



Registered Student Organization President's Manual

The Office of Student Activities (OSA) believes that we can most effectively advocate for registered student campus organizations at Tennessee State University when we engage in a reciprocal relationship of meeting expectations. A campus organization's ability to submit paperwork, attend meetings, support programs and communicate with our office allows us to best represent these organizations to the many constituents we interact with. We provide this manual to serve as a reminder of the expectations we have for continued success of all our student organizations.

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I. General Expectations of Campus Organization President's

1. Attend General Assembly meetings and organization meetings
2. Remind officers/members of deadlines and calendar events
3. Speak up during discussions if you have relevant information
4. Lead by example as an active member of the organization by showing interest in activities and dedication to organization
5. Perform at least 2 educational programs every semester
6. Request to see the Treasurer's books at the end of each semester and assist when needed with financial matters
7. Check major correspondence before it is sent
8. Inform the organization of policy violations or risky situations
9. Keep the organization aware of its stated objectives when planning events
10. Work with advisors to plan and implement events and programs
11. Work with campus advisor to mediate interpersonal conflicts that arise
12. Inform the organization of leadership opportunities in which members can participate
13. Encourage an evaluation of each activity by those students responsible for planning it and all organizational members
14. Encourage teamwork and cooperation among the officers of the organization
15. Be familiar with University facilities, services, and procedures that affect organization activities

II. Campus Organization Membership Recruitment

MEMBERSHIP INTAKE REGULATIONS

Recruitment activities shall be scheduled during the period designated by the Office of Student Activities and as outlined in the Student Handbook. Organizations should not offer a bid of membership or an offer to begin a process until confirming membership eligibility with the Director of Student Organizations and Leadership or designated staff member. To ensure eligibility for all potentials, new members should sign a Grade Release Form which should be turned in to the Director at least 48 hours before bids are offered.

The Student Handbook requires that all new membership intake activities be coordinated through the Office of Student Activities. A single list of candidates for membership will be accepted from each student organization (Greek and non-Greek) and any organization that processes ineligible persons will be subject to sanctions outlined in the Student Handbook. All students must first be cleared through the Office of Student Conduct.

A. Non-Greek Lettered Organizations

1. Organization must host an informational meeting for interested students.
2. If the organization has specific requirements for membership, these requirements must be met before extending membership into the organization.
3. At no point during the recruitment of new members shall an organization subject prospect members to hazing or acts resembling thereof.
4. The names of new members should be documented in the Office of Student Activities.
5. New members shall be informed of student organizations policies and procedures by the organization president.
6. No first semester freshmen can participate in any membership intake process. All second semester freshmen participating in membership intake must be approved through the Office of Student Activities.

B. Greek-Lettered Organizations

Greek Organization Responsibilities

1. Chapters must comply with their individual national policies in regard to recruitment and intake, as well as Tennessee State University policy on recruitment and intake.
2. Chapters must be approved (in writing) to begin intake/recruitment by the Office of Student Activities. (Chapters who fail to gain written approval from Tennessee State University and chapter/national headquarters for recruitment may be placed on probation or suspended for a specified period of time).
3. Prospective students participating in the recruitment and intake process shall not be subjected to hazing or acts resembling thereof and any reports of hazing will result in ceasing the recruitment process to undergo investigation.
4. The names of prospective members shall be approved by OSA. After approval, names will be filed in the office. Please note that the chapter shall not exceed 60 members per intake period.
5. New members shall be informed of Greek organizations policies and procedures by the organization president.
6. Any organization falling below a 2.5 Grade Point Average will be placed on academic probation. The organization will not be allowed to sponsor or promote any social events/programs or hold a Greek week (on or off campus)
 - a. A required action plan detailing steps in improving chapter standing must be submitted to the Office of Student Activities within 14 days of notification. A copy should be made for the Chapter president and Chapter advisor.
7. Chapters must complete no less than 3 national programs on campus during the academic year with a minimum of 1 per semester.

8. Chapters are required to maintain a minimum of 5 members for active status and 3 advisors with at least 1 advisor employed by the University (*see Section VI. Nature and Conditions of Registration, Student Handbook*).

Office of Student Activities Responsibilities

1. OSA recognizes the formal membership intake processes of the National Pan-Hellenic Council member organizations.
2. OSA will approve intake process for chapters who are in good standing with the university and who follow the intake procedure outlined by the University.
3. To uphold policies and procedures as outlined in the Student Handbook.

III. New Membership Showcase Policies

NEW MEMBERSHIP SHOWCASE PURPOSE

The purpose of membership showcases for Greek-Letter organizations is to provide a social and educational opportunity for new members to display their dedication and pride of their organization through recitations of history and traditional chants and movements and to educate students and community members about the history of the said organization. It is expected that organizations President's and members preserve these sacred events and provide the campus community with a quality program.

Expectations of the New Member Showcase are as follows:

1. The organization President will provide a written outline of the showcase from beginning to end.
2. Prior to the showcase, the new members will not participate in any activities that could be linked to hazing, such as death marches. Participating in such activities will result in immediate ceasing of the activities and full investigation of the organizations.
3. At least 10 Graduate/Alumni members/volunteers as approved by the Advisor of the organization will arrive 2 hours prior to the new member showcase.

