

Tennessee State University

Office of Student Activities



Registered Student Organizations
and Advisors Manual
2012 – 2013



**Office of Student Activities
Registered Student Organizations and Advisors Manual**

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Tennessee State University is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Ms. Tiffany Baker-Cox, director of Equity, Diversity and Compliance, 3500 John A. Merritt Boulevard, Nashville, TN 37209, (615) 963-7435.



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Telephone 615.963.5250 • Fax 615-963-2180
http://www.tnstate.edu/campus_life/activities.aspx

Office of Student Activities

The mission of the Office of Student Activities at Tennessee State University is to provide programs and services that enrich students' intellectual, ethical and social development. The office supports programs that promote learning opportunities in personal growth, self-governance, social responsibility, and leadership development while assisting in the retention and graduation of students. Student Activities is responsible for overseeing the Student Government Association, the registered student organizations, the National Pan-Hellenic Council, TSU Spirit, Homecoming Activities including the Homecoming Parade, and various campus and off-campus activities including leadership development programming and educational and cultural trips. The Office of Student Activities registers academic/departmental, creative arts, cultural, Greek-lettered, mentoring, political, professional, religious, service-oriented, and special interest student organizations. The Office of Student Activities is located in the Floyd Payne Campus Center in Suite 209. Student organizations are encouraged to visit the office and meet with the Student Activities staff and student leaders.

Manual and Policies

The *Registered Student Organizations and Advisors Manual* is a resource provided by the Office of Student Activities to assist and guide organizations. The Manual consists of official policies and forms of Tennessee State University and the Office of Student Activities that relate to student organizations. Tennessee State University, the Division of Student Affairs, the Office of Student Conduct, and the Office of Student Activities reserve the right to create and change policies and procedures pertaining to student organizations. Changes will become effective at the time the proper authorities so determine and the changes will apply to both prospective and current student organizations. Changes to policies will be noted on the Office of Student Activities webpage at the time of adoption. It is the responsibility of the student to view revisions online or to obtain revisions from the Office of Student Activities or other appropriate University offices.

Organization Recognition Policy

Types of Student Organizations

Student organizations may be either organizations sponsored by the institution, such as student government associations, associated student body organizations, and professional and honor societies, or organizations officially registered by the institution. Organizations that may be officially registered on campus include the following: (a) honors and leadership organizations/recognition societies; (b) departmental organizations and professional fraternities and sororities; (c) social fraternities and sororities; and (d) special interest groups (political religious, athletic, etc.) Registration of a student organization by an institution shall neither constitute nor be construed as approval or endorsement by the institution of the purposes or objectives of the organization.

General Policies on Student Organizations

- A. No student organization may carry on any activity on the campus of the institution unless the institution has officially registered the organization. The institution shall not be responsible for injuries or damages to persons or property resulting from the activities of student organizations or for any debts or liabilities incurred by such organizations.
- B. No student organization or individual shall engage in or condone any form of hazing. Hazing shall include, but not be limited to, any action taken or a situation created intentionally to produce mental or physical discomfort, embarrassment, or ridicule; any form of verbal or physical harassment or abuse; and participation in public stunts or morally degrading or humiliating behavior or games, whether on or off campus.
- C. Excessive demands on a student's time so as to interfere with academic performance are prohibited. Threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetrated) of hazing restrictions also is prohibited. Hazing activities that are in violation of any other institution or school regulations such as the misuse of alcohol, drugs, school property, etc. are strictly forbidden.
- D. Student organizations shall be responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
- E. No person, group or organization may use the name of the institution in any manner, provided that registered student organizations may use the name of the institution following the name of the organization. No person, group, or organization may use the seal or any symbol of the institution without the prior written approval of the president of the institution or his/her designee.

Criteria for Recognition of Organizations

- A. Any proposed student organization shall be open to all students of the institution who otherwise meet membership requirements. Membership in the organization shall be limited to currently enrolled students, provided that organizations may include faculty and staff of the institution and/or spouses of students, faculty, and staff and provided further that professional organizations may include members of the professional and business communities.
- B. A proposed organization must represent the interests of the members, and the control of the organization must be within the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further those illegal aims and goals.
- C. The proposed organization must agree to comply with all policies, regulations, and procedures established by the Tennessee Board of Regents and the institution and with all federal and state laws and regulations.
- D. The proposed organization must not: 1) have illegal aims and goals, 2) propose activities that would violate regulations of the Tennessee Board of Regents or the institution or federal and state laws and regulations, 3) materially and substantially disrupt the work and discipline of the institution, or 4) advocate incitement of imminent lawless action which is likely to produce such action.
- E. The proposed organization must have a minimum of at least ten (10) charter members designated by the institution, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford recognition on a long-term basis. In the event there is not sufficient interest to warrant long-term registration, an institution may grant temporary registration to an organization for a limited period of time.
- F. New organizations may be denied registration when its purposes are within the scope of a currently registered organization. No organization may use the same name or a name that is misleading and similar to the name of a currently registered organization.
- G. The organization must provide for the distribution of all funds and assets in the event of dissolution.

Student Organization Membership Eligibility Policy

Membership Eligibility

Students desiring to serve as members of a student organization are expected to meet the following requirements:

1. Undergraduate students are required to be registered for and maintain a minimum of 12 semester hours.
2. Students with fewer than 12 semester hours due to an internship or practicum experience recognized by an academic department may request an exception to this policy at the discretion of the Director of Student Activities.
3. Student organizations have the right to have additional requirements in place for prospective members and officers in accordance with their duly approved constitutions and/or by-laws.
4. No student who is under academic or social suspension from the institution shall be eligible to become or maintain the status of a member or officer of an organization.
5. Graduate students may participate in Tennessee State University student organizations as long as the organization's constitution and/or by-laws do not prevent graduate student membership. Graduate students wishing to join an organization must be full-time students as defined by the specific program of enrollment and must be in good academic standing. Graduate students may participate as either student members of a student organization or as a secondary advisor. No graduate student may serve as both an advisor and member in any student organization.

Academic Eligibility

- A. For membership in a student organization, students must have and maintain a cumulative minimum grade point average of 2.5 and a semester minimum grade point average of 2.5 in order to maintain active membership.
- B. Members with a cumulative 2.4 grade point average or higher and a semester grade point of average of a 2.3 to 2.49 will be given probationary membership and given specific membership restrictions and requirements (as stated in Section 4. Probationary and Inactive Membership Status).
- C. Members with a cumulative grade point average of 2.39 or lower and a semester grade point average of 1.99 or lower will be given inactive membership and given specific membership restrictions and requirements (as stated in Section 4. Probationary and Inactive Membership Status).
- D. The Office of Student Activities reserves the right to consider extenuating circumstances when making final decisions regarding eligibility.
- E. Organizations may have higher academic standards than Tennessee State University's academic standards. Such student organizational academic eligibility expectations for active membership should be outlined in their approved constitutions.

Officer Requirements

Any organization holding an election must submit the results of the election to the Office of Student Activities immediately following the election. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

Probationary and Inactive Membership Status

- A. Probationary and inactive membership requirements are located in the Academic Eligibility section. The Office of Student Activities will notify organization presidents and advisors of the names of all individuals within the organization who have been declared inactive members or are on probation based on their academic performance. Students' grade point averages will not be disclosed due to the Family Educational Rights and Privacy Act (FERPA).
- B. *Academic Plan of Action Form*—Members with probationary membership status must submit an “Academic Plan of Action Form” to the Office of Student Activities within two weeks of the following semester. The Academic Plan of Action must outline how the student plans to improve his or her grade point average during the current semester. Probationary members are required to regularly utilize the Success Center and provide documentation to the Office of Student Activities confirming their attendance at these meetings. The amount of hours and workshops will be determined by the Success Center and approved by the Director of Student Activities
- C. *Probationary Members (based on academics)*—Probationary members based on academics performance who fail to 1) submit an Academic Plan of Action Form for approval by the Office of Student Activities, 2) meet required hours and attend designated workshops with the Success Center, and/or 3) improve their grade point average to meet active membership status will be considered inactive. Active membership status can be regained when the member meets the academic requirements.
- D. *Inactive Members (based on academics)*— Students who have been declared inactive members based on their academic performance have the following restrictions placed upon them.
- a. Inactive members may not:
 - Attend organization meetings and events sponsored by the organization;
 - Vote for new members, officers, or other business of the organization;
 - Represent the organization in any manner, including:
 - Serving as an elected or selected officer;
 - Participating in intramurals, sport events, or competitions;
 - Participating in campus-wide events including Homecoming, etc;
 - Participate in the organization’s membership intake process.
 - b. Inactive members may:
 - Participate in, but may not exceed, up to two hours per week for service activities.
 - Pay membership dues according to the policies of the organization.
 - Organizations with scholastic committees/officers may make reasonable restrictions or offer special study skill assistance in addition to the restrictions listed above.

Probationary and Inactive Member Status Based on Student Conduct

Members charged with violating the Code of Student Conduct shall immediately be placed on probationary status with restrictions on activities until further notice from the Office of Student Conduct. Upon determination that a member has violated any of the rules, regulations, or disciplinary offenses set forth in the Code of Student Conduct, the member will be placed on inactive status. The Office of Student Conduct will determine sanctions.

Student Organization Annual Report

Organization Name: _____

Organization Mission: _____

Membership

Number of total membership: _____

Number of new members: _____

Number of graduating members: _____

Number of active members: _____

Meetings

Your organization meets: Weekly Bi-Weekly Monthly

of meetings held during 2012-2013 academic year: _____

Activities *(Please attach the following information.)*

- List organization activities from Fall 2012-Spring 2013 (include date, time, location, event description, and attendance number):
 - Campus Events *(mandatory minimum of one each semester)*
 - Community Service Events *(mandatory minimum of two each semester)*
 - Fundraising Events
- List of goals achieved over the past academic year, based on your organization's mission:
- Suggestions or comments on how Student Activities can help your organization:

New Officers for 2013-2014

Title	Name	Ph. Number	Email

Advisors for 2013-2014

Title	Name	Ph. Number	Email

Student Organization Registration Policy

Procedures of Organization Registration

- A. In order to become officially registered as a student organization, a group must meet the criteria set forth in Section IV and must do the following:
1. Meet with the Office of Student Activities to discuss the proposed organization and to secure the appropriate forms and instructions.
 2. Review all organization policies in the *Student Handbook* and the *Registered Student Organizations Manual*.
 3. Submit a completed “Student Organization Registration Form” with any required additional information.
 4. Sign the statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies, and procedures of the Tennessee Board of Regents and the institution and with all federal and state laws and regulations (statement is located on registration form).
 5. Submit a completed “Membership Roster Form” with all members and officers’ names, T-numbers, and contact information. The signatures of the charter members of new student organizations must be submitted.
 6. Identify three (3) advisors and submit their names and contact information with the registration form. The primary advisor must be a fulltime faculty or staff member of the institution. The two (2) secondary advisors can be faculty or staff members or community advisors related to the purpose and interest of the organization.
 7. Submit the constitution and bylaws of the organization, which must clearly contain the following: name, purpose, proposed activities, rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues, and assessments (details can be found in the *Registered Student Organization Manual*). The organization president and the faculty/staff advisor must sign all documents (including the constitution). Newly registering organizations must acquire permission from the Office of Student Activities to secure and hold a preliminary meeting for purposes of drawing up a Constitution or By-Laws.
 8. Attend Mandatory Registered Student Organization and Advisors Orientation and Training as well as any risk management and anti-hazing activities sponsored by the Office of Student Activities.
 9. Pay the Student Organization Registration Fee, but only after the organization has received a written confirmation of approval of the organization’s registration from the Office of Student Activities. Registration fee amounts and payment guidelines are located on the “Student Organization Registration Form.”

