



**STUDENT CLUBS &
ORGANIZATIONS GUIDEBOOK**

**OFFICE OF STUDENT AFFAIRS
DEREE – THE AMERICAN COLLEGE OF GREECE**

STUDENT CLUBS & ORGANIZATIONS GUIDEBOOK

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Co-curricular life: Clubs and Organizations

Co-curricular activities play a key role in a student's life. Clubs and organizations are part of the vibrant student life available at Deree. There is a wide variety of clubs and encourages students to explore new activities, meet new people and cultivate new interests. There are also student organizations that support activities and events that originate from administration offices of the College. Overall, students join a club or organization because they share a common interest and wish to develop that interest through group discussions, presentations, competitions, exhibitions and much more.

THE BASICS

Becoming part of Deree Student Life through Clubs and Organizations

Can I be part of a club or organization on campus?

All active Deree students in good academic standing (C.I. 2.0 and above) are eligible to join student clubs. The Office of Student Affairs (OSA) oversees all clubs and organizations; clubs, however, must obtain and continue to receive official recognition and budget allocation from the Deree Student Association. Student Organizations work under the supervision and guidance of the related Office.

Where can I find a list of clubs and organizations available to me at Deree?

A current list of the active clubs/organizations with their contact information can be found on the ACG website, under Student Services, in the Student Life section, Getting Involved

Student Clubs <http://www.acg.edu/current-students/student-services/student-life/getting-involved/student-clubs/>

Student Organizations <https://www.acg.edu/current-students/student-services/student-life/getting-involved/student-organizations/>.

How do I join a club or organization at Deree?

Students can join Deree clubs and organizations by contacting them using the information provided on the ACG website (<http://www.acg.edu/current-students/student-services/student-life/getting-involved/student-clubs/>), sending them an email or following them on social media pages to find out when meetings are and what the requirements are for regular membership. Most organizations have an application process, as well.

I can't find a club or organization I am interested in at Deree. Can I start my own interest group?

Sure! To start a new club, students must take the following steps:

1. Complete the [Club Proposal Form](#), including the following information:
 - ✓ The proposed name of the club.
 - ✓ A short description of the purpose of the club and the activities through which the group intends to achieve its goals.
 - ✓ A list of at least five (5) currently enrolled Deree students who wish to form the club.
 - ✓ The name of the advisor who is willing to advise the club.
2. Develop the [Constitution / Operating Guidelines](#) using the template provided here: http://www.acg.edu/ckeditor_assets/attachments/1903/constitution_template.doc
3. Complete a [Student Life Budget: Projected Expenses & Revenue](#) for your proposed club using the template provided here

All of the aforementioned forms must be submitted to the Office of Student Affairs for approval. Within 15 school days after the proposal is submitted, the Office of Student Affairs must approve or deny the establishment of the new club. If the Office of Student Affairs approves the Club Proposal, you should

inform the Deree Student Association for the Club's creation. In the event the establishment of the club is denied, the group must be notified in writing why they have not been granted recognition. An appeal to a negative decision made by the OSA can be made in writing to the Dean of Students.

A proposed club *will not* be established if its goals or activities are:

- ✓ Inconsistent with the mission or objectives of the College,
- ✓ In conflict with the Undergraduate Catalog and Student Handbook,
- ✓ In conflict with Greek law,
- ✓ In conflict with another club.

STUDENT LIFE ON CAMPUS: Running a club or organization

How do I make sure my club is considered Active?

To maintain active status, allowing the club to request funding and participate in campus events, including

At the beginning of every semester, by the end of September:

1. A **member list**, with the members of the Governing Body (GB) indicated with their title sent via email from the club email address, with the advisor copied.
2. An updated, **current budget** and **budget request**

*In case a Student Club has changed its constitution to send the current one including any and all amendments

Attention: Only clubs that have submitted the aforementioned documentation to the OSA will be considered for funding by the Deree Student Association.

How do I make sure my organization is considered Active?

To maintain active status, allowing the organization to continue its operation, and participate in campus events, including the Student Life Achievement Awards, students must submit the following to OSA:

At the beginning of every academic year, by the end of September:

1. A **member list**, with the members of the Governing Body (GB) indicated with their title sent via email from the organization email address, with the advisor copied.
2. An updated, **current budget** and **budget request** (*budget request only Spring Semester*)

*In case a Student Organization has changed its constitution to send the current one including any and all amendments

When is a club or organization considered Inactive?

