



# STUDENT ACTIVITIES

ATHENS STATE UNIVERSITY

# Handbook



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# Athens State University

## Student Activities

Athens State University Office of Student Activities encourages the development and continuation of student clubs, organizations and honor societies to support students both academically and socially during their tenure at Athens State. These activities promote lasting student connections with other students and a lasting affinity with the university.

The purpose of this handbook is to assist students and advisors/sponsors to establish and to operate an Athens State University Registered Student Organization; and to provide best practices and policy information to support **Your Success!** This handbook provides information about the university's policies and practices for registered student organizations and describes some of the services available from the Office of Student Activities. The goal is to help you with your successful Registered Student Organization on campus.

Student clubs and organizations are recognized by the University as Registered Student Organizations (RSO) in two classes:

- 1) Student club or organization dedicated to supporting Athens State students with activities and programs designed to contribute to the educational, professional, civic or social development of the student members of the organization and the University community within the mission of the University in general.

- 2) Student honor society dedicated to the recognition of academic achievement in or support of a specific program or field of study.

Both classes of Registered Student Organization are subject to the same policies and procedures except by noted exceptions.



## Chapter 1:

# Establishing and Maintaining a Student Organization or Honor Society

### *Registered Student Organization “RSO”*

A Registered Student Organization may be a national student organization, a national honor society or a “homegrown” Athens State student organization. All organizations must meet the campus standards to be recognized by Athens State University.

### Gaining Recognition as a Registered Organization

Any five students with a common interest may submit a petition for recognition as a student club, organization or honor society. Newly forming organizations must submit a complete petition packet to the Senior Director of Student Success for review. A complete petition packet contains:

- **Petition** for recognition form—A written statement of the purpose of the proposed organization.
- **Initial Membership**—A listing of a minimum of five current Athens State students proposed as members of the proposed organization
- **Proposed Advisor**—The name(s) and contact information for a faculty or staff who will serve in the role of the organization advisor
- **Constitution**—An organizational constitution (if it is not a national charter see the constitution template online.)
- **By-Laws**—The rules of operation for the organization including information on officers, elections and other functions of the organization.
- **Commitment Statement**—A signed statement from the proposed advisor stating they understand the RSO is to operate within the policies of the University for all matters concerning the RSO including but not limited to Travel, Fundraising and Financial Management.

Please note, the submission of the packet **does not signify** organization approval. The organization is an RSO only upon receipt of the formal written communication stating RSO standing from the Senior Director of Student Success.

**National Honor Societies** at Athens State University must simply comply with the national standards and provide copies of the documentation of the charter, to included bylaws and constitution of the National Society governing body. **Athens minimum membership of five students is waived for student honor societies.**

## Registered Student Organizations Year to Year Operations

**Annual Obligations**--All organizations, whether existing or new, must complete and submit a petition for recognition (simple statement requesting a continuance of standing), organization information noting any changes in purpose or standing), and officer certification forms annually.

**Triannual Obligations**-- All organizations, whether existing or new, must submit an up-to-date Constitution and Bylaws every three years as documentation of a recent review of the documents.

SPECIAL NOTE: Your organization's year starts by submitting your petition for recognition with the current student member roster and any revised constitution or bylaws between August 1 and October 15 annually.

**To be eligible to participate in the annual Fiddlers Convention fundraising opportunities, the renewal requirements must be submitted on or before September 15 prior to the Fiddlers event that happens the first full weekend in October.**

It is the responsibility of officers and/or advisors of the organization to notify the Office of Student Activities of any constitution or bylaws updates or changes throughout the year and, at least every three years, submit the organizations' constitution and bylaws as noted above.

Annual Requirements for RSO:

- Maintain five student members
  - Waived for honor societies with less than five members that are given the "Student Honor Society" classification
- Officially host and document one semester / two annual events with a Semester Activity Memo.
  - Waived for honor societies with less than five members that are given the "Student Honor Society" classification, any annual induction ceremonies must be turned in.
- Submit activity reports/Semester Activity Memo to Student Activities
- Post activities through the use of Collaboratory
- Notify the Office of Student Activities by email or letter of any change in status (inactive, defunct, name change) of the RSO

**Inactive RSO**--Any RSO not meeting the requirements to maintain RSO status will be deemed inactive until reaffirmed by the Senior Director of Student Success. **To reactivate** an inactive status, the RSO must provide updated documentation for members and events to the Senior Director of Student Success for approval.