- B. Any official or body responsible for reviewing or registering proposed organizations may require the sponsors to clarify any materials or information provided in the registration process, to resubmit the application or request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose, aims or proposed activities of the organization.
- C. The designated number of copies of the foregoing document and information must be submitted to the Office of Student Activities authorized to review and make recommendation concerning proposed organizations.
- D. An organization cannot operate or meet as a Registered Student Organization until it has completely submitted its registration packet, received official documentation from the Office of Student Activities confirming approval of the organization's registration, attended mandatory orientations and workshops, and paid its organization registration fee to the Office of Student Activities.

Nature and Conditions of Registration

- A. Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of the institution, and shall be subject to annual renewal by the institution for each ensuing year.
- B. Student organizations may operate only after they are officially registered with Tennessee State University. Student organizations are expected to register annually with the Office of Student Activities, operate within their stated mission, and abide by all University policies governing student organizations. Failure to adhere to these policies and/or guidelines may result in the loss of privileges and/or loss of University recognition. This decision is vested with the Vice President for Student Affairs. To maintain its official university registration and be recognized as active, a student group must:
 - 1. Adhere to the purposes, aims, and activities as stated in the approved Constitution and Bylaws. It must submit all changes in the Constitution and Bylaws to the institution for approval immediately after changes are made.
 - 2. Continue to meet all of the requirements for initial registration. It must have remained in compliance with all rules and regulations of the institution and all federal and state laws.
 - 3. Provide a current roster with T-numbers and contact information of all officers and members to the Office of Student Activities each semester.
 - a. Roster information must be updated throughout the academic year whenever the membership or officers change. An updated roster with all members during the academic year and new officers for the next academic year must be submitted by April 30 of each academic year.
 - b. Organizations must maintain a current and accurate list of officers' names and contact information on file with the Office of Student Activities.
 - c. The Office of Student Activities will declare organizations that do not submit rosters for two consecutive semesters inactive.
 - d. The Office of Student Activities will declare organizations with less than seven (7) members for two consecutive semesters inactive. Student organizations that do not meet these criteria may remain active if the organization applies for and receives an exemption from the Office of Student Activities.

4. Recruit and retain 3 advisors (at least one full-time faculty or staff member (primary) and two secondary advisors) who will advise the organization and attend on-campus and off-campus meetings and activities. Organization must maintain a current and accurate list of advisors' names and contact information on file with the Office of Student Activities.
 5. Submit all required forms for the approval of all events, including regular scheduled meetings and both on and off-campus activities to the Office of Student Activities in compliance with established requirements and procedures (forms and instructions are on file with the Office of Student Activities).
 6. Provide at least one representative to participate in all mandatory student organization meetings or activities as instructed by the Office of Student Activities. Attend mandatory organization orientation workshops and mandatory risk management and anti-hazing programs. The Office of Student Activities will determine if more than one representative must attend.
 7. Attend and complete the requirements for the SGA General Assembly (found in Article X in the constitution of the Student Government Association in the *Student Handbook*).
 8. Submit at the end of the academic year an annual report concerning its programs and activities during the current academic year. This report shall be reviewed by the designated bodies or officials of the institution and shall be a requirement for renewal of registration.
 - a. Annual reports must include all activities held during the academic year including on-campus, off-campus, and community service activities, an assessment by the organization of these activities, and a roster of names with T-numbers of all members of the organization from the entire academic year.
 9. Maintain a sound financial system related to the collection and disbursement of revenue in accordance with generally accepted accounting principles.
 - a. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.
 - b. An annual financial report or such a report concerning any fundraising and spending of the organization must be submitted at the end of each academic year. This report shall be reviewed by the designated bodies or officials of the institution and might be a requirement for renewal of registration.
 - c. An organization may be subject to audit by representatives of the institution at any time, and appropriate financial records must be maintained for the purposes of audit.
- C. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the aforementioned requirements.

Probation, Suspension, and Withdrawal of Registration

- A. An organization may be placed on probation, be suspended, or have its registration withdrawn by the Associate Vice President for Student Affairs for any of the following reasons:
 1. The organization fails to maintain compliance with the initial requirements for recognition.
 2. The organization ceases to operate as an active organization (as defined under the Nature and Conditions of Registration in the *Student Handbook* and *Registered Student Organizations Manual*).
 3. The organization requests withdrawal of registration.

4. The organization operates or engages in any activity in violation rules and regulations of the institution or federal and state laws.
 5. The organization fails to submit any required reports.
- B.* An organization that is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization that is placed on cease and desist must immediately stop operating as an organization including holding meetings, sponsoring activities, wearing paraphernalia or representing the organization in any way until further notice from proper authorities such as Director of Student Activities and the Dean of Students. An organization that is placed under suspension may not engage in or sponsor any activity or program and may not hold meetings. When registration of an organization is withdrawn, it shall cease to exist as an organization.
- C.* In the event an organization is placed on probation, cease and desist, or suspension, or registration is withdrawn, the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.
- D.* An organization may, at anytime, choose to become inactive while not dissolving the official charter of the organization. The organization president and advisor must notify the Office of Student Activities of the desire to become inactive, at which point all official functions of the organization will cease. At any time the organization may apply to reactivate under the original charter.



Student Organization Registration Form

(Must be typed and signed by the organization President and Advisor.)

School Year _____

Date Submitted _____

1. General Information

Name of Organization _____

Organization Mission _____

Categorization (Select up to 3 that apply and rank in order of significance):

- Academic, Gender-Specific, National Pan-Hellenic Council, City or State Club, Female, Professional (i.e. Business, Law), Civic or Political, Male, Residence Hall, Creative Arts, Greek-Lettered, Service, Cultural, Honor Society, Special Interest, Department, Mentoring, Spirit/Sport

2. Organization Contact Information

Organization Phone Number _____ Organization Email Address _____

Organization Mailing Address / P.O. Box _____

3. Officers

Table with 4 columns: Title, Name, Phone Number, Email Address. Multiple empty rows for data entry.

4. Advisors (Note: *Must* have 3 advisors. At least one advisor must be full-time TSU faculty/staff member.)

Name	Title	Phone Number	Email Address

5. Officer Elections

Officer elections will be held: Annually (Month: _____)
 Each Semester (Months: _____)
 Other (_____)

6. Meetings

Frequency of General Body Meetings _____
 Day(s) _____
 Location _____
 Time _____

Frequency of Executive Board Meetings _____
 Day(s) _____
 Location _____
 Time _____

7. Members (Note: *A Membership Roster Form with T-Numbers must be submitted by Organization Advisor before application can be approved. Any membership changes or additions that occur throughout the year must be submitted to the Office of Student Activities immediately.*)

Number of Members _____

8. Membership Selection (Select all that apply.)

- | | | |
|--------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Application | <input type="checkbox"/> Interview | <input type="checkbox"/> Rush |
| <input type="checkbox"/> Audition | <input type="checkbox"/> Nomination | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Invitation | <input type="checkbox"/> Recommendation | |

Will your organization employ a New Member Education Process? Yes No

If yes, when and what will be the duration of the New Member Education Program? _____

(Note: University policy dictates that a student organization New Member Education Process may not exceed five weeks in duration.)



9. Requirements for Membership

All students who are members of student organizations are required to maintain a minimum 2.5 grade point average.

Other requirements: _____

Organization Dues: \$ _____ per _____ New Member Dues (if different): \$ _____

10. Departmental and National Affiliations

If organization is a Department Organization, please indicate the department and Department Head.

Department: _____

Department Head: _____

If organization is an affiliate of a national body, please fill it in below:

Regional Director _____

Address _____
Street Number City State Zip

Name of National Body _____

Address _____
Street Number City State Zip

11. Required Attachments

- 1. Constitution
2. Membership Roster Form
3. Benefit, Outcomes & Vision (Please answer the following on a separate sheet of paper):
a. Benefit to the University and Students
b. Goals & Outcomes
c. Vision & Longevity

12. Registration Fees (Note: Upon approval of this form, please pay appropriate registration fee at Bursar's Office by Money Order ONLY to the "Student Activities - Organizations" account.)

Small Organization (5 - 20 members): \$50.00
Medium Organization (21 - 40 members): \$75.00
Large Organization (41 - more members): \$100.00



Office of Student Activities
 3500 John A. Merritt Boulevard, Nashville, TN 37209
 Telephone 615.963.5250 • Fax 615-963-2180
http://www.tnstate.edu/campus_life/activities.aspx

Statement of Assurance of Compliance with University Policies

The student organization described hereby applies for registration as an official student organization of Tennessee State University. The officers and advisors certify that they have read the Policies and Procedures for Student Organizations available at http://www.tnstate.edu/campus_life/activities.aspx and agree to conduct the business and activities of this organization in accordance with the regulations pertaining to student organizations set forth in these documents. The organization, its members, and its advisors agree to comply with all rules, regulations, policies, and procedures of the Tennessee Board of Regents, Tennessee State University, all federal and state laws and regulations, the Student Handbook, the Office of Student Activities and the Registered Student Organization Manual. It is understood that failure to do so can affect the registration status and/or activities of the organization.

 Organization President Name (Print)

 Organization Advisor Name (Print)

 Organization President Signature

 Date

 Organization Advisor Signature

 Date

NOTE: Return to Student Activities – FPCC Room 217, P.O. Box 9548, or by PDF to tsustudentactivities@tnstate.edu.