A club or organization can be determined *inactive*, and subsequently denied funding if:

- ✓ The requested documentation (as listed in the sections **How do I make sure my club is considered Active?** and **How do I make sure my organization is considered Active?**) is not submitted;
- ✓ Appropriate receipts for all fundraising and other transactions carried out by the club or organization using discretionary account funds are not submitted along with the current budget;
- ✓ The club or organization goals or activities are inconsistent with the mission or objectives of the College;
- ✓ The club or organization does not hold elections as outlined in their respective constitution/operating guidelines and in accordance with the guidelines specified in the [Clubs and Organizations Governance](#) section of this guidebook
- ✓ The club or organization goals or activities are in conflict with the Undergraduate Catalog and Student Handbook, Greek law or another club/organization.

A club or organization may be dissolved, thus assuming *inactive* status, **by decision of its members**, by submitting a written notification to the Deree Student Association and the OSA.

A club or organization may be dissolved, thus assuming *inactive* status, **by decision of the OSA**, for any of the following reasons:

- ✓ Failure to follow basic regulations (e.g. irregular meetings or failure to submit annual report or other as provisioned in the clubs or student organizations constitution)
- ✓ Low attendance: a club/organization may be dissolved if attendance is consistently below 5 members
- ✓ Violation of the College's rules and regulations as stated in the Undergraduate Catalog and Student Handbook, and/or the Student Clubs and Organizations Guidebook

Once a club or organization is dissolved, it assumes *inactive* status, and may not function as a campus club or organization. This means that the group may not use Deree's name, services, or facilities. Information on inactive clubs and organizations is maintained on file in the OSA.

In the event that a club or an organization is not approved for operation by the OSA, the group will be notified in writing and will be invited to meet with OSA staff to determine future actions to revive the club/organization or define its status as "inactive".

Can club constitutions be amended?

Yes! Sometimes club constitutions must be amended to ensure all functions of the club are defined and member requirements are current.

In order to amend **Articles 1-6** of a club constitution:

- i) A two-thirds majority of those listed on the Members' roster must be present at the general assembly during which the amendment(s) will be discussed.
- ii) Of the active members attending the general assembly, a 50% + 1 majority vote in favor of the proposed amendment(s) must be achieved to carry and pass said amendment(s), unless otherwise specified in the club's existing constitution.

In order to amend **Articles 7-19** of the club constitution:

- i) A discussion with the Club's advisor is required.
- ii) Changes made to articles 7 through 19 must then be approved by the General Assembly of the club with a 2/3 majority vote.

Amended club constitutions should be submitted to the OSA for approval to retain their active status. The amended constitution are not considered valid unless approved by the OSA.

Budgets, discretionary, student life accounts – what does it mean and how can it work for my group?

Planning ahead, or budgeting, is the cornerstone of financial management. All active clubs and organizations may create a Discretionary Account, while all active clubs may also request financial support for planned activities and events from the Student Life Account.

Let's break it down:

A) Budget

- i) A budget is an estimate of income and expenditure for a set period of time. All student clubs and organizations should have a budget for the academic year.
- ii) In order to create a budget, club and organization members along with their advisors should make a plan of activities and events for the year; of course ideas will come up as we go, but it is best to plan as far ahead as possible, especially when estimating our expenses and income.
- iii) To put your plan in numbers and create your budget, use the budget template provided by the Office of Student Affairs.

- iv) All club budgets must be submitted to the Deree Student Association for approval by the end of September of every academic year.

B) Discretionary Account (the piggy bank):

- i) All clubs and organizations may hold a discretionary account. Think of your discretionary account like a “piggy bank”: this is where you save all funds raised through various activities such as bake sales and lotteries. Any funds raised through profitable activities conducted by your group are deposited in your discretionary account.
- ii) Discretionary account funds are counted and recorded in the OSA after every profitable activity is completed. Your “piggy bank” is then kept in the Business Office safe located in the SSC.
- iii) The treasurer of each club and organization is responsible for keeping an updated Budget Sheet with all Discretionary Account Transactions recorded, including any receipts; an audit/inspection of financial records may be requested by the advisor, the Deree Student Association or the OSA at any time. Misuse of funds in the discretionary account may result in sanctions according to the student conduct code.
- iv) To make a withdrawal from your “piggy bank” a GB member must request the amount from the OSA; OSA staff will review the club/organization discretionary account record of transactions to ensure that the requested amount is available. Once availability of funds is confirmed, the GB member or other assigned club/organization member may obtain the requested amount, along with a withdrawal receipt. The withdrawal receipt should be given to the treasurer to be recorded accordingly.
- v) To make a deposit in your “piggy bank,” bring the amount collected to the OSA to count a staff member. The amount will be recorded, and a deposit receipt will be issued. The deposit withdrawal receipt should be given to the treasurer to be recorded accordingly.

