/Leisure Organizations are organizations whose focus falls outside of the scope of the categories given above.
 - i. Religious/Spiritual Organizations are organizations whose mission is the engagement of members on the basis of faith(s) or other belief structures.

I. Organizational Status

1. Multidisciplinary Status

- a. This status is granted by JCOC to organizations whose mission entails the pursuit of more than one unique discipline of an activity, such that those disciplines would each require a unique coach or mentor.
 - b. Multidisciplinary status will be reviewed annually before JFC budget season by online application.
 - i. An organizational representative must submit an online application for review at least 4 weeks prior to budgets being presented before the legislative bodies.
 - ii. JCOC will review and release decisions to organizational representatives in writing.
 - iii. Final decisions will be sent to the Joint Vice President of Finance.
 - c. Appeals
 - i. Appeals must be submitted to JCOC in writing at the latest 2 weeks after notification.
 - ii. Subsequent appeals may be made to the Joint Vice President of Campus Organizations, or the legislative bodies.
2. Competitive Sport Club Status
- a. This status is granted and maintained by the Competitive Sport Office within the Campus Recreation Center (CRC), requirements to be a Sport Club will be set by the Competitive Sport Office and other designated councils.
 - b. To be granted Sport Club Status organizations must be compliant with Competitive Sport Office requirements.
 - c. Organizations may be chartered pending approval by the Executive Board for Competitive Sport Clubs by Student Activities Committee.
3. Cultural Event Host Status
- a. This status is granted by JCOC to organizations who intend to apply for funding for cultural food at an event from SGA.
 - b. When an organization request Cultural Event Host Status, it must intend to host a cultural event, intend to request funding from SGA, and submit an online application. An organization may request to have JCOC review more than one event at a given time, but they may not request funding for food at a cultural event that JCOC has not reviewed through the online submission.
 - i. An organizational representative must submit the online application for Cultural Event Host Status before they submit their bill for funding from SGA.
 - ii. Organizations must demonstrate that their event is intended to educate attendees about the specific culture they are showcasing, and that their event will be marketed to the broader Georgia Tech population. See the submission form for more detailed information on the guidelines.
 - iii. The submission form can be found [here](#).

J. Additional Requirements

- 1. Each campus organization is required to maintain an advisor who is a full-time salaried faculty or staff member of the Georgia Institute of Technology or Georgia Tech Alumni Association. The advisor must co-sign all documents signed and submitted by the highest officer to the Student Government Association when applicable.
- 2. It is the responsibility of the leadership of the organization to inform the membership of its requirements and rules of the chartering process.
- 3. Additional requirements for chartering may be set at any time by the Joint Campus Organizations Committee (JCOC), the legislative bodies of the Student Government Association, Student Engagement, or the Student Activities Committee of the Faculty Senate.

Section 3. Governing Boards and Member Organizations

A. Chartering a Governing Board

- 1. Organizations wishing to be designated as a governing board, which oversees chartered or pending organizations, must also submit a copy of their bylaws, in electronic form, to Student Engagement. The bylaws must include:
 - a. An approval process that defines at what stage the governing board's approval is given in order for a new member organization to charter.
 - b. A process to add or remove existing organizations from membership status, and how that affects their status as defined by Article II Section 5.
- 2. The Joint Campus Organization Committee and the Student Activities Committee will review and approve the designation of governing board and the proposed bylaws.

B. Chartering a Member Organization

- 1. Organizations wishing to be chartered as a member organization of a governing board must include a letter of approval from the respective governing board.
- 2. A member organization's chartering process is subject to the timeline established in the governing board's approval process.

C. Changes in Membership Status to Existing Organizations

- 1. Governing boards may add or remove existing organizations as member organizations as defined by their bylaws.

D. Greek Organizations

- 1. Chartering Authority
 - a. The sole authority to charter social fraternities and sororities is granted to the Collegiate Panhellenic Council, the InterFraternity Council, the Multicultural Greek Council, and to the National Pan-Hellenic Councils, respectively.