For Office Use Only

Date Received: _____

Requirements:

If re-registering:

- Submitted Annual Report (if re-registering organization)
- Held at least two service projects & one on-campus activity each semester
- Attended General Assembly Meetings
- Updated Constitution (if applicable)

New organization:

- Constitution
- Membership Roster Form
- Benefit, Outcomes & Vision

Approval Status:

- Approved
- Approval Pending (Reason: _____)
- Denied (Reason: _____)

 Coordinator of Registered Student Organizations

 Director of Student Activities

 Coordinator's Signature

 Date

 Director's Signature

 Date



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Student Organization Membership Roster Form

(Membership Form must be completely filled out and emailed by the Organization Advisor to tsustudentactivities@tnstate.edu each semester. Use multiple sheets, if necessary.)

Organization _____

Year _____

Semester _____

*For Office Use Only

	Member Name	T Number	Phone Number	Email Address	Classification	Semester Average*	Cumulative Average*	Semester Hours*
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Total Semester Average* _____ **Total Cumulative Average*** _____

* By signing above, I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit TSU to release academic information about me for membership and statistical data purposed to appointed organization members, campus/graduate advisor(s), regional and national office(s). I understand that this waiver will be in effect until I notify TSU that I no longer wish to allow such information to be released.



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Risk Management Policy

All prospective/members of _____ and Tennessee State University shall be bound by all applicable liquor control laws of the state or other jurisdiction including Colleges and Universities while participating in an organization event.

Responsibilities:

Although the leadership of the organization at any specific event, whether local, regional or organization-wide in scope, is responsible for promoting compliance with this policy, every member of _____ is expected to assist in ensuring adherence to this policy.

In an effort to maintain and abide by this policy, members shall use the following guidelines:

1. The possession, use and / or consumption of alcoholic beverages while on chapter premises, during an official event, whether local, regional or organization-wide in scope, or in any situation sponsored or endorsed by the chapter or by the organization, must be in compliance with any and all applicable state, county, city and university laws or regulations.
2. No alcoholic beverages may be purchased using chapter, Bond, or organization funds: nor may any member, in the name of or on behalf of the chapter, coordinate the collection of, or provide any funds for such a purpose. In addition, no chapter may co-sponsor or co-finance a function at which alcohol is purchased by any of the host chapters, groups, or organizations.
3. The possession, sale, and/or use of any illegal drugs or controlled substances at any “chapter house”, organization sponsored event, or at any event that an observer would associate with the organization is strictly prohibited.
4. All intake activities associated with any chapter will be “dry intake” functions.
5. No alcohol shall be present at any intake program.

6. When alcohol is served at organizational events, one of the following options for conducting the event must be followed:
 - A. Service of alcohol on a no-host, cash bar basis by a professional bartender, full coverage by liability insurance is preferred;
 - B. A Bring Your Own Bottle (BYOB) event may be held at which only members, aspirants, and invited guest of legal drinking age may bring and/or consume alcoholic beverages.

7. Regardless of the option chosen, the following shall apply:
 - A. No member or aspirant, individually or collectively, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under the legal drinking age);
 - B. Reasonable precautions will be taken by the chapter to prevent the excessive consumption of alcoholic beverages and to prevent the service of alcohol to underage persons by anyone;
 - C. Members and/or guests who arrive at an event in an intoxicated state shall not be admitted;
 - D. At each event, there shall be designated non-drinking members;
 - E. Non-alcoholic beverages shall be provided at each event;
 - F. The service of alcoholic beverages shall be cut off at a specific time, which shall be established and clearly published in advance of the event;
 - G. No games that involve alcoholic beverages shall be permitted.

Risk Management- Fire and Health Safety Policy

All premises used for _____ prior to, during, and following occupancy, must meet all local fire/health codes and standards, as well as any applicable federal, state, county, municipal laws, ordinances, and regulations.

Risk Management- Hazing Policy

It shall be the responsibility of all members of _____ to determine college, university, or other legal jurisdictional policy regarding hazing (both mental and physical), and to comply fully with such policies.

Guidelines:

In an effort to maintain and abide by this policy, members shall use the following guidelines:

1. Because some forms of hazing may involve criminal conduct (such as unwanted physical contact), you must immediately report any such criminal acts to local law enforcement authorities in addition to the _____
2. No member, aspirant, chapter, _____ shall conduct or condone hazing activities. Permission or approval by a person being hazed does not abrogate this policy.
3. Hazing activities are generally defined as:
 - a. Any action taken or situation created, intentionally or unintentionally, whether on or off organization premises, to produce physical or mental discomfort, embarrassment, harassment, or ridicule or possibly cause physical harm or injury.
 - b. Such activities include, but are not limited to: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; road trips or kidnapping of aspirants by members or kidnapping of members by aspirants; consumption of food, beverage or other substance except in the course of regular meals; late work sessions which interfere with scholastic activities; blindfolds; engaging in public students of buffoonery; morally degrading or humiliating games and activities; or any such activities carried on outside or inside the confines of the chapter premises and all other activities on the part of members upon aspirants which are not consistent with the organization's law, ritual or policy, or any and all applicable state, county, city and university laws or regulations. Activities, which could be construed as quests, treasure hunts, or scavenger hunts that are not approved by the Executive Committee will be considered, unauthorized events, and by their very nature, considered hazing.
4. Mental hazing includes, but is not limited to, the activities and procedures included in the following statement of policy:
 - a. There shall be no pre-initiation activities that would cause person to be physically or mentally fatigued;

- b. Activities during the Bond period shall be limited to those which attempt to increase the person's knowledge of the organization, and the person's professional intent; these activities must be carried on in a dignified manner and must show proper respect for another person as a professional equal;
- c. At no time during the Bond period is there to be verbal abuse of an individual, including shouting, screaming, and the use of profanity.

Risk Management-Sexual Harassment Policy

It is the policy of _____ that unwelcome sexual advances, requests for sexual favors, and other sexually offensive verbal or physical contact will not be condoned or permitted, and may in fact be in violation of state and/or federal law. Nonconsensual sexual physical contact and similar acts are a crime, and you are required to immediately report any such incidents to local law enforcement authorities in addition to _____.

The organization will not tolerate nor condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions that are demeaning to any person, which would constitute Sexual Harassment in any form.

Keep the above policies for your records, and return the signed page to the Office of Student Activities.

By signing below, I agree that I have received and read Tennessee State University policies regarding Risk Management. I agree as a prospective member or affiliate of the Tennessee State University Chapter of _____ that I will abide by these policies.

Signed: _____

Printed: _____

Date: _____

Anti-Hazing Policy

All registered student organizations are required to follow all University and federal and state policies regarding Risk Management and Hazing. The full Risk Management Policy and Anti-Hazing Policy for student organizations are on file with the Office of Student Activities and in the *Registered Student Organizations Manual*.

All registered student organization members and advisors are required to attend a risk management program offered each semester by the Office of Student Activities and any additional mandatory risk management and anti-hazing programming that is scheduled. All members of student organizations must read, agree to, and sign the Risk Management and Anti-Hazing Forms in order maintain membership.

Tennessee State University Statement on Hazing

Tennessee State University abides by the standards set forth in the Tennessee Education Code that prohibits hazing at an educational institution and has elected to apply these standards to students in attendance at the University. Following is a summary of information from the State of Tennessee Hazing Law.

Article I **State of Tennessee Hazing Law**

49-7-123. Hazing prohibited.

(a) As used in this section, unless the context otherwise requires:

(1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and

(2) "Higher education institution" means a public or private college, community college or university.

(b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

[Acts 1995, ch. 500, § 1.]

49-2-120. Prohibition against hazing. -

(b) The governing body of each LEA shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the LEA. The policy shall be distributed or made available to each student at the beginning of each school year. During the first month of each new school year, time shall be set aside to specifically discuss the policy and its ramifications as a criminal offense and the penalties that may be imposed by the LEA.

[Acts 2001, ch. 196, § 1.]

Article II

Hazing Policy

Section 1. "Hazing" is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Hazing includes any type of:

- A. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- B. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- C. Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- D. Activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
- E. Activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Section 3. *Personal Hazing Offense*—A person commits an offense if the person:

- A. engages in hazing;
- B. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- C. recklessly permits hazing to occur; or
- D. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or has firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report that knowledge in writing to Dean of Students or other appropriate official of the institution.

Section 4. Organization Hazing Offense— An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Section 5. Consent Not a Defense—It is not a defense to prosecution of an offense under the Tennessee Hazing Law that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Permission or approval by a person being hazed does not abrogate any hazing policy.

Section 6. Hazing Actions and Activities—Hazing includes, but is not limited to:

- A. Any action taken or a situation created intentionally to produce mental or physical discomfort, embarrassment, or ridicule; any form of verbal or physical harassment or abuse; and participation in public stunts or morally degrading or humiliating behavior or games, whether on or off campus.
- B. Excessive demands on a student's time so as to interfere with academic performance are prohibited. Threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetrated) of hazing restrictions also is prohibited. Hazing activities that are in violation of any other institution or school regulations such as the misuse of alcohol, drugs, school property, etc. are strictly forbidden.
- C. Some examples of activities that constitute hazing and are prohibited: a) forced consumption of alcohol, special drinks and foods; calisthenics (push-ups, runs squats, etc.) "road-trips"(dropping off candidates to find their way back); paddling; dropping off candidates to find their way back; line-ups (lining up candidates and harassing them verbally); doing personal favors for members.



Office of Student Activities
3500 John A. Merritt Boulevard, Nashville, TN 37209
Telephone 615.963.5250 • Fax 615-963-2180
http://www.tnstate.edu/campus_life/activities.aspx

Organization Member/Aspirant Anti-Hazing Compliance Form

I, _____, have been informed of the contents of the Tennessee State University Hazing Policy.

Hazing will not be tolerated in the Tennessee State University community. No student or organization has the right to inflict physical or mental harm on a person or to demean, disgrace, or degrade a person.

Hazing is prohibited and defined in the TSU Code of Student Conduct, and in the University Hazing Policy. All forms of hazing by any university student, student organization, or employee, are expressly prohibited and serious penalties, such as separation from the university or loss of recognition by Tennessee State University, may be imposed on individuals or groups found in violation of these rules.

I understand that failure to uphold the University's Hazing Policy as stated in the Tennessee State University Code of Student Conduct and Student Activities Policies may result in organizational and/or individual charges.

I understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving my approval to haze. I understand my responsibility to not allow members of any organization, whether graduate/alumni status or affiliated at another institution of higher education, to haze myself or any other aspirants. Failure to report any such activity of which I become aware of may result in individual charges.

My signature below certifies that I have read, understand, and agree to abide by the Tennessee State University Hazing Policy.

Name of Organization

Organization Member/Aspirant Signature

Name of Organization Member/Aspirant

Date

Student Organization Advisors Policy

Individuals who agree to serve as advisors of registered student organizations must sign the “Advisor Commitment Form” and submit it to the Office of Student Activities before they can be considered official advisors of the organizations. All organizations and advisors who are registered and approved by the Office of Student Activities must adhere to the all Tennessee Board of Regents and University policies (TBR Guideline S-030 Subject: Student Advisor Guidelines).