C) Student Life Account for Clubs (the savings account)

- v) All clubs may request financial support from the Student Life Account by submitting their projected budget to the Deree Student Association and the Office of Student Affairs for reference.
- vi) Think of your Student Life Account like your “savings account”; once the budget is approved by the DSA, you know the money is there, but you don’t actually see it.
- vii) To access funds from the Student Life Account, your “savings account,” you will need to complete and submit an [On-Campus](#) or [Off-Campus Event Proposal Form](#) to the OSA **at least four weeks in advance**. The OSA acts like your “banker,” requesting on your behalf that funds be used by the purchasing department to pay for approved budgetary requests.

At the end of each semester, all clubs and organizations are required to submit a complete audit report, listing all activities/events held during the previous spring and fall semesters, as well as copies of the corresponding receipts for all expenses recorded; this audit will determine the appropriation of funds for the semester ahead.

Several important considerations to keep in mind when planning for expenses:

- ✓ Funds remaining in the Student Life College Account at the end of the academic year **do not** roll over to the next year.
- ✓ Funds remaining in the Discretionary Account **do** roll over each year.
- ✓ The College reserves the right not to provide funding to clubs.
- ✓ The College will not fund travel expenses for events that are deemed irrelevant to Student Life scope and purposes and do not directly contribute to the College community.

- ✓ The College will also not fund start-up costs for fundraising efforts. Start-up costs should be drawn from Discretionary accounts.

To assist students in planning and budgeting for expenses, the OSA offers training sessions for governing body members. Please e-mail studentaffairs@acg.edu or call 210 6009800 ext. 1197 to make an appointment.

Can my club/organization fundraise for a cause?

Of course! Follow these guidelines and always stop by the OSA to talk about your plans before you set them in motion:

- ✓ Just as with every on-campus activity (not including regular meetings), you must submit the [On-Campus Event form](#) to the OSA at least **4 weeks** in advance. Fundraising events must be pre-approved by the advisor and the OSA,
- ✓ Groups collecting money through ticket sales, product sales or general requests for donations for a specific cause or charity must clearly identify the money as “fundraising revenue,”
- ✓ Patrons or customers should understand the mission of the fundraiser in order to have a choice whether to support or not support the endeavor,
- ✓ After the fundraising event, the money should be counted and recorded in the Discretionary Funds Master List in the OSA and subsequently deposited in your discretionary account at the College. The treasurer should keep a copy of the recorded transaction on the [Discretionary Transaction Sheet](#).

Can we create our own logo?

Yes! There are, however, guidelines you will need to follow when creating your logo:

1. Each logo should have its own identity.
2. It should not include any part of the new or old logo of Deree. The reason for this is so it can be combined with the Deree logo in any type of promotional material or publication. (T-shirt, banners, flyers etc.)
3. Your logo should have two versions: color, and black and white. The more colors in your logo the more expensive it is to create promotional materials.
4. In order to establish a new or change an existing logo, there must be a majority approval from the members of the club/organization.

We recommend that you set up a meeting with the OSA to discuss logo ideas before beginning the process of developing your new, or changing your existing logo.

Please note: *your logo must be approved by the OSA and the office of Integrated Marketing and Communication (IMC) before you can begin using it on official communication, social media and promotional material.*

Can we use the Deree logo?

You may use the Deree logo following approval from the office of Integrated Marketing and Communication.

To use the college logo on promotional materials please submit the material in an electronic form that can be manipulated (Illustrator, Corel Draw, Photoshop – not in jpg) to the OSA **at least four weeks in advance** of the date it needs to go to print. OSA will then forward it to IMC for approval.

How can we hold an activity/event on campus?

Planning is key to every event held on campus: the earlier, the better. At the beginning of each semester, the governing body of each club or organization should meet with the OSA to discuss the meetings and events they plan to hold.