Any **Honor Society RSO** affiliated/associated with a national/international organization or designated as chapters of national/inter-national organizations must retain official recognition by the national/international association to retain RSO active status at Athens State University and should supply proof of that relationship on an annual basis or as requested by the Office of Student Activities.

# Membership

Membership in an Athens State University Registered Student Organization **is restricted to regularly enrolled Athens State University students, current faculty and current staff.**

Rules for general membership, voting membership or other classes of members are to be clearly defined and duly adopted as part of the organization's constitution and bylaws. Though alumni or others may participate in an RSO, they do not count as members.

All organizations must comply with the university's policy on non-discrimination. Membership in any Athens State University RSO cannot be restricted unlawfully on the basis of race, color, national origin, age, marital status, sex, sexual orientation, disability, religion, genetic information, or veteran status.

Some RSOs may have certain requirements or qualifications for membership. For example, honor societies may have certain grade point average requirements and/or be associated with a specific major in order for an individual to qualify to become a member.

RSOs are expected to actively maintain an up-to-date roster of members to include full name, student ID, Athens State email and current membership status. Student Members must adhere to the Student Code of Conduct.

As members of the university community, members and advisors of student clubs, organizations and honor societies

have certain responsibilities related to the activities and conduct of the members and advisors.

## Officers

Recognized student organizations are free to establish rules and procedures for the qualifications and election of the organization's officers, provided:

- A student being considered for office is currently enrolled at Athens State University.
- Rules for the qualifications and election of officers are clearly defined in the organization's duly adopted constitution and bylaws.
- A student being considered for office is a recognized active voting member of the organization (if membership classes are defined for the RSO).
- The selection of officers does not violate the University's Non-Discrimination Policy or applicable state and federal regulations.

It is considered a best practice to have officers seated at the start of each academic year; therefore, typically holding elections in the late spring term is ideal.

## Advisor(s)

Each RSO is required to have at least one full-time university faculty or staff member serving as an advisor. In addition to providing guidance for program planning and maintenance of organization, the advisor(s):

- Helps to provide continuity from year to year
- Aids in the transition to new officers
- Ensures responsibility for ensuring the RSO and its members abide by all relative university policies, regulations, and guidelines
- Provides student member awards/acknowledgments for Annual Honors and Awards Ceremony
- Ensures reporting of RSO activities to the Office of Student Activities include semester memo, and input to the university's Collaboratory tool are entered timely.
- Ensures the organization is operating in the best interest of the University.

## RSO Privileges

Standard benefits available to student organizations completing the registration process include:

- Assistance with organizing an RSO, including the recommendation of the advisor(s).
- Use of university facilities including The Bear Cage scheduled through the Student Activities Office.
- Eligibility to the Interclub Council.
- Opportunity to participate in university recruitment opportunities.
- Access to consultation with Office of Student Activities professional staff for on-campus event support and scheduling and approval of on-campus space/facilities use.
- Free advertising of programs/activities through approved university channels/locations as applicable.

- Opportunity for recognition of students at the university's annual Honors Awards Ceremony.
- Use of the Athens State University name when referring to the organization in information, publicity releases, and club functions.
- Marketing and Publications support in RSO branding for RSO publicity and RSO webpage
- Use campus news, publicity media and/or outlets subject to approval under applicable university policies and procedures.
- Host speakers, visitors, and artists at RSO-sponsored meetings and programs, within applicable university policies and procedures (see the Events, Programs and Activities section later in this handbook).
- Distribute literature relating to the organization's purpose and activities in campus areas/events as approved.
- Sponsor profit-making activities and solicitation of funds for RSO activities subject to approval under applicable university policies and procedures. [University policies must be followed, pre-approval is required for any such fundraising activity of any kind\).](#)

## Annual Honors and Awards Ceremony

Athens State holds an Annual Honors and Awards Ceremony each May. The ceremony includes student awards for the entire academic year: fall, spring and summer semesters. RSO and Honor Society classifications are encouraged to recognize student member achievements and contributions to the RSO at this event. The Office of Student Activities requests award lists from advisors generally in the March/April timeframe in





preparation of the May ceremony. It is the responsibility of each RSO to submit the correct name of award recipients.

