CONGRATULATIONS!

We are excited to hear that you have taken initiative to start a new student organization at Tennessee State University. As you prepare to submit your petition to be recognized we ask that you review the necessary documents for submission. Below you will find a checklist of items that are required for submission.

* Letter of Intent & Purpose of the Organization
* Constitution and/or By-Laws *(Template can be found on Tiger Print)*
* Student Organization Membership Roster Form
* Organization Registration Form
* Student Organization Advisor Commitment Form
* Student Organization Recognition Policy
* Letter from National Organization to support a Collegiate Chapter *(Applicable to National Organizations)*
* Letter from Department Chair/Dean to support a Collegiate Chapter *(Applicable to Academic Organizations with Sponsoring Department)*
* Certificate of Insurance *(Applicable to Fraternities and Sororities)*
* Expansion Packet *(Applicable to Fraternities and Sororities)*

Once the above documents have been submitted they will be reviewed by the Office of Student Activities & Leadership. You will receive official notification of the decision from the Office of Student Activities & Leadership. If you have any questions and or concerns please email [TSUstudentactivities@tnstate.edu](mailto:TSUstudentactivities@tnstate.edu) .

The Office of Student Activities & Leadership

**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**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Name | Phone Number | Email Address |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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: ☐ Annualy (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.)*

☐ Application ☐ Interview ☐ Rush

☐ Audition ☐ Nomination ☐ Other:

☐ Invitation ☐ 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)*:
   1. *Benefit to the University and Students* – How will the registration of this organization contribute to the mission of Tennessee State University, and how will the campus community benefit from its existence? How will members as individuals benefit from their involvement?
   2. *Goals & Outcomes* – What are the goals of this organization? What specific accomplishments or outcomes does the organization hope to achieve? How will you measure your success?
   3. *Vision & Longevity* – If registered, how will you ensure that this organization will exist and thrive long after your graduation?

**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

**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](mailto:tsustudentactivities@tnstate.edu).

**For Office Use Only**

Date Received:

Requirements:

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

**Advisor Commitment Form**

**2019-20 Academic School Year**

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:

1. Student organizations are required to have two (2) 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).
2. 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.
3. 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.
4. 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.
5. Other major responsibilities of an advisor are as follows:
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. Student organizations must give the following considerations to their advisors:
13. 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.
14. The organization is expected to keep the advisor informed of all organization business. It is an expectation that advisors areto 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.
15. Students are expected to recognize the major responsibilities of an advisor and coordinate all activities of the organization with the advisors.
16. 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.
    1. 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
  1. 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.

1. Involvement by Non-TSU Students, Faculty, or Staff
   1. 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.
   2. 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.
   3. 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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address Phone

Secondary Advisor’s Name Secondary Advisor’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address Phone

**For Office Use Only**

Date Received:

Coordinator of Registered Student Organizations Director of Student Activities

Coordinator’s Signature Date Director’s Signature

**Student 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**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. The organization must provide for the distribution of all funds and assets in the event of dissolution.

**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 members giving their advisor their T-numbers in order to fill out and submit the Membership Roster Form, the members agree to waive their rights granted to them by the Family Educational Rights and Privacy Act of 1974 and permit TSU to release academic information about them for membership and statistical data purposed to appointed organization members, campus/graduate advisor(s), regional and national office(s).