An [On-Campus Event form](#) must be completed and submitted at least **4 weeks** in advance for any event planned on campus; major events should be planned *two months* in advance and all forms and requisitions completed at least *one month in advance*. Planning on requesting donations from off-campus parties/vendors? Include this on your On-Campus Event form and meet with an OSA staff member prior to contacting them to make sure you follow the appropriate procedure.

Meetings are not considered events. A meeting can be scheduled even 48 hours in advance. However, to ensure member attendance, it is recommended that you decide on a specific, recurring meeting time at the beginning of the semester/session and reserve the meeting venue for the entire semester/session.

To reserve tables, chairs, or boards for use in the Deree main corridor:

Email your request to studentaffairs@acg.edu at least 3 working days in advance.

To reserve a room for a meeting:

Email your request to studentaffairs@acg.edu at least 3 working days in advance. The OSA will notify you regarding the availability of the space requested by email, within 24 hours of receiving confirmation from the Registrar's office. Please refrain from announcing meeting venues until you receive confirmation of the availability of your requested venue from the OSA via email.

To post an announcement, meeting or event on blackboard:

E-mail the text or .jpg file you would like posted on blackboard to studentaffairs@acg.edu at least 3 working days in advance.

Can I plan an off-campus activity?

Of course! The following types of activities/events are considered off-campus activities:

- all student activities/events organized by student organizations or clubs that take place off campus
- participation of members of clubs/organizations in conferences, tournaments or other activities organized by third parties off campus

Off campus activities are all are subject to several regulations. As such, to obtain permission for College-sponsored off campus activities, the student club/organization must do the following **at least 8 weeks in advance**:

- ✓ Submit an Off-Campus Activity Proposal Form and budget (for the specific activity) to studentaffairs@acg.edu, copying their advisor(s); forms and budgets sent without advisors being copied will not be considered valid and will not be processed.
- ✓ Schedule an appointment to discuss the off-campus activity with the OSA

Please note: *The use of the name of the College, emblems or symbols of the College are prohibited for off-campus conferences, tournaments or other activities attended by Deree club/organization members for which the above procedure has not been followed and for which the College has not given prior approval.*

How do we fund an off-campus activity?

Funds to support an off-campus activity may be drawn from approved (budgeted) Student Life Account funds and/or the club's/organization's discretionary account.

Is there a selection process involved when attending conferences/tournaments?

Yes. Each club/organization wishing to send members to attend conferences/tournaments where participation is not open to all members, should follow a documented selection process. If you would like members of your club/organization to be eligible to participate in conferences/tournaments representing your group, but do not have a selection process, please contact the OSA for guidelines and assistance. Please submit your selection process guidelines to the OSA.

When submitting the Off Campus Activity Form for a conference/tournament your group is planning on attending, you must submit the corresponding **Selection Process Form** as well.

To ensure fairness, each student may participate in ONE College sponsored trip per fiscal year (July 1 – June 30) organized by any one club/organization. For example: Student A may be selected to participate in no more than ONE College sponsored trip with Club A; however, if Club B would also like to be represented by Student A, he/she may also participate in no more than ONE College sponsored event with Club B. Exceptions to this policy must be justified in writing to the Office of Student Affairs and must be communicated to all club members via email.

Are there any other documents needed to participate in an off campus activity?

Yes. The following forms and documents must be submitted to the OSA at least 5 days in advance of the off campus activity:

- ✓ Disclaimer Form: every participant (or their parents or legal guardians if under 18 years of age) must submit the Disclaimer Form when participating in an off campus College sponsored activity. This form must be completed, signed and returned to the OSA five (5) days before the event. No student is allowed to participate in any College sponsored office campus activity without these documents.
- ✓ A complete list of all students attending, including their name, student ID, email, cell phone
- ✓ In case of travel, the participants' flight information and accommodations (i.e.: flight number, name, address, contact info of hotel)

What are my obligations as a Deree student participating in an off campus activity?

Students who participate in off-campus activities sponsored by the College must:

- ✓ Follow the approved schedule.
- ✓ Follow the instructions of the chaperone(s).
- ✓ Display proper conduct at all times.
- ✓ Follow and abide by all local laws.

Not doing so will lead to individual/group discipline, which may include expulsion and/or dissolution of the club.

What are the responsibilities of the College in an off campus activity?

Other than providing one or more chaperones, the College bears no responsibility for accidents, unexpected occurrences, deviations from the schedule or loss of property belonging to students, should any of these incidents occur during an off-campus activity.

