

University Operations Policies

Postal Services Policies

Student mail is handled by the Campus Post Office from all carriers. BGSU has a unique zip code, 43403, and all USPS mail with this zip code will be delivered to campus. Student mail must be addressed with a full, formal name and residence hall address, including room number.

Paper mail, such as envelopes and magazines, is delivered to the front desk of each residence hall each day Monday – Friday. There is no pickup of USPS mail on Saturdays or University Holidays.

Packages, and items with tracking numbers, from all carriers, including USPS, UPS, and FedEx, will be processed daily Monday through Friday at BGSU Postal Services and delivered to the Package Pick-Up area inside Falcon Outfitters on the 1st floor of the Bowen-Thompson Student Union. Overnight UPS and FedEx packages will also be processed on Saturdays. Please visit our website at www.bgsu.edu/postal for additional details.

The Campus Post Office accepts mail on behalf of residential students. Mail is then disseminated per the process outlined on the Postal Services website. It is the responsibility of the student to ensure the mail they are receiving does indeed belong to them. Students are responsible for immediately returning any mail items received in error or which are not addressed to them. This includes both paper mail placed in the student's mailbox in error, or packages miss-assigned or miss-delivered to the student. Mail received in error can be returned to the front desk of the residence hall for return to the Campus Post Office or to the Student Package Pick-Up Area inside Falcon Outfitters in the Bowen-Thompson Student Union.

Parking Services Registration Policy

The University requires the registration of any motor vehicle when such vehicle is parking on any property owned or leased by the University. Motor vehicles parking on University-owned or leased property must be registered with the appropriate state or government agency and display that current license plate. For the most up to date information, please visit www.bgsu.edu/parking.

Vehicle Registration Policy

Vehicle registration is available online through the student's MyBGSU account for students, faculty, and staff and at the Parking office for guests. Within the MyBGSU account, a student, faculty, or staff may register for a permit, add and update vehicles, and appeal citations.

Visitor Parking Policy

Visitors are subject to all parking regulations. Visitors may park in any metered space without displaying a BGSU parking permit. An appropriate parking permit must be displayed when parking in any space other than a metered space. Visitors may obtain a parking permit and map from Parking Services located in room 001 College Park, 419-372-2776. A free visitor shuttle service is available, originating at the Visitor Information Center at the main campus entrance and going to various locations on campus. Information regarding the shuttle service is available at the Visitor Information Center or by calling 419-372-0236. Visitors who ride the shuttle may obtain a free parking permit at the Visitor Information Center and park in Lots 20 and 13 adjacent to the main campus entrance.

Parking Assessment/Appeals

The registered driver, or registered student in possession of the vehicle, or employed faculty/staff member, or owner will be held responsible for all parking assessments issued to the vehicle.

An undergraduate student has the right to appeal a parking violation through the Undergraduate Student Government Procedures and Appeals Board within 10 days after the issuance of the ticket. A faculty/staff member or graduate student has the right to appeal a parking violation through the Faculty/Staff Parking Appeal committee within 10 days after the issuance of the ticket.

Space and Facilities Reservations Including Use of Campus Grounds Policies

A. General Policy

The University reserves the right to determine the time, place and manner of use of space and facilities so as not to interfere with the mission and regular operation of the institution. To this end, no programs and/or events may be held beginning at 5 p.m. the Friday before each week of final exams through the end of the final exam period. This includes programs sponsored by student organizations and campus departments. The use of University facilities and grounds must at all times conform to the following regulations and to local, state and federal laws.

B. Reservation Requirements

Reservations must be made for University facilities and grounds that are available for scheduling. Requests for reservations will be granted in accordance with the priorities of the designated area. All requests must be made to the appropriate office. An authorized representative must sign or verbally communicate department or student organization requests.

C. Procedure and Priorities for Designated Facilities

For use of the following facilities, the designated office should be contacted, and the appropriate procedures provided by that office should be followed:

a. **Bowen-Thompson Student Union**

Contact: 231 Bowen-Thompson Student Union Conference & Event Services/Administrative Office, 419-372-9000.
Priority for use of space in the Bowen-Thompson Student Union is given to major institutional programs and activities.