- A. Student organizations are required to have three (3) advisors. One of the advisors must be a full-time staff or faculty member employed at Tennessee State University. This faculty/staff advisor is considered the primary advisor. Secondary advisors can be either full-time faculty/staff members of the university or individuals outside of the university. The university grants student organization advisors the authority to make certain decisions, or to take certain actions, within their stated responsibilities as advisors. In some instances, the university reserves the right to intercede if necessary (for instance, signing contracts, unresolved issues and issues that involve hazing).
- B. Graduate assistants may serve as secondary advisors if one full-time employee (staff or faculty) is the primary advisor on record. A graduate assistant/student may not serve as the only (or primary) advisor to any student organization. Graduate students may participate as either student members of a student organization or as a secondary advisor, but not both at the same time.
- C. Advisors to student organizations are elected by the organizations; however, the advisors to the four undergraduate classes, the Student Government Association, the Student Union Board of Governors, the Student Election Commission, the General Assembly and the Pan-Hellenic Council, are administratively appointed by the Vice President for Student Affairs.
- D. Advisors are responsible for ensuring the organization’s compliance with the policies and procedures of the university by reinforcing institutional policies and applicable state laws and warning the organization if what they are planning or doing is wrong, inappropriate, illegal or risky, and offering alternative suggestions. For example, if a planned activity may constitute “hazing”, the advisor has an obligation to take appropriate steps to ensure that the activity is not undertaken, including informing the Director of Student Activities and TSU Police Department if necessary. The advisor must also report potentially unsafe facilities and warn participants of risks that may be associated with certain activities.
- E. Other major responsibilities of advisors are as follows:
 - a. Advisors are expected to be present at each meeting of their respective organization that they serve and to be present at all on and off campus activities sponsored by the their organizations, to monitor the activities, to provide guidance and support, and to assume leadership in the event of an emergency.
 - b. Advisors to organizations are expected to guide their respective organizations by being available when the organizations need advice or support, being aware of the activities of the organizations, and ensuring that all meetings and activities contribute in spirit and expression to the wholesome development of the students and to the best interest of the university.

- c. Advisors are responsible for assisting their respective organizations in understanding and observing good practices relative to program planning, budgeting, keeping records, parliamentary procedures, business procedures, proper use of university facilities and work cooperatively with related offices.
 - d. Advisors to student organization who sign an “Event-Space Requisition Form” for an activity assume responsibility for seeing that the sponsoring organization plans, conducts, and, where appropriate, follows-up with the activity in keeping with the regulations and standards set by the university.
 - e. Advisors ensure that the organizations follow the Student Activities and General Assembly requirements including submission of an annual report, attending mandatory Risk Management and Anti-Hazing programming and General Assembly meetings, and sponsoring the required amount and types of activities.
 - f. When handling problems and internal conflicts the advisor should provide timely, constructive criticism of the organization relative to intended or ongoing activities and member interactions within the organization; be willing to contact the Coordinator of Registered Student Organizations to discuss organizational problems or issues of interest to TSU; and upholding the best interest of the institution at all times.
- F. Student organizations must give the following considerations to their advisors:
- a. The leaders of the organization are expected to consult advisors well in advance of all activities and obtain their approval before plans are finalized. Advisors may refuse to approve any activity that they believe is not consistent with the university mission, policy, or procedure, or is not in the best interest of the organization and/or its members.
 - b. The organization is expected to keep the advisor informed of all organization business. It is an expectation that advisors are to be present at meetings and activities and organizations are responsible for giving the advisor sufficient notice about meetings and activities to ensure their advisors’ attendance.
 - c. Students are expected to recognize the major responsibilities of an advisor and coordinate all activities of the organization with the advisors.
- G. The Office of Student Activities reserves the right to remove an advisor from his or her role with a student organization should circumstances require such action.
- a. Grounds for removal of an advisor include but may not be limited to:
 - Inappropriate behavior and/or language
 - Behavior that violates University policy and/or procedure
 - Direct knowledge of hazing incidents and/or failure to report such incidents
 - Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior
 - Behavior resulting in unreasonable and/or unnecessary risk for students

- b. Student organizations may have the right to remove an advisor from his or her role with the group. Should a student organization believe it is in the best interest of the organization to remove an advisor, the following steps should be taken:
1. Student organization leadership meets with the advisor to address and explain any concerns regarding the advisor's role in the organization.
 2. Student organization leadership and advisor agree on a specified period of time for the concerns to be properly addressed.
 3. If concerns are not addressed adequately, then the group must submit a request to remove the advisor to the Office of Student Activities. Formal requests must include reasons and justifications for the removal.
 4. Only after approval from the Office of Student Activities may an organization inform an advisor that he or she has been removed from his or her responsibilities and/or affiliation with the organization.

H. Involvement by Non-TSU Students, Faculty, or Staff

- a. Under limited circumstances the Office of Student Activities, in consultation with a given student organization, may determine that outside involvement by members of the extended Nashville community (i.e. those not already serving in official advising capacities) will serve to enhance Tennessee State University's mission and the mission of the student organization. Student organizations desiring such involvement by outside individuals must seek written approval by the Office of Student Activities and comply with any conditions specified by the office including, but not limited to, the signing of release forms and acknowledgement of Tennessee State University student organization policies and procedures.
- b. Under no circumstances may an outside individual be an officer, voting member, or have any other membership status/authority within the organization as Tennessee State University student organizations are to be run/governed by TSU students only. The Office of Student Activities will hold the student organization responsible for all conduct occurring at its meetings or events, whether by members or outside individuals.
- c. Outside individuals are expected to adhere to all University policies and procedures, and are not to perform roles designated for student organization advisors. The Office of Student Activities may remove any outside individual for behavior that does not align with the mission of the University or the organization.

Advisor Commitment Form

Individuals who agree to serve as advisors of registered student organizations must sign the “Advisor Commitment Form” and submit it to the Office of Student Activities before they can be considered official advisors of the organizations. All organizations and advisors who are registered and approved by the Office of Student Activities must adhere to the following policies and procedures:

- A. Student organizations are required to have three (3) advisors. One of the advisors must be a full-time staff or faculty member employed at Tennessee State University. This faculty/staff advisor is considered the primary advisor. Secondary advisors can be either full-time faculty/staff members of the university or individuals outside of the university. The university grants student organization advisors the authority to make certain decisions, or to take certain actions, within their stated responsibilities as advisors. In some instances, the university reserves the right to intercede if necessary (for instance, signing contracts, unresolved issues and issues that involve hazing).
- B. Graduate assistants may serve as secondary advisors if one full-time employee (staff or faculty) is the primary advisor on record. A graduate assistant/student may not serve as the only (or primary) advisor to any student organization. Graduate students may participate as either student members of a student organization or as a secondary advisor, but not both at the same time.
- C. Advisors to student organizations are elected by the organizations; however, the advisors to the four undergraduate classes, the Student Government Association, the Student Union Board of Governors, the Student Election Commission, the General Assembly and the Pan-Hellenic Council, are administratively appointed by the Vice President for Student Affairs.
- D. Advisors are responsible for ensuring the organization’s compliance with the policies and procedures of the university by reinforcing institutional policies and applicable state laws and warning the organization if what they are planning or doing is wrong, inappropriate, illegal or risky, and offering alternative suggestions. For example, if a planned activity may constitute “hazing”, the advisor has an obligation to take appropriate steps to ensure that the activity is not undertaken, including informing the Director of Student Activities and TSU Police Department if necessary. The advisor must also report potentially unsafe facilities and warn participants of risks that may be associated with certain activities.
- E. Other major responsibilities of an advisor are as follows:
 - a. An advisor is expected to be present at each meeting of the organization he/she serves and to be present at all on and off campus activities sponsored by the organization, to monitor the activities, to provide guidance and support, and to assume leadership in the event of an emergency.
 - b. An advisor to an organization is expected to guide the organization by being available when the organization needs advice or support, being aware of the activities of the organization, and ensuring that all meetings and activities contribute in spirit and expression to the wholesome development of the student and to the best interest of the university.
 - c. An advisor is responsible for assisting an organization in understanding and observing good practices relative to program planning, budgeting, keeping records, parliamentary procedures,

business procedures, proper use of university facilities and work cooperatively with related offices.

- d. An advisor to a student organization who signs an “Event-Space Requisition Form” for an activity assumes responsibility for seeing that the sponsoring organization plans, conducts, and, where appropriate, follows-up with the activity in keeping with the regulations and standards set by the university.
- e. An advisor ensures that the organization follows the Student Activities and General Assembly requirements including submission of an annual report, attending mandatory Risk Management and Anti-Hazing programming and General Assembly meetings, and sponsoring the required amount and types of activities.
- f. When handling problems and internal conflicts the advisor should provide timely, constructive criticism of the organization relative to intended or ongoing activities and member interactions within the organization; be willing to contact the Coordinator of Registered Student Organizations to discuss organizational problems or issues of interest to TSU; and upholding the best interest of the institution at all times.

F. Student organizations must give the following considerations to their advisors:

- a. The leaders of the organization are expected to consult advisors well in advance of all activities and obtain their approval before plans are finalized. Advisors may refuse to approve any activity that they believe is not consistent with the university mission, policy, or procedure, or is not in the best interest of the organization and/or its members.
- b. The organization is expected to keep the advisor informed of all organization business. It is an expectation that advisors are to be present at meetings and activities and organizations are responsible for giving the advisor sufficient notice about meetings and activities to ensure their advisors’ attendance.
- c. Students are expected to recognize the major responsibilities of an advisor and coordinate all activities of the organization with the advisors.

G. The Office of Student Activities reserves the right to remove an advisor from his or her role with a student organization should circumstances require such action.

- a. Grounds for removal of an advisor include but may not be limited to:
 - Inappropriate behavior and/or language
 - Behavior that violates University policy and/or procedure
 - Direct knowledge of hazing incidents and/or failure to report such incidents
 - Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior
 - Behavior resulting in unreasonable and/or unnecessary risk for students
- b. Student organizations may have the right to remove an advisor from his or her role with the group. Should a student organization believe it is in the best interest of the organization to remove an advisor, specific steps should be taken as listed in the Registered Student Organizations Manual.



