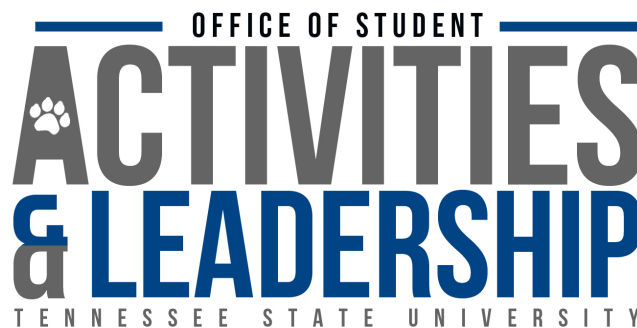


UNIVERSITY ASSOCIATION OF STUDENT ORGANIZATIONS  
(U.A.S.O.)  
REGISTERED STUDENT ORGANIZATION  
&  
ADVISOR MANUAL  
2020 -2021



DUE TO THE COVID-19 PANDEMIC AN ADDENDUM TO THIS MANUAL WILL BE RELEASED  
~ AUGUST 2020

Thank you for your interest in being a student organization advisor to one of our registered student organizations at Tennessee State University. All registered student organizations at Tennessee State University are required to have an advisor, but your role is more important than a name on a piece of paper. Classroom learning is central to the college experience; however, students also gain valuable skills and knowledge from co-curricular involvement. As an advisor you will have a great impact on student learning.

In order to best serve students and get the most out of your experience, it is important that you fully understand your role as an advisor and are aware of the many ways in which you can encourage student development. It is important to think of every encounter with students as a learning opportunity, and how you shape those encounters will depend on a lot of personal factors, such as your advising style and your relationship with the students. The Office of Student Activities & Leadership (OSAL) has created this manual to provide you with advising tips and resources to help you understand the role of an advisor, but much of your role will be up to you and the organization.

The OSAL staff is available to assist and help you and the organization you advise to be as successful as possible. Please do not hesitate to contact us.

Student organizations are a critical part of the collegiate experience. Student organizations provide a unique opportunity for students to gain practical skills and enhance the out-of-classroom experience.

An advisor is one who gives ideas, shares insight, provides different perspectives, and, most importantly, counsels. Advisors serve to guide student organization members through the process of effectively operating an organization. In addition, advisors act as confidants in both individual and organizational related matters, provide context about the organization's history and traditions, and can be a valuable source of information.

Finally, whether assigned or volunteered, it is important to remember that advisors devote a significant portion of their time to making the students' experience at Tennessee State University a rewarding one. This dedication is not only rewarding to the student organization and the students it serves; the advisor will also be rewarded in a variety of ways as a result of working with student organizations.

## MEET THE STUDENT ACTIVITIES & LEADERSHIP STAFF

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Tobias R. Morgan, Ph.D.  
**Assistant Dean, Student Engagement & Leadership**

Mr. De'Sean Keys, M.Ed.  
**Coordinator, Fraternity & Sorority Life**

VACANT  
**Coordinator, Late Night & Weekend Programs**

VACANT  
**Graduate Assistant**

VACANT  
**Graduate Assistant**

VACANT  
**Undergraduate Intern**

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### Who Can Become an Advisor

An organization advisor is a Tennessee State University full-time faculty or staff who advises a student organization, serves as a resource, provides an educational experience for the individual members, and serves the Tennessee State University community by functioning as a University representative. Graduate Assistants may serve as secondary advisors to student organizations. Undergraduate students may **NOT** advise student organizations.

A registered student organization's advisor must:

- Represent the interests of Tennessee State University at meetings and activities of the registered student organization with regard to compliance with regulations and policies.
- Provide guidance regarding the operation of the registered student organization and its activities.
- Attend the programs/events sponsored by the organization.
- Participate in annual Advisor training conducted by the Office of Student Activities & Leadership.