b. **Academic Buildings**

Contact: 231 Bowen-Thompson Student Union Conference & Event Services/Administrative Office, 419-372-9000.
Registered student organizations may request the use of space in academic facilities for specific purposes. **These purposes may include, but are not limited to, regular meetings of honorary or professional organizations, lectures, seminars, workshops and specific programs. Classes scheduled in academic buildings shall take precedence over use of the space by organizations. The space requested will be assigned if: (1) the intended use is in keeping with the educational purposes of the University; (2) the intended use does not conflict with use by academic programs or academic organizations; and (3) the space has not already been reserved by another organization. If the majority of the attendees are not current students or staff of the University and/or anyone is providing any type of payment in order to attend or participate in the event, then, the space(s) requested will incur facility and/or additional event charges.**

c. **Residence Halls**

Residence Halls are facilities that house students. As such, students have a certain right to and expectation of privacy, safety, and security. For this reason, the Office of Residence Life has a limited number of spaces that are available for reservation by University-recognized student organizations, offices, and residential students only. These spaces are located in publicly accessible areas of the residence halls. Areas located in secure residential corridors are not available for use by University-recognized student organizations or offices. Spaces in Residence Halls may not be utilized for sleep overs. Other limited exceptions to the Residence Life Space Reservation policy may be made with approval from the Director of Residence Life or her/his designee. No area in a residence hall is available for use by groups not affiliated with the University without the approval of the Director of Residence Life.

To review the full policy, available space, reservation agreement, or to make a reservation, please visit the Office of Residence Life's website at <http://www.bgsu.edu/residence-life/forms-and-resources.html> and choose Hall Space Reservations.

Offenhauer Tower West, 11th Floor

The 11th floor of Offenhauer West has a conference room and large activities room, which may be partitioned. The same priority and rules as set forth for residence halls above apply.

Contact: Offenhauer Towers front desk, 419-372-2898

d. **Dining Centers**

Contact: University Dining Services catering/space arrangements manager, 419-372-6951.

Priority for use of space in dining facilities is given to programs and activities which are conducted by University Dining Services. Rental fees may be assessed for use of all facilities. Most events sponsored by corresponding hall governments and student organizations will not be charged a rental fee for space.

e. **Prout Chapel**

Contact: 231 Bowen-Thompson Student Union Administrative Office, 419-372-9000

Prout Chapel is available for certain student organization meetings and ceremonies, in accordance with the policies which have been set forth for that building. These policies are found in 231 Bowen-Thompson Student Union Administrative Office

f. **Eppler Hall Gymnasiums**

Contact: School of Human Movement, Sport & Leisure Studies, 119 Eppler Center, 419-372-7234

The Eppler North and South Gyms are utilized by the School of Human Movement, Sport & Leisure Studies for classes and other instructional purposes, and are also used by Intercollegiate Athletics. They are available on a limited basis for department and student organization use.

g. **Intercollegiate Athletics Facilities**

Doyt L. Perry Stadium, Anderson Arena, Whittaker Track, Steller Baseball Field, Cochrane Soccer Field, Keefe Tennis Courts, BGSU Softball Complex, and athletic practice fields are owned and maintained by the University for the primary use, and benefit of, the intercollegiate and select recreational programs of the University, of allied non-University athletic activities consistent with such programs, and of official academic and special events of the University, as well as student life events. The use of these facilities shall be limited to these purposes unless otherwise authorized by the Office of Student Affairs. Doyt L. Perry Stadium & Athletic Complex, Anderson Arena, Whittaker Track, Steller Baseball Field, Cochrane Soccer Field, Keefe Tennis Courts, BGSU Softball Complex, and athletic practice fields. Contact: Facility Coordinator, Department of Intercollegiate Athletics, 419-372-2401

h. **Spirit Rock**

The Spirit Rock is located in the grassy area west of Kreisler Quadrangle. The Rock may be painted by only one registered student group or organization per day, and may not be reserved for consecutive days.

Contact: 231 Bowen-Thompson Student Union Administrative Office, 419-372-9000.

i. **Recreation and Wellness**

The Student Recreation Center, Perry Field House, Forrest Creason Golf Course, Ice Arena, intramural fields (located east of Mercer Road), and Offenhauer tennis courts (located adjacent to the Offenhauer Towers parking lot) are intended primarily for student recreational and instructional use on an organized group and individual basis. Recreation and Wellness schedules the use of these facilities.

The Student Recreation Center includes all facilities within the Recreation Center (Cooper and Andrews pools, multipurpose and other rooms, weight rooms, racquetball, handball and squash courts, track, indoor basketball courts), as well as the outdoor sand volleyball court and deck area adjacent to the Recreation Center and outdoor basketball courts between the Kreisler and Harshman Quadrangles.

The Perry Field House includes the indoor track, Jack Gregory Turf Room, Activity Room and Meeting Room. It is a multipurpose facility used for classes, athletics, intramural and sport clubs as well as being available for informal activity.