H. Involvement by Non-TSU Students, Faculty, or Staff

- a. Under limited circumstances the Office of Student Activities, in consultation with a given student organization, may determine that outside involvement by members of the extended Nashville community (i.e., those not already serving in official advising capacities) will serve to enhance Tennessee State University mission and the mission of the student organization. Student organizations desiring such involvement by outside individuals must seek written approval by the Office of Student Activities and comply with any conditions specified by the office including, but not limited to, the signing of release forms and acknowledgement of Tennessee State University Student Organization Policies and Procedures.
b. Under no circumstances may an outside individual be an officer, voting member, or have any other membership status/authority within the organization as Tennessee State University student organizations are to be run/governed by TSU students only. The Office of Student Activities will hold the student organization responsible for all conduct occurring at its meetings or events, whether by members or outside individuals.
c. Outside individuals are expected to adhere to all University policies and procedures, and are not to perform roles designated for student organization advisors. The Office of Student Activities may remove any outside individual for behavior that does not align with the mission of the University or the organization.

Name of Organization _____

I agree to uphold the policies and procedures of the Tennessee Board of Regents, Tennessee State University, and the Office of Student Activities as well as all responsibilities listed in the "Advisor Commitment Form" regarding my position as advisor of the aforementioned student organization. I understand that failure to do so can result in my removal from the role as advisor.

Advisor's Name _____ Advisor's Signature _____ Date _____

Return to Student Activities - FPCC Room 209, P.O. Box 9548, or by PDF to tsustudentactivities@tnstate.edu

For Office Use Only

Date Received: _____

Coordinator of Registered Student Organizations _____

Director of Student Activities _____

Coordinator's Signature _____ Date _____

Director's Signature _____ Date _____



Office of Student Activities
3500 John A. Merritt Boulevard, Nashville, TN 37209
Telephone 615.963.5250 • Fax 615-963-2180
http://www.tnstate.edu/campus_life/activities.aspx

Programs and Activities Policy

- A. The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Tennessee Board of Regents and the institution concerning use of property and facilities. All organizations registered pursuant to this policy shall be “affiliated organizations” for the purposes of any Tennessee Board of Regents or institution policies concerning use of campus property and facilities. Use of campus facilities must follow the Tennessee State University Facility Usage/Rental Guidelines and Procedures on file with the TSU Events Management Office.
- B. No on-campus or off-campus program or activity shall be engaged in unless approved by the Office of Student Activities. Prior to approval, the institution may require a specified number of officials or security/police officers for any event, activity, or program. If an organization has any meeting, program, or event on campus that has not been approved by the Office of Student Activities, the cancellation or denial of future activities by the organization may occur.
- C. *Meetings and Activities*—All activities of registered student organizations must be approved by the Office of Student Activities. Every activity must have at least one advisor present from the beginning of the activity (when doors open) to the end (when doors close). Cancellation of approved activities shall be reported by the president or chairman to the Office of Student Activities and the information desk in the Floyd-Payne Campus Center at the earliest possible date. Each organization shall, during the first week of May, submit calendar requests for meetings and activities for the ensuing year to the Office of Student Activities for approval.
- D. *Event-Space Requisition Form*—All on-campus meetings and activities must be requisitioned through the Office of Student Activities by submission of the “Event-Space Requisition Form”. All requisitions must be submitted 30 days in advance to the Office of Student Activities. They are approved on a first-come, first-serve basis. The advisor must submit the “Event-Space Requisition Form” through the online system in order to confirm that the advisor is aware of and approves the event. The form must be completely filled out with required additional information attached. Failure to properly submit requisitions will result in denial of the requests.
- E. *Off-Campus Activities*—All off-campus activities sponsored by a registered student organization must be approved by the Office of Student Activities. The “Off-Campus Activity Request Form” must be submitted to the Office of Student Activities at least 14 days before the date of the activity. Any sponsored activity that occurs off-campus without the approval of the Office of Student Activities can result in cancellation of future organization activities.

- F. *Post-Event Evaluation Form*—All organizations must submit a “Post-Event Evaluation Form” within 7 (seven) days of the conclusion of the activity. Failure to submit the Post-Evaluation Form will result in the cancellation or denial of future activities until the form is submitted. If an activity is cancelled, the organization will have to start the requisitioning process over to get the activity re-approved.
- G. *Use of Facilities*— Use of campus facilities must follow the Tennessee State University Facility Usage/Rental Guidelines and Procedures on file with TSU Events Management Office.
- H. *Publicity*— All flyers for organization activities must be approved by the Office of Student Activities. The Office of Student Activities publishes a monthly “Calendar of Events” with activities that have been requisitioned and approved. All signs for bulletin boards in the Floyd- Payne Campus Center, Residence Halls, or Class Buildings must first be approved by the Office of Student Activities and then taken to the Floyd Payne Campus Center Information Desk to be stamped.
- I. *Parties*—All on-campus parties must have TSU police present. It is the responsibility of the organization to secure TSU Police and pay all required fees. Request for TSU Police must be made at least 21 days in advance. An email confirmation from the TSU Police must be sent to the Office of Student Activities before the event can be approved. The Office of Student Activities reserves the right to require TSU police at any event, even if it is not a party.
- J. *Organization Weeks*—Organizations may request organization weeks by submission of the “Organization Week Request Form” and the “Organization Week Activities Proposal Form” in accordance with the Office of Student Activities timelines and procedures. Organization weeks are determined by, but not limited to, the timely submission of annual reports, attendance at mandatory risk management and anti-hazing activities, and the completion of required campus and service activities. Specifics on how organization weeks are selected for Pan-Hellenic Greek organizations and Non Pan-Hellenic Greek organizations are stated in the Organization Weeks policies and forms on file with the Office of Student Activities and in the *Registered Student Organization Manual*.
- K. *Greek Showcases*— The Office of Student Activities must approve all showcases prior to the performance. The organization must schedule a preview show with the office in advance. Any deviations in the actual show that violate any of the showcase policies can result in the show being immediately shut down as well as any disciplinary action as deemed fit. Any profane or explicit language and music, disrespectful behavior and physical abuse are prohibited and are also subject to disciplinary action. The organization is responsible for securing TSU police for the event at least 21 days in advance. The advisors of the organization must be present during the entire showcase from the time the doors open to the time the doors close. The full policies for showcases can be found in the Pan-Hellenic Council Greek Showcase Policy on file with the Office of Student Activities and in the *Registered Student Organizations Manual*.

TYPES OF ACTIVITIES

Fundraising Affairs

- Fundraising affairs held by registered organizations on campus must be approved by the Director of Student Activities in conjunction with the Associate Vice President for Student Affairs. Any fundraising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be given to non-members of the organization initiating the request, and/or other designated guests, to attend the meeting. (Under Programs and Activities in Student Handbook)
- Student organizations seeking to sponsor fundraising affairs on campus may do so under the following circumstances: 1) a proposal covering the nature of the affair, where it is to take place, the approximate amount to be raised, and the purpose for which the money will be used must be submitted to the Associate Vice President for Student Affairs; 2) a full written report must be made to the student body through the Student Government Association; and 3) collection and disbursement of all funds for such a fundraiser must be supervised by the Director of Student Activities and organization advisor.

Selling

- Selling on university property is not permitted unless permission has been granted by the Assistant Vice President for Procurement and Business Services.

Soliciting

- All soliciting or advisement must be done under the direction and supervision of the Division of Student Affairs

Use of Cafeteria

- If the cafeteria is needed, the organization must clear the date with the Office of Student Activities and then make specific arrangements with the cafeteria manager. (requests for special services must be submitted on a special service form to the cafeteria manager thirty day prior to the date of desired service).

Catering/Food

- Registered student organizations must use Aramark Catering or follow the procedures for requesting permission to utilize an outside caterer. Kitchen facilities and serving equipment are not available to outside caterers. The student organization is responsible for all clean up and removal of all waste from the premises.

Public Address System

- Requests for the public address system shall be secured from the Office of Student Activities and filed a least one week prior to the requested date.

Sirens and Loudspeakers

- To ensure against unnecessary disturbances to classes or to resident students, the use of sirens, loud speakers, and other sound-amplification equipment on campus must be authorized in advance by the Office of Student Activities.

Guest Speakers

- No guest speakers shall be invited to the campus except pursuant to policies of the Tennessee Board of Regents and the institution concerning guest or off-campus speakers. Details can be found in the Off-campus Speaker Policy.

Off-Campus Speaker Policy

The following off-campus speaker policy of the Tennessee Board of Regents shall be applicable for all institutions in the State University and Community College System of Tennessee.

- A. The colleges and universities in the State University and Community College System recognize the right of officially registered student/faculty organizations and groups to hear off-campus or outside speakers on the various campuses. However, there is no absolute right to assemble to or make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech, and the issuance of invitations or events on campus shall be limited in the following particulars:
1. A request to invite an outside speaker will be considered only when made by an officially registered student organization, faculty organization, or other campus organizations.
 2. No invitation by such an organized group shall be issued to an outside speaker without the prior written approval of the Vice President for Student Affairs, provided that the Vice President for Student Affairs may authorize organizations to invite guest speakers for meetings of the organizations with prior approval where attendance at the meeting will be limited to members of the organizations and where no fee or compensation from state funds will be paid to the speaker.
 3. Any student, faculty, or campus organization meeting for which an outside speaker will be invited will be limited to members of the organization, provided that a request to invite an outside speaker may include a request to permit students or faculty members who are not members of the organization initiating the request, and/or other designated guests, to attend the meeting.
 4. A request to invite an outside speaker to whom any payment would have to be made from college or university funds is subject to the availability of funds specifically programmed for that purpose, and no payment of any funds shall be made except pursuant to the Tennessee Board of Regents' guidelines for personal service, professional service, and consultant service contracts. In the event any college or university funds are approved for payment, the meeting for which the outside speaker will be invited shall be open to all students or all faculty members, or both, unless otherwise designated on the approval of the request.
 5. Any speaker request shall be made in writing by an officer of the student, faculty, or other organization desiring to sponsor the proposed speaker not later than ten (10) days (excluding holidays and weekends) prior to the date of the proposed speaking engagement, provided that the vice president for student affairs may approve exception to the minimum notice requirement in appropriate cases, and further provided that in the event the proposed outside speaker will be paid a total fee and expenses in excess of \$2,500, the request must be submitted no later than 30 (thirty) days prior to the date of the proposed speaking engagement. The request shall contain the name of the sponsoring organization;

- the proposed date, time, and location of the meeting; the expected size of the audience; the name and address of the proposed speaker; and the topic of the speech. Any request not acted upon by the vice president for student affairs within five (5) days (excluding holidays and weekends) prior to the event shall be deemed denied.
6. Any speaker request is subject to the availability of the requested meeting place for the meeting time and date requested. In the event the space requested is not available for the requested time and date of the meeting or is otherwise inappropriate for the proposed meeting, or the requested alternative meeting space is unacceptable, the sponsoring organization is free to request a more suitable date. Any space that is approved for a meeting is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards.
 7. A request for an outside speaker by a recognized organization may be denied if the Vice President for Student Affairs determines that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such action as:
 - a. the violent overthrow of the government of the United States, the State of Tennessee or any political subdivision thereof;
 - b. the willful damage or destruction, seizure or subdivision of the institutions buildings or other property;
 - c. the forcible disruption or impairment of or interference with the institutions regularly scheduled classes or other educational functions;
 - d. the physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members or students and/or;
 - e. other campus disorder of a violent nature provided such advocacy would prepare the group addressed for imminent action and steer it to such action and further provided there is a reasonable apprehension of such imminent lawless action. In determining the existence of a clear and present danger the Vice President for Student Affairs may consider all relevant factors including whether such speaker has, within past years, incited violence resulting in the destruction of property at any assembly or has caused the forcible destruction of property at any assembly or has caused the forcible disruption of regularly scheduled classes or other functions at any college or university.
 8. In the event that a request for an outside speaker is denied by the institution, any sponsoring organization thereby aggrieved shall have the opportunity to appeal the denial. A written appeal to the president of the institution must be submitted within 24 hours from the initial denial of the request, and the organization will be provided a hearing within two (2) days (excluding holidays and weekends) following the filing of its appeal before an impartial committee designated by the vice president for student affairs. The committee shall be authorized to make appropriate findings of fact related to the request and shall make and transmit such findings to the president within said two (2) day period. The president shall review the findings of the committee and solely, on the basis thereof, shall

grant or deny the request 24 hours (excluding holidays and weekends) from receipt of the findings of the committee.