## Responsibilities

Student organizations and their officers, members, and advisors have the responsibility to:

- Always be aware of the special role the organization holds as an integral part of the university community and to act accordingly and in the best interests of members, the university, and the surrounding community.
- Manage the organization and carry out all of its activities in accordance with the organization's constitution and bylaws, applicable university policies and procedures, and all local, state and federal laws.
- Attend required training sessions held by the Office of Student Activities
- Be aware that the organization may be held responsible for the conduct of invited guests or visitors attending events, programs, or activities sponsored by the organization.
- Conduct the business and fiscal operations of the organization in accordance with standards of good business management and practice and applicable university policies and procedures.
- Update the club or organization information whenever necessary with the Office of Student Activities this includes, but is not limited to changes in the organization's constitution, bylaws, officers, membership requirements, the purpose of the

organization, or authorized signatures for bank accounts.

- Send representation to Interclub council meetings, generally as designated by the RSO.

**All students, whether as individuals or as a group, must abide by the Student Code of Conduct.**

**Any RSO and/or its members found to be functioning in an irresponsible or inappropriate manner, or in violation of university policies or procedures may be placed on restrictive probation or may have RSO approval revoked. The organization may appeal a decision of probation or loss or recognition to the Administrative Council through the vice president for Enrollment and Student Support Services. The decision of the Administrative Council will be final.**

## Chapter 2:

# Operating Your Organization

## Events, Programs and Activities





Athens State University encourages the expression of a full range of ideas and viewpoints and strives to ensure the fullest degree possible of intellectual freedom and free expression. Organization advisors, officers and members are responsible for ensuring any event, program or activity is properly approved according to university policies and procedures and is compliant with local, state, and federal laws. **The University assumes no liability for individual actions that occur during an event, program or activity sponsored by a student club or organization.**

Organizations are not required to reserve non-academic outdoor space in advance or to request advance notice of any outdoor event. Students and student organizations are free to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature. Outdoor events are not permitted within 50 feet of academic buildings or libraries, within any fenced areas, or in the water fountain. Outdoor events are not permitted during periods when the campus is closed such as holidays or when classes are not in session. Any litter generated by the material being distributed must be collected and properly disposed of by the person or organization distributing the material. Failure to do so may result in charges to the responsible person or organization or department for cleaning services.

**Sponsored** events, programs, and activities (hereafter simply referred to as events) organized by a recognized student organization (RSO) generally fall into these categories:

### **Regular or Special Meeting of the Organization**

RSO/ Honor Society can reserve meeting space for a semester by contacting the executive assistant to the vice president for enrollment and student support services located in Sandridge Student Building room 118 or by calling (256) 233-8175.

### **On-Campus Events in Academic Spaces**

In general, an RSO event may be held in an academic space (including all indoor and outdoor classrooms) by approval.

Considerations for approval include:

- A written proposal and request for approval of the event submitted to the Office of Student Activities outlining the purpose, audience, estimated attendee count and needed resources.
- Events that include the public will require a written assessment of liability and actions required to limit liability including the need for security and require a request four (4) weeks in advance of the event. The assessment is performed by the university as part of the approval process.

Upon event approval, campus rooms or facilities may be reserved by the organization or the organization's advisor using the appropriate facilities reservation procedures and timelines. The Office of Student Activities will be available for assistance.

### **On-Campus Events in Non-Academic Spaces and Outdoor Areas**

Indoor events in non-academic spaces must be approved and reserved in advance with the Office of the Vice President for Financial Affairs. Event approval will be considered in terms of availability of appropriate space, liability, fit with University mission, possible disruption of the business of the University and other information. Security may be required for an event at the expense of the organizer.

To ensure an approved event in a non-academic space is a success, the organization should:

- Submit an approved event request for resources to the Office of Student Activities at least four (4) weeks in advance of the event. The proposal should include resources requested including tables, chairs, sound amplification or other audio/visual technology. Resources are provided based on the University's capacity to fulfill the request at a specific time/location.
- No outdoor sound amplification is permitted except on Beasley Field.
- Outdoor events are not permitted within 50 feet of academic buildings or libraries, within any fenced areas, or in the water fountain.
- Outdoor events are not permitted during periods when the campus is closed such as holidays or when classes are not in session.
- Any litter generated by the material being distributed must be collected and properly disposed of by the person

or organization distributing the material. Failure to do so may result in charges to the responsible person or organization or department for cleaning services.