2. Responsibilities to the Student Government Association
 - a. The President of the chartering authority is required to submit electronic notification to the Joint Vice President of Campus Organizations within two weeks of either granting or declining a charter to a Greek organization.
 - b. Once the chartering authority grants chartering approval, the organization is then subject to JCOC guidelines for the remainder of the chartering process and must be approved by the Joint Campus Organization Committee and the Student Activities Committee.

Section 4. Pre-Charter Inactivity Determination and Termination

A. Pre-Charter Inactivity

1. The temporary privileges granted with “pending status” to an organization and/or the chartering process for an organization may be halted by the JCOC or Student Engagement for any of the following reasons.
 - a. The requirements of Article I, Section 2 are not all met,
 - b. The membership list is not verifiable, or
 - c. Any action considered abuse of the group's temporary privileges.
 - d. Violations of the Student Code of Conduct
2. That organization's “pending status” will be replaced with an “inactive status.”
3. Pre-charter “inactive status” is complete and immediate.

B. Termination

1. An organization's temporary privileges and chartering process may be terminated by the JCOC or Student Engagement for:
 - a. Repeatedly failing to meet the requirements set forth in Article I, Section 2, or
 - b. Any action considered an abuse of the group's temporary privileges.
2. An organization whose privileges and chartering process have been terminated may, at the discretion of the JCOC and Student Engagement, be made to wait a period of up to one year from the termination before restarting the chartering process.

C. Notification

1. Should an organization's status be changed to “inactive,” the organization's last known primary student contact and last known faculty/staff advisor will be sent an electronic letter of notification stating:
 - a. The reason for suspension of privileges,
 - b. The requirements that must be met to have privileges restored, and
 - c. A maximum time period for meeting these requirements.
2. Should an organization's temporary privileges and chartering process be terminated, the organization's last known primary student contact and last known faculty/staff advisor will be sent an electronic letter of notification stating:
 - a. The reason for termination of privileges and the chartering process, and
 - b. Any minimum time before the organization may be permitted to restart the chartering process.

Section 5. Approval Steps

A. Application Process

1. An organization wishing to charter will need to attend a Chartering Information Session hosted by Student Engagement at the start of each chartering window.
2. All documents submitted during the application process are to be submitted to Student Engagement, who will review the documents and work with the organization to complete their application, which will include all documents listed in Article I, before passing it to the Joint Vice President of Campus Organizations. The Joint Vice President of Campus Organizations shall receive the documents prior to the Student Activities Committee meeting at which the documents are to be considered.
3. The organization's application is reviewed by the JCOC. The Chair of the committee brings the concerns of the committee to the next meeting of the Student Activities Committee. The Joint Campus Organization Committee has the authority to interpret the guidelines established in this policy as necessary.
4. All materials and testimonies presented are reviewed by the Student Activities Committee of the Faculty Senate, which transmits their positive or negative recommendation to the Faculty Senate. The Student Activities Committee has the power to refrain from immediate action on a charter in order to ask the organization to make appropriate changes to their constitution in order to conform to policy and to clear up areas of ambiguity or confusion.
6. The Faculty Senate, or the Executive Board on the Senate's behalf, conveys its approval or denial to the President of the Institute for his/her action.

B. Approval Considerations

1. Only those organizations whose functions and constitution are consistent with the educational mission of the Institute and the policies and procedures of the Student Government Association will be considered for chartering.
2. Only organizations with a unique mission statement to previously chartered student organizations in good standing will be considered for chartering.
3. Consideration is based on compliance with the requirements of Article I, Section 2.

C. Appeal

1. Any decision to apply inactive status to an organization in the chartering process made by the JCOC may be appealed to the appropriate legislative body or bodies of the Student Government Association.
2. Any decision to apply inactive status to an organization in the chartering process made by the legislative bodies of the Student Government Association may be appealed to the Student Activities Committee of the Faculty Senate, and subsequently the Faculty Senate.
3. Any decision made by the Student Activities Committee of the Faculty Senate, or the Faculty Senate may be appealed to the President of the Institute, and subsequently to the Board of Regents of the University System of Georgia.