Student Recreation Center - Contact: Associate Director of Recreation and Wellness/SRC, 419-372-2711

Perry Field House - Contact: Associate Director of Recreation and Wellness/PFH, 419-372-9900

Intramural Fields - Contact: Assistant Director of Recreation and Wellness/IM, 419-372-2464

Forrest Creason Golf Course - Contact: Director, 419-372-2674

j. **Performance Venues: Moore Musical Arts Center (MMAC) and Wolfe Center for the Arts (WCA)**

The MMAC houses the College of Musical Arts at Bowling Green State University and the WCA houses the Department of Theatre and Film. These facilities function as academic units primarily for scheduled musical and theatrical events, to include recitals and performances presented by students and faculty within these Departments/Colleges. To schedule an Event in these facilities, outside of those events within these Departments/Colleges, contact the Conference & Event Services (231 Bowen-Thompson Student Union) at 419-372-9000. Usage Fees will apply for each Event as this is not a General Use Facility.

k. **Mileti Alumni Center**

The Mileti Alumni Center, located on the southeast corner of Mercer Road and Alumni Drive across from the Harshman Complex, houses the Offices of University Advancement, Alumni Affairs and Development. It is used primarily by these areas as well as the BGSU University Foundation Inc. A large multi-purpose room is available on a limited basis for department and student organization use.

Contact: Director of Alumni Affairs, 419-372-2424

D. Campus Grounds Use

1. Departments, student organizations or groups outside the University desiring to use campus grounds must complete an application for grounds use. Grounds use request forms are initiated in the 231 Bowen-Thompson Student Union Administrative Office, 419-372-9000. Each use must be requested in this manner. Campus grounds located adjacent to residence halls or small group living units are reserved through the Office of Residence Life (see paragraph 8 below).
2. Application for use of designated campus grounds must be made in the 231 Bowen-Thompson Student Union Administrative Office at least ten (10) University working days before the date of the use.
3. Selected grounds areas (other than those described above) are available for activities that are sponsored and approved by University departments and registered student organizations. Academic use by departments and colleges has priority, and assignments may be changed or cancelled if conflicts with regular academic programs develop. Grounds adjacent to academic buildings are not normally reservable when classes are in session, or if the activity taking place will disrupt academic or other operations of the University.
4. The Director of the Bowen-Thompson Student Union or a designee will review all applications for grounds use, except for those listed in paragraph 8 below. If necessary, the Director of the Bowen-Thompson Student Union will meet with or contact the representative of the organization applying for use of campus grounds to resolve any questions concerning the request, and to determine the propriety of the particular use.
5. In reviewing grounds-use applications, only grounds-use requests which are consistent with applicable University regulations as well as local, state and federal laws will be approved.
6. When the application for grounds use is granted, it shall specify the boundaries of the areas to be used, the date for which the use is approved, the time at which the reservation for the use expires, and any special provisions concerning the use of the space.
7. Departments and student organizations, as well as any organization outside the University which are granted the use of specified campus grounds are subject to the following requirements:
 - a. Use of amplification equipment must be in accordance with regulations found in part F of this document.
 - b. No structure may be erected on campus grounds without prior written approval. The approval must be secured at the time the activity is registered.
 - c. The failure of a department or organization to provide the Bowen-Thompson Student Union Administrative Office with notice of cancellation of a proposed activity or event at least two (2) University working days prior to the scheduled activity or event may result in the denial of a future permit for use, unless the cancellation is necessitated by events reasonably beyond the control of the department or organization.
8. Campus grounds adjacent to residence halls are reserved through the Office of Residence Life, by contacting the designated officials within that office, as indicated below:
 - a. Founders Quad Courtyard - Contact: Founders Hall Director, 419-372-8076
 - b. McDonald Quad Courtyard - Contact: McDonald Hall Director, 419-372-0289

- c. Offenhauer Towers Courtyard - Contact: Offenhauer Hall Director, 419-372-8134
- d. Alumni Mall (Between Harshman and Kreisler) - Contact: Office of Residence Life, 419-372-2011
- e. Falcon Heights Courtyard - Contact: Office of Residence Life, 419-372-2011
- f. Centennial Hall and Kohl Hall Courtyard - Contact: Office of Residence Life, 419-372-2011

Note: Recreational areas such as the basketball courts adjacent to the Kreisler and Harshman Quadrangles are reserved through Recreation and Wellness, as provided above.

- 9. Denials of applications for campus grounds use by any of the contact persons or offices listed in this policy pursuant to these provisions may be appealed to the Office of Student Affairs in accordance with the procedures outlined in Section G of this document.

E. Use of Amplification Equipment

“Sound amplification equipment” means any electronically powered, operated or assisted device that amplifies sound. A sound amplification device includes, but is not limited to, any system of public address, bullhorns, boom box, music or voice amplifiers, megaphones, or any combination thereof. A “sound amplification device” is not a University owned or controlled public address system, or a personal stereo, radio or music player used by University students, faculty, or staff in a University residence hall room, office or other facility at a reasonable volume that does not disturb other persons.