### **Off-Campus Events**

In general, consideration for off-campus event approval requires:

- A written proposal and request for approval of the event submitted to the Office of Student Activities outlining the purpose, audience, estimated attendee count and needed resources.
- Events that include the public will require a written assessment of liability and actions required to limit liability including the need for security and require a request four (4) weeks in advance of the event. The assessment is performed by the university as part of the approval process.
- If travel is associated with the off-campus event, appropriate waivers from liability must be in place. [See Travel with Students](#). If university vehicles are to be used for transportation of advisors and/or members, the vehicles must be reserved in accordance with applicable University policies, procedures, and timelines.

### **Disruptions to Events**

Students, student organizations are not permitted to engage in conduct that materially and substantially disrupts another event

or expressive activity, or infringes on the rights of others to engage in or listen to such activity.

### **Enforcement**

These regulations will be administered and enforced by the vice president for Enrollment and Student Support Services and the vice president for Financial Affairs, or other university officials as designated. Students and student organizations operating in violation of these policies will be subject to disciplinary action under the Student Code of Conduct and Disciplinary Procedures.

## **Posting and Distributing Organization Materials**

All materials to be posted must be reviewed for University Policy compliance by the Office of Student Activities. Reviewed materials will be posted/distributed in approved campus locations with the appropriate expiration date stamp.

- Bulletin boards are available for the posting of general announcements, including posters or flyers for organization events, and are clearly labeled “Student Public Announcements.” Any material posted on boards reserved for specific uses, or on other surfaces will be removed.
- Temporary signboards may be allowed in parts of walkways and buildings prior to the event, as long as they do not disrupt the flow of traffic. Such signboards must be approved by the Office of Student Activities and must be removed immediately after the event.
- One poster per event will be allowed on each public announcement board.
- Permission to post may be refused if the posting material is illegible, unclear, obscene or contrary to any policy or law; information should be neatly presented.
- Posting of announcements of any kind is prohibited on trees, walls, doors, fountains or other painted surfaces; this includes glass doors and windows. Such postings will be removed.
- Items posted by unauthorized persons will be promptly removed and discarded. Organizations that posting information improperly or without approval may be refused future posting privileges.
- Electronic postings via electronic boards and the Athens Insider may be facilitated by the Offices of Student Activities and Marketing and Public Relations.



## **Enforcement**

This guidance will be administered and enforced by the Office of Student Activities under the supervision of the vice president for Enrollment and Student Support Services or other university officials as designated. Students and student organizations operating in violation of these policies will be subject to disciplinary action under the Student Code of Conduct and Disciplinary Procedures.

## **Guidelines for the Promotion of Organization Events**

### ***Program Communication***

Promotion is a planned program of communication intended to promote the interest and participation of individuals. As a process, it informs, sells, educates, clarifies, exposes, excites, and involves. It serves as the vital link between the planned program and program response. Depending on the quality of the program, the promotional campaign can be one of the prime determinants of the success or failure of the program.

### ***Publicity of a Program***

“Getting the word out” is a major part of the program planning process. Hastily prepared, ill-timed promotion can be as ineffective as a program planned in the same manner. On occasion, an event may have so much potential appeal that adequate promotion may consist merely of word of mouth. Other times, the program may be so new and unheard of that it

is necessary to organize a full-scale promotion campaign to generate interest and enthusiasm for the event.

### ***Response to Promotional Methods***

Promotional techniques, whether in the form of posters, banners, flyers, ads, web announcement, ETC., will evoke a psychological response before the viewer even thinks about the message being communicated. The best promotion is that which is clean, eatable, attractive and informative. A flyer or poster that is unpleasing to the eye, poorly designed, or badly printed may be a detriment to the program rather than an asset. The character of the promotion, whatever it may be, reflects the quality of the upcoming program in the eyes of the person reading or hearing the promotion.