In the event that an organization advisor is removed or resigns, a new advisor shall be identified and reported to Office of Student Activities & Leadership. The new advisor must complete the following:

- Census Form
- Advisor Agreement Form
- Sign a Student Organization Registration Form
- Review the organizations Constitution and/or By-Laws

### **Advisor Responsibilities**

The following responsibilities should be kept in mind when advising student organizations:

#### **Responsibility to the Individual Group Members**

- Help the students find a balance between their academic pursuits and co-curricular activities
- Encourage individuals to participate in and plan organization events
- Encourage students to accept responsibility for specific roles within the group

#### **Responsibility to the Student Organization**

- Help the students develop realistic goals, strategic planning, and training for the academic year
- Be aware of plans and programs the organization has planned, and inform them of institutional policies
- Be available to regularly meet with organization officers and general body members
- Be familiar with the student organization, its history, and constitution in order to provide continuity in the organization
- Offer ideas for projects and programs
- Assist in organization evaluation

#### **Responsibility to the Institution — Tennessee State University**

- Work with the student organization, but do not direct its activities
- Assist the organization during an emergency

*Adapted from the Resources and Policy Manual, Virginia Commonwealth University*

### **10 Guidelines of Effective Advising**

1. Be an educator and a challenger
2. Know or help develop the goals of the organization
3. Know the members of the organization and their needs
4. Be sincerely committed to the organization
5. Be available and approachable
6. Provide appropriate feedback
7. Guide the organization to success—share in successes and failures
8. Be open to learning yourself
9. Know resources available
10. Have FUN!

### **Advisor Roles**

The following outlines different roles you will assume as an advisor:

#### **Mentor**

Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in their professional development. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students' verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.

#### **Team Builder**

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.

To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal

setting could be planned) to engage students in this process. As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

### **Conflict Mediator**

Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. When working with students who have come in to conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission, and ask how their conduct is helping the group achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases this student may not realize that their actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how their attitudes are impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

### **Reflective Agent**

One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don't like to ask for help. Remember to have students reflect on their successes and failures.

### **Educator**

As an advisor, your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to

the role of the reflective agent and give the students a safe place to reflect on their experiences.

### **Motivator**

As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the University to the experiences they will have in the community.

### **Policy Interpreter**

Student organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans.

*Adapted from Student Organization Advisor Guide, University of Nebraska—Lincoln*

### **Advisor Expectations**

All student organizations are not the same, so each one will have a different set of expectations. In addition to the organization expectations, the officers and members will have their own individual sets of expectations. It is important for the advisor to talk to the organization in order to develop a set of expectations for both sides.

See some important questions advisors should ask organizations below:

1. How much involvement is expected or needed?
2. How often does the organization meet?
3. How many major activities does the organization plan per semester?
4. How experienced are the student leaders?
5. How do your skills meet the needs of the organization?
6. What are some areas where the organization specifically needs guidance? Ask for examples of past problems.
7. What are some ways the advisor could be more helpful to the organization?
8. Do they expect the advisor to be a silent observer or an active participant?
9. Is the advisor expected to give feedback?
10. Are there areas of the organization that are ‘hands off’ to the advisor? If so, which ones?
11. Does the national organization (if applicable) require an affiliated advisor? If so, what is his or her role?

*Adapted from the Advisor Handbook, University of South Florida*

## **Advising Styles**

There are three different styles an advisor can choose from when working with student organizations: hands-on, hands-off, and a hybrid of both.

### **Hands-On Advising**

The advisor who chooses this style is very involved in all aspects of the organization. The advisor may attend all organization meetings and take control of activities, events, and programs. While this style is very involved and time-consuming, it may be necessary for student organizations that have just been created, have large amounts of first-generation students, or students who do not have any programming experience. It is important that advisors who take this approach remember to develop the student leaders in the organization by increasingly giving students more autonomy over their programs as they learn and grow as student leaders.

### **Hands-Off Advising**

An advisor taking this approach rarely steps into the matters of the student organization unless his or her help is needed. This style is effective when advising student organizations that are well established or have students who have experience programming. It is important for an advisor to understand the needs of an organization before taking this approach.

### **Hybrid**

Depending on the structure or circumstances of the student organization, the advisor uses elements of the hands-on and hands-off approach.

## **Motivating Your Student Organization**

The following list includes ways advisors can help motivate the officers and general body members of student organizations.

### **Enhance Potential**

Recognize the talents in each of your students, and help them reach their potential by expressing this attitude.

### **Give Praise**

People need positive reinforcement and appreciation, so give praise when it is due.

### **Develop an Award System**

Creating awards like “Member of the Month” help motivate organization members to participate in programs and become more involved.



### **Communicate**

Make sure members keep you informed of organization activities, and you (as the advisor) keep members informed about activities.

### **Give Security**

Students will look to you for advice without judgment, respect, and acceptance. As an advisor, be sure you develop a safe environment for students to come and talk to you.