- 1. To ensure public safety and the orderly operation of the University, amplified sound devices may be used on the campus premises only in compliance with the rules stated in this Policy.
- 2. The use of the amplification device requires written approval be obtained in advance from the approving office or a designated representative. The Approving Offices are as follows:
 - a. Bowen-Thompson Student Union: Director of Bowen-Thompson Student Union or designee.
 - b. Union Oval, the University Hall Lawn: Director of Bowen-Thompson Student Union or BTSU Event Planning.
 - c. Residence halls, and adjoining spaces: Director of Residence Life or designee.
 - d. Athletic Facilities and adjoining spaces (Doyle L. Perry Stadium, Cochrane Field, Steller Field, Meserve Field, Stroh Center, Ice Arena, Anderson Arena.): Director of Athletics or designee.
 - e. Recreation Center/Field House/Intramural fields and adjoining premises: Director of Recreation & Wellness or designee.
 - f. Firelands: Dean or designee.
 - g. All other Campus Premises and adjoining spaces: Vice President for Finance and Administration or designee.
- 3. Applications shall be made in writing or on a form available from the issuing Office. A new application shall be made for each use.
- 4. Applications must be submitted not less than five (5) University working days before the date of use being requested.
- 5. Sound amplification devices must be entirely portable and no structure for their use may be affixed to University property.
- 6. The use of sound amplification devices inside University buildings or athletic venues shall not be permitted.
- 7. Outdoor dances and concerts may be held in approved locations only with prior approval of the official with responsibility for the space as designated in paragraph 2(a)-(f).
- 8. Permits will be considered on a first applied/ first approved basis except that University sponsored events shall always have priority without regard for when approval was sought.
- 9. Circumstances arising during an approved use of a sound amplification device may warrant Public Safety, other law enforcement agencies or other University offices to require the relocation of or limitations on the use of sound amplification devices in order to minimize disruption and distraction and the University reserves the right to do so.
- 10. Sound amplification devices may not be used to promote commercial messages by entities that are not approved University sponsors.
- 11. The written authorization shall specify the date, time, location, duration, manner and any other relevant information for the approved use of sound amplification device. Authorization may be revoked if the use deviates from the terms of the authorization.
- 12. The application and permit provisions of this Policy shall not apply to sound amplification devices used by University faculty engaged in teaching, university employees engaged in performing University duties, or for sound amplification systems used at University sanctioned events.
- 13. This Policy does not apply to law enforcement officers or other safety officials engaged in performing official duties that require the use of amplified sound devices.
- 14. The University may authorize the use of sound amplification devices only when the date, time, location, duration, manner and any other factors relevant to the use of sound amplification devices:
 - a. will not unreasonably interfere with University academic activities or other operations or functions.
 - b. will not unreasonably interfere, distract or hamper public safety.

F. Use of Temporary Structures

The use of temporary structures on University grounds are by permission only with the prior approval of the Director of the Bowen-Thompson Student Union or designee.

- 1. Temporary structures of any type may have no more than three (3) closed sides.
- 2. Generators, space heaters, cooking equipment, or any other appliances cannot be used in temporary structures.
- 3. Temporary structures must comply with all State of Ohio Codes.
- 4. Personal property in a temporary structure must be attended to at all times. Unattended personal property will be confiscated by the University.

5. Registered student organizations and approved non-University organizations and groups may use University utilities and facilities only with prior approval.

G. Appeals of Space and Grounds-Use Request Denials

Departments or student organizations whose requests for the use of campus grounds, academic or nonacademic facilities are denied may appeal to the Office of Student Affairs or the designee of that office as follows:

- a. A written appeal to the Office of Student Affairs describing the objections to the denial must be filed no later than five (5) University working days after receipt of notice of the denial. Notice of the appeal will be provided by the Office of Student Affairs to the office which denied the request.
- b. The Vice President for Student Affairs shall convey the appeal decision, in writing, to the department or student organization with a copy of the decision being provided to the office which denied the request.
- c. Departments or student organizations may not appeal beyond the Vice President for Student Affairs.

University Name, Documents, and Records Policies

Use of BGSU or other University marks (e.g., logos) by an organization in connection with the production and/or sale of clothing or other merchandise is subject to approval under the BGSU Licensing Program. Any and all items must be produced by an officially licensed vendor. A list of officially licensed vendors is available from:

BGSU Licensing Contact

Tommy Rapier
Department of Intercollegiate Athletics
Sebo Athletic Center
1610 Stadium Drive
trapier@bgsu.edu
419.372.7091

Student Organizations Policies

Advertisement Policies

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

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

Affiliation with Governing Bodies

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

Assembly Policies

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

Consumption Policy

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

Event Management

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

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

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

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

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

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

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

Food Service

POLICY STATEMENT AND PURPOSE

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

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

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

Procedures

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

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

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

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

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

EXCEPTIONS:

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

I. IMPLEMENTATION OF POLICY

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

Fundraising, Solicitations, and Sales

A. Jurisdiction

1. *Registered campus organizations*

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

2. Fund raising by non-University organizations

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

B. Solicitations and Sales

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

Guest Speakers

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

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

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

Hazing Policy

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

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

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

Political Campaigning

Student Elections

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

Public Elections

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

Student Budget Committee (SBC) Funding Policies

SBC Fund Philosophy

Student Budget Committee funding policies are aligned with the University's vision and core values. The philosophy of these policies is based on the commitment to provide monetary resources to registered student organizations that provide programs and activities that embrace the co-curricular education of the entire BGSU student body. These policies comply with federal, state and local laws as well as University policies as specified in the BGSU Student Handbook.