9. In the event of a proposed meeting which will be attended by strong emotional feelings or when there is a reasonable possibility that a speaker, members of an organization, or others may violate federal, state, or local laws or campus regulations in the course of a meeting, the vice president for student affairs shall prescribe reasonable conditions for the orderly and scholarly conduct of the meeting. Such conditions may include, but are not limited to, limiting the audience to the inviting organization's membership, appointing one or more officials of the institution to preside over the meeting, authorizing a search of all persons entering the area of the meeting, and such other conditions as the institution deems appropriate.
 10. The representative of the organization inviting the speaker shall at the time of the invitation provide the speaker or his or her agent a copy of this speaker policy and campus regulations. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law or campus regulation committed by him or her while on campus.
 11. Any meeting, assembly, or other activity to which an outside speaker may be invited is subject to all requirements, conditions and approvals set forth in any policy of the board and/or institution concerning the use of campus property and facilities.
- B. The provisions of Section A shall not apply to invitations from academic units to guest lecturers for any classes but such invitations shall be subject to any policies of the institution, school, division, and/or department involved.



Office of Student Activities
3500 John A. Merritt Boulevard, Nashville, TN 37209
Telephone 615.963.5250 • Fax 615-963-2180
http://www.tnstate.edu/campus_life/activities.aspx

Organization Event-Space Requisition Form

Request **MUST** be submitted 30 days prior to date of event by email from the advisor to tsstudentactivities@tnstate.edu. This requisition form must be completely filled out in order for it to be processed and approved. The Post-Event Evaluation Form must be submitted to tsstudentactivities@tnstate.edu within seven (7) days of the event.

Name of Organization _____

Building Requesting _____ Room(s) _____

Desired Date(s) _____

Reservation Start & End Time(s) _____ Event Start & End Time(s) _____

Name of Event _____

Required Attachment:

- 1) Description of Event (*Include all relevant information, desired learning outcome, and how the event supports the organization's mission*)

Estimated Attendance _____ Admission Requirements _____

Contact Person _____

Contact Person Email _____ Phone # _____

Name of Advisor(s) _____

Advisor Email _____ Phone # _____

Will money be collected? Yes No Will food be served? Yes No

Are there set-up needs? Yes No (*If Yes, submit Movable Properties Form with diagram.*)

Will an outside speaker be featured at this event? Yes No
(*If Yes, refer to the Off-Campus Speaker Policy & include speaker information with Required Attachment.*)



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By completing and returning this form, the aforementioned organization agrees to reimburse the Office of Student Activities for any damages caused by its event to any area or object in the reserved space. The facility will be inspected before and after use. By completing and signing this form, the organization acknowledges that its advisor and (an) executive officer(s) have read and will comply with the policies and guidelines for the space managed by the office of Student Activities. The organization also acknowledges that an advisor must be present from the beginning to the end of the event and that the Post-Event Evaluation Form must be submitted no later than seven (7) days after the program/event.

 Print President's Name

 Print TSU Advisor's Name

 President's Signature

 Date

 TSU Advisor's Signature

 Date

For Office Use Only

Date Received: _____

- Event Description (with Learning Outcomes)
- Event Approved
- Event Approval Pending (Reason: _____)
- Event Denied (Reason: _____)

 Coordinator of Registered Student Organizations

 Director of Student Activities

 Coordinator's Signature

 Date

 Director's Signature

 Date

TENNESSEE STATE UNIVERSITY
Purchasing and Business Services
REVISED
MOVABLE PROPERTY

MOVING AND SERVICE WORK REQUEST

(Complete and submit directly to Movable Property to fax number 615-963-5642)

Requesting Department: _____		Contact Person: _____	Telephone No.: _____
Location: Room: _____ Building: _____	Move To: Room: _____ Building: _____	Chargeable Account: _____ Credited Account: _____	

Reason for Work Request: <input type="checkbox"/> Property Transfer <input type="checkbox"/> Special Events/Occasion <input type="checkbox"/> Property Turn-In (Note: Set-up diagram must be attached) <input type="checkbox"/> Routine Service <input type="checkbox"/> Other (explain) _____ <input type="checkbox"/> Re-Issued Property _____	Approved By: _____ Date: _____
---	-----------------------------------

Work Request must be submitted no earlier than ten (10) but no later than seven (7) workdays before date of desired service.

WORK / SERVICE REQUESTED: (Item description, serial and tag numbers must be listed when property is involved.)
Job Completed / Acknowledged: _____ Date: _____ <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

FOR MOVABLE PROPERTY USE ONLY

Date Received: _____	Work Order No.: _____	Work Priority: _____
Work/Service Schedule Date: _____		Rescheduled Date: _____
Approved By: _____	Date: _____	

Time In: _____	Time Out: _____	Total Time/Manhours: _____
Number Item(s) Moved: _____	Job Completed: [] Yes [] No	Initials: _____
State reason if job is not completed: _____		

TO BE COMPLETED BY MOVERS



Off-Campus Event Approval Form

Request MUST be submitted a minimum of 14 days prior to the date of the event by email from the advisor to tsustudentactivities@tnstate.edu. This form must be completely filled out in order for it to be processed and approved. The Post-Event Evaluation Form must be submitted to tsustudentactivities@tnstate.edu within seven (7) days of the event.

Name of Organization _____

Name of Event _____

Location of Event _____

Desired Date(s) _____ Start & End Time(s) _____

Estimated Attendance _____ Admission Requirements _____

Primary Contact Person _____ Email _____

Secondary Contact Person _____ Email _____

Name of Advisor(s) _____

Advisor Email _____ Phone # _____

Will money be collected? Yes No Is security being used? Yes No

By completing and signing this form, the organization acknowledges that its advisor and (an) executive officer(s) have read these policies and guidelines for the space managed by the office of Student Activities. The organization also acknowledges that an advisor must be present from the beginning to the end of the event and that the Post-Event Evaluation Form must be submitted no later than seven (7) days after the program/event.

Print President's Name _____ Print TSU Advisor's Name _____

President's Signature _____ Date _____ TSU Advisor's Signature _____ Date _____

For Office Use Only

Date Received: _____

- Event Description
Event Approved
Event Approval Pending (Reason:)
Event Denied (Reason:)

Coordinator of Registered Student Organizations _____

Director of Student Activities _____

Coordinator's Signature _____ Date _____

Director's Signature _____ Date _____



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Post-Event Evaluation Form

Post-Event Evaluation Form **MUST** be submitted within seven (7) days after the event to tsstudentactivities@tnstate.edu. Base comparison on the Organization's Event-Space Requisition Form attachment that should have the event's description, purpose, goals, methods of promotion and how the event supports the University's mission and the Organization's mission.

Name of Organization _____

Name of Event _____

Date, Time, and Location of Event _____

How many people attended the event? _____

How often does/will this event occur? _____

How did you plan and prepare for this event? _____

Was the organization able to promote/market the event as planned and described in the Reservation Form? Explain why or why not? _____

Did the event fulfill the purpose mentioned in the Reservation Form? How? _____

Did the event align with the mission of the University? How? _____

Which of the goals mentioned in the Reservation Form were achieved? Explain how these goals were achieved? _____

Which goals were not achieved? Explain why? _____

What are any suggestions for how the event could have been improved? _____



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Organization Week Request Form: Non-NPHC Organizations

Must be typed, completely filled out and submitted by the Organization’s Advisor. After the organization is given written approval for the week by the Office of Student Activities, the organization must submit the Organization Week Activities Form with all requisitions attached at least 30 days before the beginning date of the week.

Academic Semester & Year _____ Date Submitted _____

Name of Organization _____

Contact Person 1

Name _____ Phone Number _____

Email Address _____

Contact Person 2

Name _____ Phone Number _____

Email Address _____

Select Requested Week (Rank in order) * Non-NPHC Organization Weeks are only in the fall*

- | | | | |
|----------------------|--------------------|---------------------|-------------------|
| ___ Sept. 9-Sept. 15 | ___ Oct. 7-Oct. 13 | ___ Nov. 11-Nov. 17 | ___ Dec. 2-Dec. 6 |
| ___ Sept. 16-Sept 22 | ___ Oct. 28-Nov. 3 | ___ Nov. 18-Nov. 21 | |
| ___ Sept. 30-Oct. 6 | ___ Nov. 4-Nov. 10 | ___ Nov. 25-Dec. 1 | |

Preferred Organization to Share Week _____

 Print President’s Name

 Print TSU Advisor’s Name

 President’s Signature Date

 TSU Advisor’s Signature Date

For Office Use Only

Date Received: _____

Requirements:

- Registered with Office of Student Activities
- Submitted Annual Report (Date: _____)
- Submitted Membership Roster
- Attended General Assembly Meetings
- Attended Anti-Hazing Seminar

New organization:

- Constitution
- Membership Roster Form
- Benefit, Outcomes & Vision

Approval Status:

- Approved
- Approval Pending (Reason: _____)
- Denied (Reason: _____)

Coordinator of Registered Student Organizations

Coordinator's Signature

Date



Organization Week Activities Proposal Form

(Must be completed and submitted by organization advisor with ALL requisition forms attached no later than 30 days before the beginning of requested week.)