### **Questions to Consider for Promoting Events**

- Audience – What is the primary audience for the promotion and program? What response is anticipated?
- Location for the Event – Where are traffic patterns? What location is best suited to the focus /purpose of the event?
- Promotion Type – Flyers and posters? Ads? Web announcements? Other alternatives?
- Appeal – Is the promotional material designed to attract attention?
- Clarity of Information – Is the promotional material clear? How much information is necessary?
- Timing – When should promotional materials be distributed/posted? Should the distribution be staggered

or all at once? (Factor in time for development and design of promotional materials).

- Event Workers/Coordination – Who will be responsible for what and when?
- Budget – Is the projected response worthy of the expense of the promotion? Is the promotion budget?

### ***Highest Degree of Effectiveness***

The most effective approach to publicizing a program is through a variety of methods that will work together and complement each other. These methods may include straightforward posters or flyers, media releases, audiovisual presentations, or some other creative approach.

### ***Basic Information***

Flyers and posters should always include the basic information about an event; news releases may contain more details. In general, the following information should be included on a flyer or poster:

- Event Name
- Admission Charge or Free of Charge
- Location
- Date
- Time
- Sponsor
- Other important information relating to the event should be included as space allows.

### ***News Releases***

In general, any club or organization news releases should be typed, and formatted for standard 8 ½-by-11 inch paper. News releases should generally include:

- Full name, telephone number, and email address of the contact person.
- A suggested brief title for the story. Titles should be in as few words as possible, but should clearly communicate the focus of the story.
- Important elements of a story (preferably found in the first two paragraphs): Who? What? When? Where? How? Why? Double-check all facts and information, and carefully verify the spelling of names.
- A brief paragraph giving organization information.

## **Semester Activities Memo and Collaboratory Inputs**

***RSOs and honor societies make an impact on the student body, community and region.*** Each RSO and Honor Society plays a critical role on the impact of the university to the region. The great work performed on campus in the unit of Student Activities has an impact to the university, and the memo is to ensure these are being collected.

As a measurable unit on campus, a semester memo of activities is required to record semester activities.

The secretary of the RSO or other designee should be tasked with drafting the semester activities memo (template available on the Student Activities webpage). The advisor approved memo should be submitted to the Office of Student Activities before the end of each semester, Fall and Spring and Summer as appropriate.

### ***Collaboratory***

Collaboratory is a university reporting tool implemented to track the University's united community engagement efforts. Each RSO is required to input into Collaboratory its events and activities that could reasonably be considered community engagement activities. A proxy for the cub, typically the secretary should input organization items to Collaboratory. Instructions for input are provided at <https://he.cecollaboratory.com/athens>.

## **Support Available from the Office of Student Activities**

All student organizations are under the supervision of the director overseeing the Office Student Activities and the vice president for Enrollment and Student Support Services. The Student Activities staff is available to provide a number of support services to assist organizations.

### ***Arrangements and Reservations for University Facilities***

The Student Activities staff can assist organizations in finding and reserving an appropriate facility for a meeting or an event.

Information on reserving a room can be obtained from the Office of Student Services.

### ***Assistance in Program Planning***

An idea in the initial stages of development can be expanded and adapted toward a more successful end with the assistance of the Student Activities staff. Staff can assist with the practical considerations for the event and technical arrangements, therefore avoiding problems prior to the event.

### ***Consultation in Organizational Development***

Organizational growing pains can often be eased with the assistance of a third party to consult and/or work with an organization. Student Activities staff are available to student organizations as difficulties arise or assistance is needed.

### ***Bulletin Board Space***

The Student Activities office provides posting space in most buildings on campus. The Student Activities Office is responsible for approving all signs on the bulletin boards.



## Chapter 3:

# University Policies of Note

## Fundraising Regulation

The president of Athens State University has assigned the Office of University Advancement as the office responsible for the coordination of solicitations and proposals seeking gifts or monies for the university from individuals, corporations and foundations.

**All faculty and staff employees, student clubs and organizations, alumni, or the alumni association must seek Office of University Advancement via the approval process prior to initiating any fundraising activity.** The approval process is designed to avoid duplication of solicitations and fundraising efforts as well as to ensure that University policies and procedures are followed.

RSOs have the privilege to earn funds through fundraising with proper prior approval. Fundraising activities may include raising funds for scholarships, special events, students, staff and faculty activities, equipment, capital projects, or other activities requiring financial support.