SBC Funding Requests

Registered student organizations may request funds from the Student Budget Committee. These funds are intended to support organization activities, but not to fully fund organizations. SBC will only fund up to 75% of an organization's total annual budget.

Organizations are not guaranteed funding. Funding for an organization will be based on SBC's evaluation of the organizations requested events, submitted budget request, presentation, available funds, and information gathered during financial consultations and audits.

Spot Funding

Organizations may submit a request, not to exceed \$2,000 per hearing, to cover programmatic or operational expenses not anticipated during annual or semester funding cycles. The Spot Funding process occurs periodically throughout the academic year. After the hearing, awarded funds are available to organizations that meet all requirements as stated in the allocation.

Annual Funding

The Annual Funding process is available by request to organizations for the next fiscal year. The hearing process occurs in the spring semester and allocated funds are available the following July 1 to organizations that meet all requirements as stated in the allocation. This process will require forms to be completed and subsequent hearings. Student organizations that desire to apply for annual funding must meet the criteria:

- Have been a registered student organization at BGSU for three (3) or more consecutive years; and
- Have had less than 10% or \$1,000, whichever is greater, swept at the end of the previous calendar year.

Semester Funding

The Semester Funding process is available by request to organizations for the next fall or spring semester(s); however, groups that utilize the Annual Funding Process may not elect to also participate in the Semester Funding process to apply for funds for the same fiscal year. The hearing process occurs in the spring semester to allocate funds that are available the following July 1 to December 31 and in the fall semester to allocate funds that are available for the following January 1 – June 30 to organizations that meet all requirements as stated in the allocation. Both will require forms to be completed and subsequent hearings.

Travel Funding

Funding for student organization travel is divided into two subcategories:

- Conferences/Training Sessions – requests may be submitted only through the Spot Funding process; however, the \$2,000 per hearing cap does not apply to this travel requests; and
- Competitions (including sports clubs) - requests may be submitted as part of the Annual or Semester Funding process. Groups may also apply for additional funds through the Spot Funding process if the need arises.

SBC Fund Policies

Three funding categories differentiate between different types of expenditures –programming, operations, and travel. All requests and expenditures are categorized into one of these three.

General policies

All three funding categories are covered by these policies.

1. The University's core values will serve as the philosophical base for the expenditure of all funds.
2. Funds may not be used to support activities which are linked to academic courses and for which academic credit is awarded.
3. Funds may not be used to support activities that are open to only people of a specific race, sex, sexual orientation, gender identity, gender expression, color, national origin, ancestry, genetic information, pregnancy, religion, age, marital status, disability, or status as a veteran.
4. Funds may not be used for scholarships, grants, gifts, prizes, awards, donations, financial aid, legal services, prohibited political activities, or sponsorship of elections.
5. Operating and travel funds cannot be used by student organizations whose mission is to raise funds for philanthropies.
6. Funds may not be used to reimburse expenses incurred prior to funding approval.
7. All student organization will be audited annually by the Office of Campus Activities. The audits will be made available for the Student Budget Committee to review prior to annual funding.
8. Spot audits may occur as deemed necessary by the Office of Campus Activities.
9. If the organization audit indicates problems or irregularities, funds may be frozen as deemed necessary by the Office of Campus Activities.
10. All student fee funds will be swept from student organization accounts at the end of the fall semester and at the end of each fiscal year. This does not apply to a student organization's fundraising dollars.
11. The University Activities Organization, Homecoming Student Steering Committee, Undergraduate Student Government and Graduate Student Senate accounts will not be swept.
12. Graduate student organizations are not eligible for professional development funding because graduate students may apply for funds through the Graduate

Student Senate Professional Development Fund.

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

Programming Funds

Programming funds are awarded to support events which enhance the educational, cultural, and social experience of BGSU students and are available for participation by the entire student body.

Programming funds may be spent within the following limitations:

- \$1,500 maximum for food, per event. All food must be purchased from BGSU Dining.
- Full-time BGSU employees may not receive more than \$100 in an honorarium. Honorariums may be provided for speaking engagements, consultations and training. BGSU employees may not receive payment for performing services that are considered to be within the scope of their BGSU employment.
- Organizations may not pay their advisor for services.
- Organizations must submit an evaluation form with details about the success of the program within thirty (30) calendar days following the conclusion of the event.