Article II. Requirements for Maintaining a Student Organization Charter

Section 1. Governing Documents

A. Constitution

1. Organization members must make every effort to maintain the purpose of its organization and must follow all procedures and rules of its organization as defined by the organization's most recently approved constitution in accordance with Article V.

B. Bylaws

1. The bylaws of an organization may never supersede or contradict any clause of the organization's constitution.

C. Constitutional Amendments

1. Written (hard copy) or electronic (e-mail) notification of all members must be made at least two weeks in advance of any proposed changes in the organization's constitution. Amendments are subject to the approval of the Student Government Association and the Student Activities Committee of the Faculty Senate.
2. Revised constitutions shall be submitted to Student Engagement, along with a copy of the minutes of the organization meeting during which the vote was held, within seven days of revision. Student Engagement shall review the changes and pass the documents on to the Joint Vice President of Campus Organizations at least two weeks before the meeting of the Student Activities Committee where the documents are to be discussed.
3. In the case that the revisions of the constitution are to fix minor errors in grammar or nomenclature, are to rename the student organization while maintaining consistency with its purpose, or to update the constitution to current standards the Joint Campus Organization Committee shall have the direct discretion to approve such revisions without formal legislation. Such revisions, however, must be reported by the Chair of the JCOC and/or Student Engagement representative of the Student Activities Committee at the next meeting of the Student Activities Committee.
4. For all other revisions, the documents shall be reviewed by the Student Activities Committee, which shall review the materials and testimonies presented and transmit its positive or negative recommendation to the Faculty Senate of the Institute. The Student Activities Committee has the power to refrain from immediate action on proposed revisions in order to ask the organization to make appropriate changes to their constitution to conform to policy and to clarify areas of ambiguity or confusion.
5. The Faculty Senate, or the Executive Board on the Senate's behalf, conveys its approval or denial to the President of the Institute for his/her action.
6. Amendments shall take effect upon approval by the President of the Institute or their designee, obtained through the process described previously.

D. Governing Board Bylaws

1. Amendments to the bylaws of governing boards must also be submitted to the Student Activities Committee for review, following the process described for constitutional amendments. Written (hard copy) or electronic (E-mail) notification of all voting members must be made at least two weeks in advance of any proposed changes in the bylaws.

Section 2. Behavior

A. Non-discrimination

1. In accordance with Federal and State law, no organization may engage in acts that are discriminatory on the basis of race, gender, national origin, age, religion, sexual orientation, disability, or veteran status.

B. Conduct

1. Student organizations are held accountable according to the Student Code of Conduct for their behavior as an organization and the behavior of their members when representing the organization.
 - a. All violations, whether on or off-campus, of the academic and non-academic sections of the Student Code of Conduct and all other Institute and Board of Regents policies will be addressed.
 - b. Student organizations are accountable for complying with policies regarding Facility Usage, Computer Use and Misuse, Sexual Harassment and Misconduct, Alcohol and Illegal Drugs, and Solicitation and Publicity, along with any additional policies created by the Joint Campus Organization Committee, the Student Activities Committee, the Division of Student Life, and any other administrative body that oversees student organizations.
2. Any acts that are in violation of the Student Code of Conduct, the Georgia Institute of Technology or Board of Regents policies, or local, municipal, state, or federal laws and/or ordinances are prohibited and may be cause for charter suspension or revocation.