Our off campus activity is complete. What now?

To evaluate off campus events, students attending should fill out the [Off Campus Report Form](#) once they return. The completed forms should be submitted to the club/organization advisor, who will add his/her comments and in turn submit to the Office of Student Affairs for review.

Does the College sponsor all off campus activities?

No. Students have the right to organize non-sponsored events off-campus; however, they cannot be advertised using the name, emblems or symbols of the College. The College bears no responsibility for any off campus activity not sponsored by the College, nor for transportation to and from said activity. The advisor of the club or organization should be informed, but has no responsibility and is not required to attend. Student Life Account funds may not be used for off campus activities not sponsored by the College.

Students also have the right to organize non-sponsored travel; however, they cannot be advertised using the name, emblems or symbols of the College. As mentioned above, the college bears no responsibility for travel that is not sponsored by the College. The advisor of the club or organization should be

informed, but has no responsibility and is not required to attend. Student Life Account and Discretionary Account funds may not be used for travel that is not sponsored by the College.

How do I communicate my club's/organization's events and meetings?

There are several ways you can communicate information regarding your club's/organization's activities:

- **Blackboard** – The OSA will post announcements, meetings and events on the Student Life Section for the entire student body to see. Students must send an email to OSA at least 3 working days in advance.
- **Bulletin Boards** – submit posters to the OSA a week prior to the event you would like to advertise. These posters will be posted on the bulletin boards located in the stairwell leading to the 4th, 5th and 7th level of the DC building, the Events @ Deree bulletin board located on the 3rd level of the DC building, and the glass case in the CN building. Information on bulletin boards will remain for up to 15 days (when relevant). Anyone removing posters without proper authorization will be subject to disciplinary action.
- **Plasma screens**– Students may post announcements on the plasma screens located in the library, Student Success Center, and CN building. They should submit a jpg or PowerPoint slide in landscape to studentaffairs@acg.edu at least 5 working days in advance of the event.
- **Student Affairs Social Media**- Student Clubs and Organizations can request from the OSA to communicate their activities, including meetings, through the official Student Affairs FB page and Instagram Account by sending an email to studentaffairs@acg.edu containing the information and/or image they would like posted.

The following regulations apply to all posters/images submitted to be used on any of the aforementioned media:

- ✓ Posters must be checked by the club's advisor. If for some reason Greek is to be used, a copy in English must accompany it.
- ✓ Posters and announcements may not be posted in classrooms or anywhere else on campus walls/doors or windows.
- ✓ Information on posters/announcements must include: name of organization (and logo, if available), time and place of activity and club e-mail

Is there somewhere we can hold office hours so interested students can find us?

Yes! The **Club/Society/Organization Office (CSO Office)** is located on the Main Corridor across from the Deree Student Lounge in the Deree Student Association (DSA) office space. Office hours are set for each student organization/club/society through the DSA at the beginning of each semester. The OSA is informed of the office hours, which are posted on the door of the DSA office space. Each club/organization/society is entitled to a space in the room and is responsible for the tidiness of the room.

What is the role of our Advisor?

Advisors play an instrumental role in the overall success of clubs and organizations. They guide and direct group members in carrying out activities and help you work together in a spirit of cooperation, maintaining unity and continuity between each governing body.

Advisors are often faculty members or administrators who volunteer their time and talent out of interest in a particular activity and dedication to the College.

The responsibilities of an advisor, instructor, or coach are to:

- ✓ Assist in the development of skills,
- ✓ Attend and supervise meetings or other activities sponsored by the group,

- ✓ Attend and supervise major events on campus even those held after class hours and on weekends,
- ✓ Chaperone or arrange for a chaperone for trips within Greece and abroad,
- ✓ Help the club or student organization elect officers and establish a meaningful program consistent with the objectives of the group and the College,
- ✓ Encourage interaction between members by assigning specific tasks and responsibilities,
- ✓ Facilitate leadership development and group initiative,
- ✓ Encourage students to keep an electronic portfolio of photos, videos, advertisements for every event.
- ✓ Oversee the group's financial transactions to help ensure appropriate record keeping, and
- ✓ Work closely with the Student Government and the OSA to solve any problems that may arise.