Operations Funds

Operating funds are awarded to support day-to-day expenses of registered student organizations.

Appropriation of these funds is not to exceed the following according to the type of student organizations:

- Media organizations – \$20,000
- Sports clubs – \$10,000
- All other organizations – \$2,000

Operation funds may be spent for costs of within the following limitations:

- No expenses for food at meetings
- No expenses for salaries, stipends or wages
- No expenses for personal computer purchases

Travel Funds

Travel funds are awarded to support and to assist with travel expenses that directly aid the organization in achieving its mission. Travel includes conferences, training sessions, competitions, and other off-campus events outside the city of Bowling Green, Ohio, which enriches the resources available to student organizations. Travel funds must be spent in compliance with the BGSU Travel Policy. Funds to support participation in tournaments or competitions that require qualification should be requested only after the organization has qualified.

Travel funds may be used to cover the costs of:

- Vehicle rental

- Lodging
- Tolls
- Registration and entry fees
- Mileage reimbursement for travel beyond 50 miles from campus, at the standard University rate
- Advisor travel cost as prescribed by the BGSU travel policy

Travel funds cannot be used to cover the costs of:

- Food during travel
- Conference travel for graduate students pursuing professional development

Funding Policy Exemptions

Organizations may appeal to the Dean of Students for exemption from specified parts of the above policies if a policy prevents an organization from accomplishing its mission. An exemption request must be made prior to submitting the associated funding request. SBC will consider a funding request with a policy exemption only if the exemption has been granted.

Appeals

SBC decisions may be appealed to the Dean of Students. Such appeals must be submitted to the Office of Campus Activities within two (2) weeks of the decision being sent to the organization. The decision of the Dean of Students is final.

SBC Membership

The SBC is comprised of 11 students. The Undergraduate Student Government (USG) treasurer and the Graduate Student Senate (GSS) Graduate Allocations Representative serve as co-chairs. The remaining nine members must be representative of student organizations and thus every effort shall be made to have a representative for every category of student organizations. At most, four of the 11 members may be graduate students.

Student Organization Operational Policies

General Policy

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

Student Organization Categories

- Academic Affiliated - Groups in this category are often linked to an academic program or administrative office in a formal manner. They are often affiliated with a specific major, field of study, or University function.
- Arts – Groups in this category have a primary mission of engaging in activities involving fine, liberal, visual, decorative, applied, design, craft, and performing arts.
- Cultural - Groups in this category have a primary mission or purpose to raise cultural awareness, respect for diversity, or foster a sense of community.
- Governing - Groups in this category have been recognized by the University as serving to coordinate the endeavors of other registered organizations. These organizations are ineligible for funding from the Student Budget Committee.
- Honorary - Groups in this category have been recognized by the University Honors and Awards Committee as an approved BGSU honorary. These organizations recognize excellence in areas including leadership, service, or scholastic achievement.
- Media/Publication – Groups in this category support student expression through the production of formal mass communication.
- Political/Social Issues - Groups in this category serve to raise awareness and engagement around topics of a political issue, affiliation, or cause. These groups encourage voter education and activism on campus.
- Professional/Career – Groups in this category help students advance knowledge and skills associated with a particular career, job, or trade.
- Recreational – Groups in this category provide an outlet for students to engage in leisure activities.
- Residential - Groups in this category support the on-campus residential student population through programming and advocacy. They are affiliated with the Office of Residence Life in a formal manner. Residential organizations are ineligible for funding from the Student Budget Committee.
- Philanthropic/Service/Volunteerism - Groups in this category have a primary mission or purpose to collect and donate resources for humanitarian purposes, perform community service, or to coordinate volunteer opportunities. Service - Groups in this category have a primary mission or purpose to perform community service or to coordinate volunteer opportunities.
- Social Fraternity or Sorority - - The minimum number of members required for organizations within this category is defined within the [Greek Standards of Excellence](#). In addition, these groups are advised by staff from the Office of Campus Activities and are not required to have a faculty or staff advisor. They are affiliated with an international organization, must have tax-exempt status under Section 501(c) (7) of the Internal Revenue Code, and must limit membership to currently enrolled

students at the University. Social fraternity and sorority organizations are ineligible for funding from the Student Budget Committee. The U.S. Department of Education has established the following criteria for classification as a social fraternity or sorority:

- Organization does not limit membership to persons pursuing or having interest in a particular field of study, profession or academic discipline;
 - Organization does not serve as an honorary society for academic, leadership, or any other endeavor; and
 - Organization does not permit members to hold membership in other social sororities or fraternities.
- Special Interest - Groups in this category do not easily fit within the other defined categories. They are formed by a group of students who share a common interest and a commitment to an articulated mission and purpose for the organization.
 - Spiritual - Groups in this category have a primary mission or purpose for religious or spiritual sharing, growth, or education.
 - Sport Club - Groups in this category participate in athletic competitions, including organized practices and skill development. Membership is restricted to current BGSU students only. These groups are required to be affiliated with Sports Club Programs in the Department of Recreation and Wellness, and the groups' primary advisory will be a staff member from that department.