Section 3. Membership

A. Eligibility

1. Membership of a chartered student organization is limited to students as defined by these three types of members.
 - a. Co-op students in the Atlanta metro area may be considered full-time Georgia Tech students for the purpose of membership.
 - b. Students from institutions affiliated with the Georgia Institute of Technology that also pay the Georgia Tech student activities fee are considered Georgia Tech students for the purpose of this policy.
 - c. Students that pay the student activities fee and are eligible for participation in extracurricular activities as defined by the Georgia Tech student handbook.
2. Voting privileges may be given only to student members of a chartered organization.
 - a. In order to vote, students must be eligible for participation in extracurricular activities as defined by the Georgia Tech student handbook.
3. Only student members may run for or hold office.
4. Membership of an organization must be open to all eligible individuals as identified by Article II Section 2-A
5. Organizations may set additional qualification criteria for Officers in their constitution, provided that criteria for the selection process are clearly defined and comprise only those specifications that are necessary for maintaining the stated mission of purpose of the organization and are not in conflict with Article II Section 2-A.

B. Faculty/Staff Advisor

1. Each campus organization is required to maintain an advisor who is a full-time salaried faculty or staff member of the Georgia Institute of Technology or Georgia Tech Alumni Association.
2. All documents submitted to Student Engagement that require the signature of the highest officer of the organization must be co-signed by the advisor.

C. Meetings

1. The membership of an organization must meet at least once a semester to conduct business. Organizations are excused from this requirement only during summer semester or during semesters in which a majority of the membership is not enrolled at Georgia Tech.

D. Minimum Requirements

1. To charter an organization, 10 members are needed on the membership roster in order to be chartered and placed in Good Standing.
2. To maintain Good Standing, 5 members will be needed to be listed on the membership roster.

Section 4. Record Maintenance

A. Enge Portal

1. A completed and current OrgSync profile must be maintained throughout the year. A completed and updated Acknowledgement of the Georgia Institute of Technology Student Policy on Alcohol and Illegal Drugs form must also be filed with Student

Engagement within seven days of any change in officers, advisor, or contact information, as well as an updated Roles and Responsibilities of an Organization Advisor Form.

- a. Failure to maintain OrgSync profile and provide an updated Acknowledgement of the Georgia Institute of Technology Annual Registration form will result in a status of "suspended" being assigned to the organization by the JCOC and Student Engagement.

B. Electronic Mail

1. In order to maintain contact with student organizations, all organizations must maintain an electronic mailing address for their organization deemed acceptable by Student Engagement.

C. Constitutional Interpretation

1. In the case of disagreements within a student organization regarding interpretation of the organization's constitution, the JCOC shall facilitate dispute resolution.

D. Missing Documents Procedure Facilitation

1. In the case that a chartered organization's constitution does not include all provisions listed in Article V, the JCOC and/or Student Engagement shall serve as facilitator for the implementation of required methods and procedure until such time as the constitution has been amended and these amendments have been approved in accordance with Article II, Section 1-C.

E. Other

1. The Student Activity Committee and Student Engagement shall serve as resources to chartered student organizations for any mediation or arbitration desired or required and not specifically stated in this section.

Section 5. Recognized Tiers

A. Recognized Tiers

There are two recognized tiers for chartered student organizations: Tier II and Tier III.

1. Tier II
 - a. Tier II organizations are the top funding priority for student organizations.
 - b. Tier II organizations provide information or services that substantially impact the student body. This substantial impact, which is ultimately left to the discretion of the Joint Campus Organizations Committee and the legislative bodies, can be defined by one or more of the following characteristics:
 - i. The organization's membership is demonstrably the entire student body.
 - ii. The organization serves as a governing board for a substantial group of chartered organizations.
 - c. Tier II organizations may have staff, but are primarily student driven.
2. Tier III
 - a. Tier III organizations are the secondary priority of student organizations.
 - b. Tier III organizations represent groups of student that focus primarily on common interests, backgrounds, and activities.