4. On the day of the event, current organization members will wear professional attire.
5. OSA forbids “dissing” of other organizations or individuals, derogatory remarks, or action that jeopardizes the integrity of the organization and university as part of the script for the new member’s recitation at the showcase.
6. Current and new members will inform friends and family of proper protocol during the showcase (no balloons, rushing the floor, large bags, etc.)
7. Any violation during the showcase will result in a minimum \$100.00 fine but could result in suspension.
8. New Member Showcase must be previewed before the event by OSA staff and the chapter advisor. Members are prohibited from altering the show as presented to the advisor and OSA staff member.
9. Props need to be approved by the OSA staff at least one week prior to the approved event.
10. No fake guns, covered faces, or weapons.
11. All attire must be approved by the chapter advisor.
12. Any chapter presenting 30 or more members must use the Gentry Center as the venue.

IV. Organizational Operations Expectations

a. *General Assembly Meetings*

1. Meetings will be held no later than 6:00 p.m. on a designated weekday in order to preserve the safety of organization members as well as observe proper hours for academic preparation each evening.
2. Presidents or designee will be in attendance at all meetings. If two meetings are missed, the organization will move to inactive status.
3. President will contribute updates on organization and meaningful discussion at meetings.
4. Organizations should be sure to familiarize themselves with the policies set forth in the General Assembly Constitution.

- b. *Organization Meetings*
 - 1. Meetings will be held no later than 6:00 p.m. on a designated weekday in order to preserve the safety of organization members as well as observe proper hours for academic preparation each evening.
 - 2. President will facilitate meetings and conduct proper organization business using Robert's Rules of Order.
- c. *Get Involved Fair*
 - 1. The purpose of the "Get Involved Fair" is to introduce students to the members, programs and culture of the said organization.
 - 2. Organizations will participate in the "Get Involved Fair" by reserving tables, passing out upcoming event information and materials, and educating students about the organization and upcoming programs.
- d. *Table Top Wednesday's*
 - 1. The purpose of Table Top Wednesday's is to engage the campus community in the activities of the various student organizations.
 - 2. Organizations will participate in Table Top Wednesday's by signing up to set-up a table in order to display the mission, goals, and current organization programming.
- e. *Effective Organization Week Planning*
 - 1. Each organization will have a designated week in the Spring (Greeks) and Fall Semester to display who they are and what they represent.
 - 2. Organization weeks should have the following academic focus:
 - a. One academic support (i.e.: encourage students to utilize first year dept.) event or
 - b. One academic recognition/appreciation event (i.e.: recognize students that are involved in OSA and have excelled in their field of study)
 - 3. Organization weeks should have the following civic engagement focus:
 - a. Volunteer opportunity for organization and campus community

- b. Highlight a community organization that helps TSU
 - c. Implement a new civic engagement program or event
4. Organization weeks should have the following social engagement focus:
 - a. Decorate the Student Center appropriately/ no painting in facility
 - b. Safe and Fun event to display organizations values and tenants
 - c. Collaborative social activity between on and off-campus students or students, staff, faculty and administrators.
5. Organization Presidents will have the approval of OSA and the Events Management team before any event is implemented during their week.
6. Organization Presidents, with the assistance of the advisors will submit all paperwork for their organizations week 30 days in advance in order to ensure timely planning and completion of all requisitions.
7. Organizations are required to have at least 30% attendance during the following programs:
 - a. Distinguished Lecture Series
 - b. Town Hall meetings
 - c. Service Learning Projects
 - d. Freshmen Convocation
 - e. Inauguration of SGA
 - f. Freshmen Move-In Day
 - g. All University wide events
 - h. Vice Presidents of organizations should be readily available to attend in the absence of the President.

V. **Student Organization President**

Purpose of President

- See that business is conducted in an orderly, efficient and proper manner as the point person for the organization;
- See that the organization operates according to its constitution;

- Provide good role modeling and show appropriate leadership behavior to other members and to the campus community;
- Be enthusiastic and promote a harmonious environment for the group to function within the policies of Tennessee State University in providing quality standards;
- Balance your time as a student scholar and as a student leader.

President Responsibilities

- Presides at all meetings of the organization
- Calls special meetings of the organization
- Obtains appropriate facilities for organization activities
- Prepares and files any report required
- Attends General Assembly Meetings
- Represents organization at official functions
- Maintains contact with organization advisers, alumni, Office of Student Activities and national organization (if affiliated)
- Remains fair and impartial during organization decision making processes

President Agreement

As President of

Organization, I will abide by the regulations set forth in the Student Organizations President’s Manual as well as the Student Handbook and all other policies of Tennessee State University as they relate to student organizations. I have received a copy of all aforementioned documents and I agree to fulfill the above responsibilities.

Name: _____

Signature: _____

Date: _____

Telephone: _____ E-mail: _____

OSA Staff Signature:

_____ Date: _____

Organization Advisor Signature _____

Date _____