Registration Privileges

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

1. Standard privileges are granted to all student organizations that complete the registration process. They include:
 - a. Use of University facilities; large event spaces and gymnasiums may carry additional fees
 - b. Opportunity to apply for University funds and pouring rights funding in accordance with University rules and regulations
 - c. Use of resources provided by the Office of Campus Activities, including OrgSync.
 - d. Inclusion in University publications, directories and distribution materials.
 - e. 10% discount on selected catering through BGSU Dining.
 - f. Opportunity to participate in University organization fairs.
 - g. Eligible for on-campus fund-raising activities.
 - h. Opportunity to obtain student organization mailbox, office and/or storage space in the Bowen-Thompson Student Union.
2. Registration of Student Organizations
Student organizations wishing to register with the University must submit the following information to the Office of the Dean of Students.
 - a. Submit the appropriate registration files, including a list of the organization's officers as listed in its constitution, and a full-time member of the faculty or staff indicating his or her willingness to serve as advisor to the organization.
 - b. Submit a complete organizational membership roster that documents the organization has at least ten University students as active members. Organizational membership may be composed of BGSU faculty and staff but a minimum of 75 percent of the membership must be comprised of BGSU students. Organizations that are unable to meet these minimum criteria will need to schedule a meeting with staff from the Office of Campus Activities to create a recruitment plan.
 - c. Submit one copy of the organization's ratified constitution. A recommended format is available from the Office of Campus Activities. Organizations should keep this document on file and must provide the Office of Campus Activities with an updated copy each time the document is revised.
 - d. Students wishing to start an organization may request organization privileges for 30 days to organize and meet the requirements for registration. The Office of Campus Activities will provide advising support during this formation period.
3. Student organizations wishing to register may be required to meet with staff from the Office of Campus Activities to jointly develop a one-page written plan to assist the organization in its development. The plan may include, but is not limited to, attendance at workshops, completion of a recruitment action plan and participation in leadership training. The written plan must be on file with the Office of Campus Activities in order for the organization to be in good standing.
4. Denial of Initial Registration
If the Office of Campus Activities determines that the organization's activities are detrimental to the educational mission of the University, registration may be denied. If registration is denied by the Office of Campus Activities, the president and advisor of the applying organization shall be notified of the decision in writing. The applying organization may appeal in writing to the Dean of Students within five (5) University working days from the date of the denial letter. The decision of the Dean of Students is final.
5. Withdrawal/Suspension Registration
The registration and/or specific privileges of an organization may be withdrawn/suspended on a temporary or permanent basis by the Office of the Dean of Students for non-compliance with policies pertaining to student organizations, the Code of Student Conduct and/or other University regulations, as well as when staff believe that such action is warranted in order to protect the health and/safety of the campus community. The procedure for such withdrawal/suspension is:
 - a. The primary contact for the organization and its faculty/staff advisor shall be notified in writing of the decision to withdraw/suspend registration and/or specific privileges, the effective date of this action and the reason(s) for the action.
 - b. The decision of the Office of the Dean of Students to withdraw/suspend registration and/or specific privileges from an organization may be appealed by the organization, in writing, to the Dean of Students within five (5) University working days from the date of notification of withdrawal/suspension of registration and/or specific privileges. If an appeal is not filed within the time limit, the decision of the Office of the Dean of Students will be final.

- c. The decision of the Dean of Students is final.
 - d. If a student organization loses official recognition from and/or is suspended by its national/international organization, it will also cease to be registered by the University; loss of University registration in this manner will be effective at least as long as the national/international suspension/loss of recognition is in effect.
6. Student Organization Requirements
- a. Membership
 - i. Membership in student organizations shall be open to students of BGSU without regard to race, sex, sexual orientation, gender identity, gender expression, color, national origin, ancestry, genetic information, pregnancy, religion, age, marital status, disability, or status as a veteran. Any grievance regarding alleged discrimination should be reported to the Office of the Dean of Students, 301 Bowen-Thompson Student Union, 419-372-2843.
 - ii. Designated social fraternal organizations are exempted by federal law from Title IX Regulations concerning discrimination on the basis of sex.
 - iii. Student organizations are to make a reasonable effort to inform the University community of their membership criteria and processes, including membership application deadlines. Outreach efforts to groups that are typically underrepresented in student organizations should be made.
 - iv. Selection criteria must be relevant to the goals and objectives of the organization.
 - v. Officers of student organizations must be full-time BGSU students, in good conduct standing, and maintain a minimum cumulative 2.25 GPA. The GPA required by their organization's local or national constitution may be higher than the University's requirement, and the officers and advisors are expected to enforce such requirement. Officers are defined as elected or appointed members who carry official titles and responsibilities germane to the organization, including but not limited to titles such as: President, Vice President, Secretary, Treasurer, Chairperson, Senator, etc. Appeals for exceptions to this policy may be made to the Associate Dean of Students. The decision of the Associate Dean is final.
 - vi. Organizations may have as many officer roles as required by their organization's constitution but those roles must include a president and a treasurer (or titled roles which fulfill the duties of those two positions). The president and treasurer may not be the same person.