B. Tier Assignments

1. Each organization shall be assigned to Tier III upon chartering.
2. An organization can request to have their tier assignment reassessed by submitting a written or electronic request to both the Vice President of Campus Organizations and the Vice President of Finance.
3. The Vice President of Campus Organizations will present the organization's request to the Joint Campus Organizations Committee for consideration.
 - a. The Joint Campus Organizations Committee will evaluate the ideological motivation of the proposal according to Article II Section 6-A1.
 - b. In order to be approved, the proposal must pass the Joint Campus Organizations Committee by a two-thirds majority vote.
4. The Vice President of Finance will present the organization's request to the Joint Finance Committee for consideration.
 - a. The Joint Finance Committee will evaluate the financial impact of categorizing an organization as a top priority.
 - b. In order to be approved, the proposal must pass the Joint Finance Committee by a two-thirds majority vote.
5. The Vice President of Campus Organizations and the Vice President of Finance shall submit their recommendations to the legislative bodies for approval by an enactment ratio of greater than 0.6.

C. Tier Review

1. The legislative bodies may pass a joint resolution asking the Joint Campus Organizations Committee and the Joint Finance Committee to review the tier status of a Tier II or III organizations.
2. The Joint Campus Organizations Committee and the Joint Finance Committee will recommend to the legislature whether the organizations status should be changed based on the policy in Article II Section 5-B.
3. A change in Tier status will be approved by the legislature with an enactment ratio of greater than 0.6.

Section 6. Recognized Statuses

A. Recognized Statuses

There are four recognized statuses for chartered Student Organizations: Active/ Good Standing, Pending, Suspended, and Inactive.

1. Active/ Good Standing
 - a. To maintain Active status, and be in Good Standing with the Institute, Student Engagement requires four components:
 - i. An updated OrgSync profile with the current President, Primary Contact, and Advisor
 - ii. Signed Acknowledgement of the Alcohol and Illegal Drug Policy form
 1. Must be submitted each year, or within seven days of a change in President or Advisor
 - a. Failure to submit this form will result in suspension of the student organization's rights and privileges (website, space reservations, access to SGA funds, etc.). Suspended privileges are reinstated once an updated form is submitted.
 2. This form is found online
 - iii. Signed Roles and Responsibilities of a Student Organization Advisor Form
 1. This form is found online
 2. Must be submitted each year, signed by the Advisor and the organization's President
 - a. Failure to submit this form will result in suspension of the student organization's rights and privileges (website, space reservations, access to SGA funds, etc.). Suspended privileges are reinstated once an updated form is submitted.
 - iv. Membership Requirement
 1. A minimum of 5 eligible students registered with the organizations in OrgSync
 2. All students participating in extracurricular activities must be enrolled in a degree program, maintain at least six credit hours or be a co-op student, and not be on academic or disciplinary probation.
 - b. Organizations that are in Active/ Good Standing are eligible to:
 - i. Request funds from the Student Government Association
 - ii. Host events on campus while following building and campus policies
 - iii. Reserve rooms and event spaces on campus
2. Pending
 - a. Pending organizations are newly established or reestablished organizations that have submitted the New Student Organization Charter Form, Acknowledgement of the Alcohol and Illegal Drug Policy form, and the Roles and Responsibilities of a Student Organization Advisor form. Once these three items are collected and it is determined that the organization does not duplicate the same purpose as a current organization, Student Engagement will verify that the Advisor is a full time Faculty/ Staff member and is eligible to serve in the role of Advisor. Once this verification has been completed, the organization will obtain "Pending" status.
 - b. Once Pending status is granted, organizations will have two months to complete the remaining steps of the chartering process. If the steps are not completed within the time frame, Pending status will be revoked, the organization will be marked Inactive, and the organizations must restart the chartering process. The remaining steps in the chartering process are as follows:
 - i. Membership Roster and Verification
 1. A roster of at least ten students and their "@gatech.edu" email address is required. Student Engagement will verify all members through their "@gatech.edu" email address.
 - ii. Attend an Officer Orientation
 1. In order to prepare the new officers as much as possible, they must participate in an Officer Orientation. Officer Orientations are held monthly by the Student Engagement and last roughly an hour. They walk organization officers through Student Engagement, the OrgSync, event planning, reserving spaces, requesting funds, etc.
 - iii. Constitution
 1. A constitution that adheres to the policies set forth by the JCOC is required. A template for these policies can be found online and in Student Engagement.
 - iv. Constitution Review
 1. The acting President of the Pending organization or their designated representative will meet with a staff member of Student Engagement to review the draft of the constitution and revisions will be suggested to the organization.
 2. Revisions must be submitted electronically to Student Engagement. Provided no further revisions are needed, the charter will be sent the Student Activities Committee to be put on the agenda.
 - v. Approval by the Student Activities Committee
 1. An organization representative will present the charter of the Pending organization to the Student Activities Committee at the meeting. Following the presentation of the charter the committee with vote to approve or deny the charter.
 - a. Approved charters allow organizations to be in Active/ Good Standing.