CLUB AND ORGANIZATION GOVERNANCE: Holding elections and running for office

All clubs and organizations, with the exception of the Deree Student Association, must hold their elections any time between the fourth and tenth week of the spring semester of every academic year. The elected governing body of each club/organization takes office at the end of spring semester.

Deree Student Association elections are held between the fourth and eighth week of spring semester of each academic year.

Can I run for office in my club/organization?

Any Deree student enrolled in and taking classes on the Deree campus (APC or DTC) who:

- ✓ Maintains a cumulative GPA (CI) of at least 2.0/4.0 at the time of nomination
- ✓ Is in good standing as defined by the Undergraduate Catalogue and Student Handbook at the time of the nomination
- ✓ Fulfills all requirements as set in the constitution/operating guidelines of the club/organization in which they plan on running for office

may run for office in their club/organization.

Please note: Students participating in study abroad programs or internships abroad must resign from office prior to their departure; once the student returns their membership status resumes, not their office.

Can I run for office in the Deree Student Association?

Any Deree student enrolled in and taking classes on the Deree campus (APC or DTC) who:

- ✓ Maintains a cumulative GPA (CI) of at least 2.5/4.0 at the time of nomination
- ✓ Is in good standing as defined by the Undergraduate Catalogue and Student Handbook at the time of the election

may run for office in the Deree Student Association.

Please note:

1. The candidates for President and Vice-President of the DSA must run as a ticket.
2. Candidates may only run for one office during each election.
3. A student running for a position in the DSA should remain an active student on the Deree campus throughout the duration of his/her term. Any student who is planning in participating in a study abroad or internship opportunity abroad that would require them to be absent for a period of time during their term should declare this fact in his/her campaign profile. In the case where the student running for the position is elected and then accepts said internship or study abroad opportunity the candidate will be asked to resign from their elected position prior to their departure.

How do we hold elections for our club? (a.k.a. Electoral Procedure)

Elections for clubs are easy and can be done either physically or electronically.

1. Before the elections:

- i) **Submit an updated Members List** to the OSA by the end of the second week of classes of the spring semester (don't forget that this is also important for you to retain active status as mentioned in the [How do I make sure my club is considered Active?](#) section of this Guidebook). Refer to your club/organization constitution/operating guidelines to ensure all members on the Members List fulfill membership requirements; the OSA will check current CIs to ensure all members are in good academic standing and will return the confirmed list to your advisor. ***This is now your list of candidates eligible to vote and run for office!***
- ii) Allow a weeklong period for members to declare their candidacy for office.
- iii) Book a room where the Club will meet and vote or inform the OSA if you will held the elections online.
- iv) Announce the date and time of the election to your members via ACG email; you may also use social media in addition to your email announcement.

2. During The Elections:

- i) Each member that casts their vote should sign next to their name on the voting list.
- ii) Once the election process is over, all ballots are counted in the presence of an advisor or OSA staff member. The number of ballots cast must reflect a 50% +1 majority of the active members.

In case fewer than 50% +1 of the active members vote, a second round of elections must be held within one week. For the second round of elections a majority of 50% +1 active members is not needed.

3. After The Elections:

- i) All clubs must send the *Student Life Governing Body Contact Information Form* to the OSA within a week of election results being determined.
- ii) If there has been an infraction in the election process an appeal may be submitted to the OSA in writing no later than one school day after the end of the elections. The OSA reserves the right to cancel the results of the elections if elections were not conducted in accordance to the rules and regulations as stated in this Guidebook.

What are the electoral procedures for Deree Student Association elections?

DSA Elections take place between the fourth and eighth week of spring semester of every academic year, and last two weeks at least: Nomination, Campaign Week and Elections Week.

- ✓ DSA Elections are held online; the voting platform remains open for five days (from Day 1 at 09.00 to Day 5 23:59). Final results are calculated online after ballots close, are reported by ACG Information Resource Management to the OSA, and are subsequently announced by 12.00 pm next day.
- ✓ Voters will have the option to abstain from voting by selecting the “none of the above” option for every category from which they choose to abstain. Abstentions are counted separately and posted accordingly, regardless of number.
- ✓ A candidate wishing to protest an election must do so no later than twenty-four hours after results have been posted, including weekends. This protest must be submitted to the Office of Student Affairs (incident@acg.edu).

- ✓ Any complaint must be directed in the first instance to the Office of Student Affairs (incident@acg.edu). Complaints should be made as soon as the issue arises and should not generally be raised at a later date.