Financial Management and Accountability

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

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

Pre-loaded Debit Cards

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

Contracts

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

Independent Contractors

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

Organization Advisor

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

Meetings and Activities

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

Speak Out Area

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

Student Participation in University Governance

Purposes

Bowling Green State University believes that:

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

Aims

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

1. *Recognize and Delegate*

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

2. *Review, Amendment or Reversal*

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

3. *Effective when Approved*

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

4. *Authority Revoked*

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

5. *Respect, Duties and Responsibilities*

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

Graduate Student Senate

Undergraduate Student Government

National Pan-Hellenic Council

Panhellenic Council

Multicultural Greek Council

Interfraternity Council

Resident Student Association

Student Organization Travel Policy

When a registered student organization desires to participate in, or sponsors an event that occurs off the campus, and participation requires vehicle use, the University is committed to promoting the safety of all participants. Therefore, the Bowling Green State University student travel policy applies to all registered student organizations as defined by the Bowling Green State University Student Handbook. This policy is in effect whenever members of registered student organizations travel as official or designated representatives of the University, or participate in an organization-sponsored event where the University is officially represented, and which requires travel in a distance greater than 35-miles one-way from Bowling Green or which requires travel outside of the state of Ohio. International travel by registered student organizations has additional requirements concerning registration and insurance. Student organization members and advisors must work closely with staff in the Office of Campus Activities when planning travel outside the United States.

A. Travel Registration

The organization must register each trip by submitting a completed travel packet as distributed by the Office of the Dean of Students (or designee) for all trip participants.

B. Advisor Participation

Upon review of the registration form, the designated staff member will determine if the presence of a travel advisor is required. If a travel advisor is required to travel with the group, the travel costs for the travel advisor will be paid from a special account designated for advisor travel and provided by the Office of the Dean of Students. If a travel advisor is not required to attend, the advisor of record, as listed on the student organization registration form, must sign off on the trip registration form. One member of the travel group must serve as the trip coordinator, including completion of trip coordinator training as provided by the Office of the Dean of Students. Trip coordinators must be currently enrolled students at the University.

C. Transportation Requirements

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

1. **Driver Requirements**

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

2. **Rental Vehicles**

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

3. **University-owned Vehicles**

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

4. **Personal Vehicles**

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

5. **Large Passenger Vans**

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

6. **Insurance**

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

D. Driving Requirements

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

E. Inclement Weather

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

F. Behavioral Expectations

1. All participants who are defined as BGSU students are accountable to the BGSU Code of Student Conduct throughout the duration of the trip.
2. Being under the influence, or in possession of alcohol or drugs in conjunction with the trip and throughout its duration, is prohibited regardless of the age of the student participant, unless otherwise approved, regardless of the local drinking age. This applies from the moment of departure from campus until the return to campus, or at the moment the student participant disaffiliates from the approved travel arrangements.
3. If the driver becomes aware of alcohol and/or drug consumption and/or possession, the driver should stop the vehicle and request that these substances be removed from the vehicle before the trip is continued. Failure of any passenger(s) to comply will cause immediate cancellation of the trip. Individuals as well as the student organization will be held accountable to the policies set forth in the BGSU Code of Student Conduct.
4. Smoking is prohibited inside any University-owned or -rented vehicle.
5. The transport of hitchhikers or any unauthorized passengers is prohibited.
6. Use of other than a compact-size trailer is prohibited without approval.
7. Students are encouraged to report reckless or irresponsible driving by other student participants so that appropriate safety measures can be taken for future trips.

8. Driving in a foreign country poses extraordinary risks that may necessitate the purchase of special insurance. It is important to consult with the Office of Campus Activities prior to traveling in a vehicle that crosses the border into another country outside the United States.
9. All trip participants are ambassadors of Bowling Green State University and as such must represent the University in a positive light. Alleged violations of the BGSU Code of Student Conduct will be referred to the Office of the Dean of Students for investigation and resolution. BGSU students and the sponsoring organization are responsible for the behavior of non-BGSU students participating in the trip.

G. Monetary Guidelines

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

H. Exemptions

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