***Any and all types of fundraising activities--of any kind--must be preapproval in advance of it taking place. The university's [Request to Solicit form](#) is used to get approval.***

**NOTE: The Student Honor Society classification** set for national honor societies that have less than five active members must petition the Office of Student Activities for permission to fundraise. The request must include: 1) the reason why fundraising is needed, 2) how the funds will be used and 3) the fundraising activity being considered. If approved by the Office of Student Activities, it will then follow the normal approval process to go to the Office of University Advancement.

See full policy:

<https://www.athens.edu/policy/financial/university-fundraising/>

## Money Management

The university policy for fund management can be found at <http://www.athens.edu/policy/financial/financial-management/>. It requires all RSO funds are managed through the University Business Office. All university policies for purchasing must be followed. It is expected that all RSO funds collected be deposited into the organization's university account in a reasonable time period post collection. The director who oversees Student Activities has the authority to manage RSO accounts and require up-to-date reporting by the organization.

### *Request for Purchase*

Organizations may make purchases as needed within their funding limits. All organization purchases must begin with an approved Request for Purchase form, commonly called a "PO". Purchases must be made with an approved vendor. To view active vendors or establish a new vendor see the information at

the link at the bottom of this section. The purchase order must be approved and signed by the organization advisor, director of Student Activities who signs as the “College Administrator” and the vice president of Enrollment and Student Support Services.

See the information: <https://www.athens.edu/financial-affairs/employee-resources/>

## Alcohol Consumption

Any alcohol consumption, at any student function, on or off-campus must have prior approval of the university president. See Alcoholic Beverages policy:

<https://www.athens.edu/policy/administrative/alcoholic-beverages-on-university-property/>

## Travel with Students

All student travel requires each student to have a Travel Release form on file with the group advisor prior to making travel arrangements.

If student organization funds are used in travel, a travel release form must be submitted for any student who is anticipated to travel with the Request for Purchase form “PO.” A PO with student travel associated with it, will not move forward without travel release form(s.) Travel Forms and Procedures are posted at <https://www.athens.edu/financial-affairs/employee-resources/>

## Ethics

As a leader of an organization, your attention to careful and ethical decision-making is also VERY important. As students and faculty/staff begin their journey with their organization, we ask that they do the right thing by keeping all members informed, clarifying options, and considering the risk/benefits of all decisions.

Involvement at Athens State is a great opportunity to develop student leadership skills and to make lifelong friends. The benefits of being involved are immeasurable. Your involvement should be a positive learning experience for all involved!

## Americans with Disabilities Act

In keeping with its mission and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Athens State University is committed to providing persons with disabilities an equal opportunity to participate in and benefit from all programs and services conducted or sponsored by the University.

When planning your events or programs, we must ensure they are open and accessible to all students. The Office of Accessibility Services “AS” serves as the central contact point for students with disabilities. The goal of AS is to provide a physically and educationally accessible university environment that ensures an individual is viewed on the basis of ability, not disability. AS works individually with students to determine

appropriate and reasonable academic accommodations and to ensure that students' academic performance is evaluated apart from the limiting effects of disability. AS also serves as a resource to faculty members and university departments, assisting them in accommodating the needs of individuals with disabilities in the classroom and other program settings.

While the university strives to accommodate the needs of people with disabilities as fully as possible, reasonable accommodations do not include measures that fundamentally alter the university's programs and services or which place an undue administrative or financial burden on the University.

Athens State University employees and citizens should contact the Office of HR at (256) 216-3314 to complete the procedure for requesting accommodation.

Students requesting accommodations are served by Accessibility Services, located in Sandridge Student Center, Room 122, phone: (256) 233-8143, email: [accessibility.services@athens.edu](mailto:accessibility.services@athens.edu)

## Title IX

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." 20 U.S.C. §1681

Title IX encompasses gender discrimination and sexual harassment, including sexual assault and sexual violence. The United States Department of Education's Office for Civil Rights (OCR) is charged with enforcing compliance with Title IX. For more information on OCR, please visit [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html).

### Responsibility to Report

As registered student organizations you are required to report any instances of any of the issues listed above that may arise. If you become aware of any such conduct within your organization, you should immediately report it to the University's Deputy Title IX Coordinator in the Office of the Vice President for Enrollment and Student Support Services. [Sarah.McAbee@athens.edu](mailto:Sarah.McAbee@athens.edu) (256) 233-8172.