Academic Semester & Year _____ Date Submitted _____

Name of Organization _____

Approved Dates of Week _____

1. Contact Information

Primary Contact Person _____

Contact Person Email _____ Phone # _____

Secondary Contact Person _____

Contact Person Email _____ Phone # _____

2. Details of Proposed Activities (Note: At least one activity during week must be educational in nature.)

Sunday

Activity Name _____

Date _____ Location _____

Description and Benefit _____

Monday

Activity Name _____

Date _____ Location _____

Description and Benefit _____

Tuesday

Activity Name _____

Date _____ Location _____

Description and Benefit _____

Wednesday

Activity Name _____

Date _____ Location _____

Description and Benefit _____



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Thursday

Activity Name
Date Location
Description and Benefit

Friday

Activity Name
Date Location
Description and Benefit

Saturday

Activity Name
Date Location
Description and Benefit

Print President's Name

Print TSU Advisor's Name

President's Signature Date

TSU Advisor's Signature Date

NOTE: Return to Student Activities - FPCC Room 217, P.O. Box 9548, or by PDF to tsustudentactivities@tnstate.edu.

For Office Use Only

Date Received:

- Event Description (with Learning Outcomes)
Event Approved
Event Approval Pending (Reason:)
Event Denied (Reason:)

Coordinator of Registered Student Organizations

Director of Student Activities

Coordinator's Signature Date

Director's Signature Date

Membership Intake Policies & Procedures

Article I

Section 1. Student organizations conducting membership programs are bound by all policies and provisions of the Tennessee Board of Regents and Tennessee State University. University policies supersede policies set forth by national headquarters or sponsoring entities for all organizations. An exception may be made in circumstances in which the national or sponsoring entity policies are more stringent than, but do not conflict with, TSU policies.

Section 2. Organizations may not conduct more than one membership/intake program per academic year. All organizations wanting to have any new member intake activities must submit a “New Membership Intake Request Form”, which is on file with the Office of Student Activities. This form includes a description of the anticipated “membership/intake activities”, the proposed duration of the intake period as well as hourly limits per day of such activities.

Section 3. In order to become a member of a fraternity or sorority, a student must be a resident at Tennessee State University for two semesters or 30 hours of transfer credit from another college or institution; thirty (30) hours of college work (excludes remedial and developmental hours); he/she must have a cumulative average of 2.50 (excludes remedial and developmental hours).

Section 4. Student organizations conducting membership programs must submit for approval the “Organization Membership Intake Anti-Hazing Compliance Form” to the Office of Student Activities along with a “Membership/Intake Bill of Rights”. This statement shall include a description of the expectations of students entering the program by the organization and a guarantee against hazing, physical abuse, brutality of a physical or emotional nature, and interference with the academic work of the student. Further, it must be stated that refusal to submit to hazing and other prohibited activities will not jeopardize the prospective member’s eligibility for membership in the organization. The statement shall be filed by the organization with the Office of Student Activities prior to the beginning of membership/intake activities.

Section 5. All meetings and activities of any membership/intake group must be held in the presence of an approved advisor. Any activity conducted without advisor presence is considered unofficial and will result in immediate cease and desist of all organization and membership activities until further notice.

Section 6. Any informationals, interest meetings, meet-and-greets, etc. that begin the membership intake process must have a Student Activities staff member scheduled to present the Risk Management Policy and Anti-Hazing Policy and to have every individual who attends to sign the “New Member Anti-Hazing Compliance Form”. No student can be an official member of an organization unless he or she has signed and submitted the “New Member Anti-Hazing Compliance Form”.

Section 7. Membership/Intake process shall not fall within two (2) weeks prior to the mid-term or final examination of the semester. The initiation period for all organizations must occur within the same semester in which the membership/intake period is conducted. Initiation ceremonies, activation ceremonies, pinning ceremonies, officer inductions, etc., must be held in the presence of the organization’s advisor(s).

Section 8. Student organizations are responsible and accountable to the University for the actions of its membership in upholding and adhering to the University regulations governing campus student organizations. All activities of prospective members to student organizations shall be carried on in such a manner so as not to interfere with the academic work of the student. These activities must not include hazing and brutality of a physical or emotional nature. No organization, member, aspirant, or advisor shall conduct or condone hazing activities. Permission or approval by a person being hazed does not abrogate this policy.

Section 8. Some examples of activities that constitute hazing and are prohibited: a) forced consumption of alcohol, special drinks and foods; calisthenics (push-ups, runs squats, etc.) “road-trips” (dropping off candidates to find their way back); paddling; dropping off candidates to find their way back; line-ups (lining up candidates and harassing them verbally); doing personal favors for members. All membership/intake activities must follow the Risk Management and Hazing Policies of the University along with any federal and state laws and Tennessee Board of Regents policies.

Article II

Section 1. At least 30 days prior to any intake activities the organization’s president or intake director must meet with the Coordinator of Registered Student Organizations, schedule a new member orientation, and submit:

- a. Any national or regional paperwork that needs to be signed by the Director of Student Activities.
- b. A completed “New Membership Intake Request Form” with a complete calendar of events including a timetable of any intake activities (including education program activities) and brief descriptions, dates, times, and locations of the activities. This form must be submitted no less than 5 weeks before the implementation of the membership intake process and must be approved before the intake process can begin. No student organization shall make any requirement of any new member that is not listed in the approved activities.
- c. A completed “Organization Membership Intake Anti-Hazing Compliance Form”, which includes a guarantee against hazing, physical abuse, brutality of a physical or emotional nature, and interference with the academic work of the student and a statement that refusal to submit to hazing and other prohibited activities will not jeopardize the prospective member’s eligibility for membership in the organization.
- d. The “New Member/Aspirant Anti-Hazing Compliance Forms”, which must be collected by the Student Activities staff member who presents the Risk Management and Anti-Hazing Policies at the interest meeting/informational/meet-and-greet. The forms must be signed by all individuals who are present. No organization, member, aspirant, or advisor shall conduct or condone hazing activities. Permission or approval by a person being hazed does not abrogate that policy.
- e. The “Organization Applicants Form”, which includes a list of all of the individuals who submitted an application for membership into the organization. New members must meet minimum requirements as specified in the organization’s recognized constitution and/or by-laws and those requirements established by the Office of Student Activities.

- f. The “Verification of Aspirants Form”, which includes the list with T-numbers of the individuals approved by the organization as aspirants for membership. This form must be submitted no less than 72 hours before the start date of the official membership education process listed on the chapter’s intake calendar.
- g. In cases where the National intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Director of Student Activities and the Coordinator of Registered Student Organizations.
- h. When new members are accepted or initiated into an organization, a roster must be submitted to the Office of Student Activities with the new members’ names and T-numbers. If any new members are added or the membership status changes, these changes must be updated with the Office of Student Activities.
- i. Specific instructions on the various membership intake forms are located in the full New Membership Intake Policies and Procedures and the forms that are on file with the Office of Student Activities and in the Registered Student Organization Manual. All organizations conducting membership intake must submit all required membership intake forms, whether they have a membership education program or not.

Section 2. All documents supplied to the Office of Student Activities are kept confidential from students, student workers or student leaders. They may be shared with university officials and national organization staff as needed. In the event that any dates and times need to be changed on the intake calendars of events, the organization president or organization member in charge of intake must notify the Coordinator of Registered Student Organizations in writing no less than 5 business days prior to the new event time. University policies, procedures, and timelines for reserving spaces must be followed when securing spaces for the new member events.

ACADEMIC ACHIEVEMENT—THE ACHIEVEMENT COMPATABILITY INDEX

Section 1. Tennessee State University has as its principal purpose the promulgation of the positive intellectual and academic development of its students. It is therefore the assumption of the university that all student organizations seeking university recognition and support do so to develop programs, practices, and activities that complement the academic mission of the university and in no instances conduct activities that are in opposition or counter-productive to these goals.

Section 2. The university shall regularly sample the academic histories of a statistically significant number of currently enrolled students with senior standing. Each semester’s grade point average will be compared with the students’ first six semesters of full-time attendance at the university. A determination will be made as to the average variance from semester to semester as compared to the cumulative average for these persons. The average of the individual variances for this population is defined as the “Achievement Compatibility Index.”

Section 3. At the end of each semester following the completion of an organization’s membership/intake program, the average grade point average of the students participating in the program will be compared with their averages of the semester immediately preceding their participation in the program. If this comparison reveals a negative change in the group’s average in excess of the achievement compatibility index, the organization conducting the membership/intake program shall forfeit the privilege of conducting a program the following academic year. The cumulative average for the membership intake roster cannot fall below 2.50.

National Pan-Hellenic Council Greek Showcase Policy

It is understood that National Pan-Hellenic Council Greek Showcases are an integral part of the fraternity and sorority experience. Tennessee State University recognizes that the participation in this tradition can have significant impact on the creation of community and sense of pride within the organizations that traditionally participate. Despite the generally positive nature of this practice, some issues related to hazing, safety, disrespect, and inappropriateness have been associated to these shows and their rehearsal processes. In an effort to provide guidance that will enable the successful and positive continuation of the tradition of showcases, the Office of Student Activities has established the following guidelines to ensure the success of planning and executing a showcase at Tennessee State University. All organizations must adhere to the following showcase guidelines when presenting new members:

- A. The Office of Student Activities must approve all showcases at least twenty-one (21) business days prior to the performance. Organizations requesting to have a showcase must sign the NPHC Greek Showcase Contract before practices begin.
- B. All organizations hosting showcases must submit written approval from a national or regional representative allowing the activity to take place.
- C. The facility spaces for the showcases, practices, and preview show must be properly requisitioned and approved by the Office of Student Activities by required requisitioning deadlines.
- D. Showcases can only be scheduled for a Saturday from 1-3pm with doors opening at 1p.m. and closing at 3p.m. Presentations must begin no later than 1:30p.m. and last no longer than 45 minutes. Everything must be on time and penalties can occur if the time is not adhered to. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
- E. Showcases are not to be scheduled on the same night/time of a previously planned event of another chapter of the National Pan-Hellenic Council.
- F. The advisors of the organization must be present during the entire showcase from the time the doors open to the time the doors close.
- G. The hosting organization is responsible for securing TSU police for the event and providing a writing approval by the TSU Police to the Office of Student Activities at least 21 days in advance.
- H. No showcases can occur during midterms, finals, winter break, spring break, Homecoming Week, and Student Election Commission Week.
- I. A staff member of the Office of Student Activities and an Advisor of the National Pan-Hellenic Council **MUST** be in attendance at all showcases. It is the responsibility of the presenting organization to coordinate with the Office of Student Activities to schedule a staff member to be present. Requests less than two weeks before the event will not be honored.
- J. The Office of the Student Activities and the NPHC Advisors must preview all showcases at least three (3) days before the scheduled showcase. The organization is responsible for scheduling the Preview with the Office of Student Activities at least ten (10) days before the date of the Showcase to ensure the availability of the Student Activities staff and NPHC Advisor(s). The Preview Show must be exactly as the actual showcase is intended. Any deviations during the showcase will be violations to this policy and will result in penalties.