- c. Organizations that are Pending are eligible to:
 - i. Host internal events on campus while following building and campus policies
 - 1. Pending organizations are able to host small scale internal events (such as informational sessions and meetings) provided that the event is closed to the Georgia Tech community and does not involve major risk (determination of which is reserved for Student Engagement).
 - ii. Reserve rooms and event spaces on campus
- 3. Suspended
 - a. "Suspended" organizations have not completed the following:
 - i. Submission of the following forms within one calendar year or seven days after a change in President or Advisor:
 - 1. Acknowledgement of the Alcohol and Illegal Drug Policy Form
 - 2. Roles and Responsibilities of a Student Organization Advisor form
 - ii. Updated OrgSync with the current President, Primary Contact, and Advisor information
 - b. If a student organization obtains "Suspended" status, the last listed Primary Contact, President, and Advisor will be contacted regarding the change in the organization's status and will be informed of the steps needed to regain Active/Good Standing.
 - c. Suspended organizations lose their privileges to:
 - i. Request and utilize funds from the Student Government Association
 - ii. Host events
 - iii. Reserve rooms and event spaces on campus
- 4. Interim Hold
 - a. Organizations may be placed on "interim hold" status at the discretion of JCOC and/or Student Engagement with approval from the Dean of Students
 - b. This temporary hold shall last up to five (5) business days pending an initial assessment by the Office of Student Integrity
 - i. The student organization will receive immediate notice of their status being changed to interim freeze and will have an opportunity to discuss the decision within 48 hours with the notifying parties.
 - ii. The student organization will receive a communication no later than the fifth business day indicating if they shall regain their previous status or if the interim freeze shall continue for an additional five (5) days.
 - c. Interim hold organizations lose their privileges to:
 - i. Request and utilize funds from the Student Government Association
 - ii. Host events
 - iii. Reserve rooms and event spaces on campus
- 5. Inactive
 - a. An organization becomes "Inactive" after being "Suspended" for one calendar year.
 - b. The JCOC may assign "inactive status" to an organization during the chartering process for violating the requirements listed in Article II.
 - c. An organization may request to be placed as "Inactive" through notification to Student Engagement.
 - d. Inactive organizations must undergo the re-chartering process to regain Active/ Good Standing.
 - e. Inactive organizations lose their privileges to:
 - i. Request funds from the Student Government Association
 - ii. Host events
 - iii. Reserve rooms and event spaces on campus

Section 7. Additional Requirements

A. Student Organizations

1. Additional requirements for maintaining charters may be set at any time by the JCOC, the legislative bodies of the Student Government Association, the Division of Student Life, or the Student Activities Committee of the Faculty Senate.

B. Greek Organizations

1. Additional requirements for maintaining charters for social fraternities or sororities may be set by the InterFraternity Council, the Collegiate Panhellenic Council, the Multicultural Greek Council, or the National Pan-Hellenic Council, as appropriate.

C. Sport Clubs

1. Additional requirements for maintaining charters for sport clubs may be set by the Sport Club Council or by the Competitive Sport Office of the CRC, as appropriate.

D. Governing Board Member Organizations

1. Additional requirements for maintaining charters and statuses for organizations may be set by their respective governing board.

Article III. Student Organization Discipline

Section 1. Discipline

A. Conduct

1. Organizations and their members are accountable for their conduct per Article II, Section 2, Part B and are subject to disciplinary procedures and penalties as outlined by the Student Organization Code of Conduct.

Section 2. Revocation

A. Failure to Maintain Charter

1. A student organization's charter privileges may be revoked entirely for repeatedly or egregiously violating the requirements listed in the Student Code of Conduct.
2. Such determinations will be managed in accordance with the procedures outlined by the Student Organization Code of Conduct, and conducted by the Office of Student Integrity.
3. In order for an organization to regain privileges they must first meet with Student Engagement and the Office of Student Integrity to determine a process for such privileges to be reinstated.

Section 3. Appeals Process

A. Appeals

1. Appeals cases are to be managed by the Office of Student Integrity as outlined by the Student Organization Code of Conduct.

Article IV. Policy Changes

Section 1. Student Organizations

A. Notification

1. The JCOC shall notify organizations of any changes to this policy by electronic (e-mail) communication to the highest officer of the organization, as listed on the latest copy of their Georgia Institute of Technology Student Policy on Alcohol and Illegal Drugs form or OrgSync profile. Any such notification will include procedures and a time limit for compliance with the changes.

Section 2. Greek Organizations

A. Notification

1. The JCOC shall notify the InterFraternity Council, the Collegiate Panhellenic Council, the Multicultural Greek Council, and the National Pan-Hellenic Council of any changes to this policy via electronic (e-mail) communication to the Councils.

Article V. Constitution

Section 1. Constitution Requirements

A. Constitution Required Language

1. An organization's constitution must contain the following requirements:
 - a. The name of the organization,
 - i. The name of the Institute will only be used in naming organizations by being added at the end with "at Georgia Tech"
 - b. The purpose of the organization, clearly stated,
 - c. A membership selection process in compliance with Board of Regents and Georgia Institute of Technology rules, regulations and policies and, in accordance with federal and state law, that does not discriminate on the basis of race, gender, national origin, ethnicity, age, religion, sexual orientation, disability, or veteran status. The criteria on which the selection process is based must be clearly defined in the constitution and may comprise only those specifications that are necessary for maintaining the stated mission or purpose of the organization,
 - d. Clauses explicitly defining all categories of membership,
 - e. A clause limiting organization membership to only students, as to be defined by these three types of members
 - i. Co-op students in the Atlanta metro area are considered full-time Georgia Tech students for the purpose of membership
 - ii. Students from institutions affiliated with the Georgia Institute of Technology that also pay the Georgia Tech student activities fee are considered Georgia Tech students for the purpose of this policy.
 - iii. In order to be a member, students must be eligible for participation in extracurricular activities as defined by the Georgia Tech Student Handbook.
 - f. A clause stating that voting privileges be given only to student members and that in order to vote, students must be eligible for participation in extracurricular activities as defined by the Georgia Tech Student Handbook,
 - g. A clause stating that only student members may run for or hold office,
 - h. Clauses explicitly defining a method and a time frame for selecting or electing a faculty/staff advisor, and the length of the advisor's appointment,
 - i. Clauses explicitly defining a method and a time frame for selecting or electing officers that actively reduces bias and the length of the officers' terms, which cannot be indefinite.
 - j. There must be a senior and junior executive officer defined in the constitution.
 - k. Clauses defining the duties of the officers,
 - l. Procedures to remove an officer,
 - m. Procedures to replace a faculty or staff advisor,
 - n. A method of parliamentary procedure to govern business meetings,
 - o. A method for proposing and ratifying constitutional amendments,
 - p. A clause stating that "Written (hard copy) or electronic (e-mail) notification of all members must be made at least two weeks in advance of any proposed changes in the Constitution," and
 - q. A clause stating that "Amendments are subject to the approval of the Student Government Association and of the Student Activities Committee of the Faculty Senate."
2. Student Engagement or JCOC has the ability to require new language to be adopted to constitutions to remain in Good Standing if the language is necessary for proper risk management, safety, inclusion, or other required language as noted in the Article V Section A.