- K. Everything regarding the format of the show must be disclosed to the Office of Student Activities. There cannot be any surprises. The organization will be held accountable for any action that breaks the rules of the student code of conduct or the policies regarding student organizations and showcases. Violations can result in immediate cease and desist (no meetings, events, or wearing of paraphernalia), probation (limitations on activities), lost of the organization's Greek Week, or any other penalties deemed appropriate by the Office of Student Conduct.
- L. No alcoholic beverages are permitted at the event.
- M. Participation in the show must be truly optional for neophytes/new members. Any pressure or coercion to participate in the show will not be permitted. Participants must sign the Showcase Participants Agreement Form to indicate that they have not been pressured or coerced.
- N. No hazing, as defined by the group's national organization, Tennessee State University and the State of Tennessee, may occur prior to, during, or after the showcase.
- O. Rehearsals/practices for the show must be held at reasonable hours and be positive in nature. Forced calisthenics and physical demands outside of what is considered reasonable for practicing of the showcase is not permitted.
- P. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance, but may not be used as a weapon to harm another individual. No paddles or bricks are permitted anywhere at or during the show.
- Q. Profane/explicit language in chants, music or spoken words is prohibited. The new member or other "showcase" participants are to wear no revealing attire.
- R. Disruptions by other attending organizations (whether collegiate, graduate, or out-of-town fraternity/sorority visitors) will not be tolerated. This includes, but is not limited to: walking through the presenters' show, talking over the presenting organization, being insubordinate to authority, fighting, etc. Groups or individuals who cause a disruption will be asked to leave the performance and may face judicial or conduct charges. The organization is responsible for maintaining order at the showcase. In the event of a fight during the presentation, then those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
- S. All shows must respect new members, members, alumni, other organizations, and the University. Under no circumstances will degrading or negative sentiments towards another organization, chapter or another chapter's members be permitted. This type of behavior includes mocking signature steps or calls in order to cause laughter or poke fun. Under no circumstances will profanity, racism, sexual innuendos, obscene gestures or hate towards another culture, gender, or identity be permitted. Should any of these violations occur, the organization will be subject to discipline by the Office of Student Activities.
- T. Showcases are only open to TSU students with TSU ID and family and friends that are listed on NPHC Greek Showcase Guest List Form. The guest list cannot have more than 325 guests and must be submitted at least 48 hours before the day of the showcase. No exceptions will be made. The Office of Student Activities will provide wristbands to the advisors of the organization for the individuals listed on the Guest List Form. The advisors are responsible for getting the names of the guests from the participants of the showcase and for distributing the wristbands. The presenting organization will be held responsible for all guests attending their show.



Organization Membership Intake Request Form

Section 1. Intent

This is to inform the Office of Student Activities that the organization will/will not be conducting Membership Intake during the Fall/Spring semester of (year).

Section 2. Member Intake Information (to be completed only if Membership Intake will be conducted)

A. Organization Contacts

Table with 4 columns: Officer, Name, Phone, Email. Rows include President, Membership Intake Coordinator, Organization Advisor Overseeing Intake, and Regional/National Representative.

B. Tentative Intake Outline

Table with 2 columns: Description, Date. Rows include Tentative Interest Meeting Date, Tentative Membership Intake Completion Date, and Tentative Date of Showcase and Preview Day.

We, the undersigned, attest that the above information is accurate and correct to the best of our knowledge. Furthermore, we agree to the following conditions of Membership Intake:

- a. We will comply with all of the policies and procedures regarding Membership Intake put in place by Tennessee State University and our inter/national organization.
b. We will comply with local and federal laws, and university and inter/national organization rules, standards, and codes during the Membership Intake process.
c. We will inform the Office of Student Activities of any changes to our Membership Intake schedule by the required deadline.
d. We will comply with all rules and regulations of the National Pan-Hellenic Council Greek Showcase Policy.

Organization President Name Signature Date

Membership Intake Coordinator Name Signature Date

Organization Advisor Name Signature Date



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 Telephone 615.963.5250 • Fax 615-963-2180
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Organization Membership Intake Aspirant Grade Verification Form

Organization & Chapter Name _____

We hereby declare that on _____ (date submitted), the following individuals are aspirants for membership into our organization and will be duly initiated pending the decision of our regional, national, and international representative(s).

Aspirant Name	Signature*	T- Number	Cumulative GPA**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

* By signing above, I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit TSU to release academic information about me for membership and statistical data purposed to appointed organization members, campus/graduate advisor(s), regional and national office(s). I understand that this waiver will be in effect until I notify TSU that I no longer wish to allow such information to be released.

** Cumulative grades will be verified approved for intake by the Tennessee State University Division of Student Affairs.



Office of Student Activities
3500 John A. Merritt Boulevard, Nashville, TN
37209
Telephone 615.963.5250 • Fax 615-963-2180
http://www.tnstate.edu/campus_life/activities.aspx

Organizations Awards Nomination Criteria and Instructions

The Office of Student Activities and the Student Government Association will recognize the outstanding contributions of student organizations to the Tennessee State University community during the annual Organization Awards Banquet. Please help us celebrate a wonderful year by nominating the extraordinary events, programs, leaders, advisors, and organizations in the 2012-2013 academic year beginning with Fall 2012 and ending with the Spring 2012

Award nominations must be submitted by Wednesday, March 27, 2013 at 3pm. Late and/or incomplete nominations will not be considered. Please read the descriptions of the awards below, and choose the award that best suits your nominee(s). Each award nomination must include the following information in a typed document and must not exceed 500 words.

- 1) Name of Award
- 2) Organization, Event, and/or Individual Being Nominated
- 3) Brief Description of Organization, Event, and/or Individual Being Nominated
- 4) Dates(s) of Event(s)
- 5) Reason Organization, Event or Individual Should be Selected
- 6) Contact Person with phone number, email address, and mailing address

Submit the nomination(s) by mail to the Office of Student Activities or in person to the Office which is located in the Floyd-Payne Campus Center Suite 209.

Email photos of the organization, logo, event and/or individual(s) to tsustudentactivities@tnstate.edu. Include your organization's name and a descriptive word or phrase of photo when saving document to make it identifiable.

Organization Awards and Criteria

Outstanding Advisor of the Year

This award recognizes an official advisor of a registered student organization whose commitment, energy, and impact have made an outstanding difference to his or her respective organization and its members. This advisor possesses great knowledge, credentials, and or experiences that have given the advisor the skill set to superiorly advise the organization. The advisor has a strong belief in the organization that they represent. He or she also shows a willingness to commit sufficient time to the organization and promotes students' personal growth.

Organization of the Year

This award recognizes the registered student organization that has made a significant contribution to the university and student body through service, programming and activities. The recipient would have demonstrated a fulfillment of its organizational mission through its programming and activities. It also would have demonstrated how the organization embodies and instills the University's core values: excellence, learning, accountability, integrity, shared governance, diversity, and service.

New Student Organization of the Year

This award recognizes a newly registered student organization of the current academic year that brings a new and innovative mission and initiatives to the Tennessee State University campus. This organization will demonstrate growth and integration into the TSU community.

Student Leader of the Year

This award recognizes a member of a registered student organization who has demonstrated a high level of leadership ability through character, work ethic, and involvement. The recipient would have made significant contributions to strengthen his or her organization and would have impacted the members of the organization and the University in a positive manner.

Outstanding Commitment to Service Award

This award recognizes a registered student organization that has demonstrated a great level of commitment to continuous service. In addition, this organization's willingness to serve must have also significantly impacted the University and community-at-large.

Academic Excellence Award

This award recognizes a registered student organization that has demonstrated a commitment to academics by having the highest cumulative grade point average by its organization members.

Program of the Year Awards

Social Program of the Year

This award recognizes the best social program sponsored by a registered student organization that has provided a fun-spirited, entertaining atmosphere and also encouraged students to interact positively with their peers and community.

Educational Program of the Year

This award recognizes the organization that has hosted the best program that has contributed to the mission of Tennessee State University, encouraged students to continue their learning outside of the classroom, and provided the TSU community with an enriching educational experience.

Community Service Program of the Year

This award recognizes the best community service program sponsored by a registered student organization in which students are given an opportunity to serve the Nashville community or greater community in order to benefit those who are less fortunate.

Diversity Program of the Year

This award recognizes the best program sponsored by a registered student organization that demonstrates what it means to celebrate unification among diversity. The program that receives this award would have given participants an opportunity to experience and learn about diversity. The program will have a focus on developing understanding, tolerance, and acceptance.

Collaborative Program of the Year

This award recognizes the best co-sponsored program by registered student organizations that have demonstrated how meaningful partnerships, teamwork, and synergy can make an impact on campus. The organizations have demonstrated how each organization contributed to the success of the program.



Student Government Association
3500 John A. Merritt Boulevard, Nashville, TN 37209
Telephone 615.963.5250 • Fax 615-963-2180

General Assembly

Article IX (Student Government Section of Student Handbook)

Section 1. Name--The name of this organization shall be the General Student Assembly.

The officers of the General Student Assembly shall be chairperson, vice chairperson, secretary, assistant secretary, treasurer, parliamentarian, and sergeant-at-arms, all of whom shall be duly elected by the Assembly, with the exception of the chairperson who shall be the vice president of the Student Government Association.

Section 2. All SGA chartered student organizations must meet the following to be considered registered and to solicit funds from the General Student Assembly:

- must complete an organization registration form
- have two (2) members in attendance at every General Student Assembly meeting, one voting and one non-voting
- campus organizations with fewer than 20 active members must send one (1) voting member
- the National Pan Hellenic Council at Tennessee State University must provide two (2) members from their council as representatives at General Student Assembly meetings
- the names of the representative(s) shall be submitted to the House of Delegates within 30 days after the first day of class
- complete two (2) community service projects each semester and sponsor one campus event each semester

Section 3. The General Student Assembly is to meet once per month not to exceed four (4) meetings in a semester.

Section 4. The objectives of the General Student Assembly shall be as follows:

- provide a means by which a representative cross-section of student opinion and thought may be obtained.
- enhance the university setting through the knowledge of and participation in the many programs and activities therein administered.
- assist the Student Government Association in arousing student interest in campus affairs.
- assist the Student Government Association in upholding the basic philosophical tenets of strong leadership.

Section 5. All registered organizations that do not participate in the General Student Assembly will have their registration revoked, will not be eligible to request student activity fee funds, and will not have access to university facilities.



TSU-13-0016(A)-14-50200 - Tennessee State University is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Ms. Tiffany Baker-Cox, director of Equity, Diversity and Compliance, 3500 John A. Merritt Boulevard, Nashville, TN 37209, (615) 963-7435.