### **Develop Purpose**

Explain why your student organization members are needed, and share ways that their participation can help the organization grow.

### **Encourage Participation in Organization Goal Development**

Include all members in the planning process, and consider their suggestions in planning.

### **Develop a Sense of Belonging**

When students feel like they belong, they will invest more time in the organization. Make sure all students feel included and a part of the overall group.

*Adapted from Student Organization Advisor Guide, University of Nevada Lincoln*

## **Student Event Planning Guide: A Step-by-Step How to**

Event planning can be as simple or as difficult as you make it. The secret is to have a flexible plan from conception to the birth of the idea that is followed and applied. The key terms to remember are the five W's: Who, What, When, Where, and What Else. These should be used during each step of the planning process.

### **Determine the Event and Purpose**

- Think about your audience, and who the event is really going to target.
- Is it the general student body, a select set of students in a particular major or extracurricular interest?
- How many people do you expect to attend? (*Be realistic*)
- What would you want to see out of the program?
- Determine some expectations or a vision of what you want, and what your audience wants?
- Develop a theme once you come up with a vision.

### **Event Details**

- Set a budget for your event.
- Estimate the amount of money your event would cost by considering different components you need.
- Create a template or sample budget
- Determine a date and time for your event
- Think of the amount of students you would like to attend, and the best times to draw them to your event.
- Think of possible event locations
- Determine if you will serve food at the event

### **Advertise**

Think of some places where your target audience will see marketing for your event. Below are some ideas for advertising around campus:

- Yard signs
- Posters and Flyers
- Social Media (Twitter, Facebook, Instagram, etc.)

### **Assess, Evaluate, and Write a Report**

- Write down an event plan including:
  - How you planned the event
  - Contacts
  - Final Budget
  - Reservations
  - Other documents you used

Include a section in the event plan explaining what needs improvement next year. This gives future officers a plan to follow for the next year without having to reinvent the wheel.

### **Sample Event Planning Time Line**

#### **6 - 8 Weeks Before Event**

- Discuss event with advisor
- Determine date of event
- Determine the budget and solicit campus co-sponsorships for event (*e.g., SGA, SUBG*)
- Develop comprehensive promotion/marketing plan with committee members
- Submit a space request to reserve event location (must be submitted at least 14 days in advanced)

#### **4 Weeks Before Event**

- Identify and secure any other special needs or equipment
- Submit a Facility Services work order request in order to secure tables, chairs, staging, and etc.
- Duplicate and /or design promo/marketing materials
- Have advisor review your promo/marketing materials before printing

#### **2 Weeks Before Event**

- Print and distribute marketing materials
- Log all expenditures on event budget spreadsheet (*if applicable to organization*)
- Sign up event volunteers at organization meeting to assist with event tear down /set up
- Start working on your “day of” schedule
- Confirm security (*if applicable*)
- Contact the IT department if microphones, laptops, projectors, or screens are needed for an event. These items must be obtained by the organization advisor.

#### **Week of/Before Event**

- Turn in day of event timeline to advisor
- Print copies of latest day of event sheet
- Check out event space to make sure it is clean and holds the necessary equipment and furniture requested
- Purchase food, drinks, ice, tablecloths, and decorations not supplied by catering
- Post directional signs to the room, if event is open to the public
- Keep event on schedule
- Make sure all volunteers are in place to help setup and cleanup

#### **Post Event**

- Take down old promo/marketing materials
- Deposit any event ticket revenue
- Turn in all event receipts to treasurer
- Finalize event budget spreadsheet
- Send out event thank you notes to any guests or VIPs

### **Student Group Responsibility**

Tennessee State University registered student organizations are expected to conduct themselves in a manner consistent with the University’s function as an educational institution and the

**Student Code of Conduct.** Student organizations must observe all international, federal, state, local laws, and university policies, including the Student Code of Conduct, both on and off campus. A student organization will be responsible for the actions and conduct of its members, when one or more of its members, acting in the capacity of their membership, commit a violation of the Student Code of Conduct. Student organizations found in violation of the Student Code of Conduct will be subject to judicial procedures and sanctions.

Any Notice of Complaint regarding alleged misconduct involving a student organization will be delivered to the student organization's local address that is on file with the University. A Notice of Complaint will be sent to the attention of the president of the student organization with a copy to the on campus advisor. Student organizations are responsible for responding to all Notices of Complaint and failure to respond may result in resolution of the matter in the absence of any representative of the student organization.

A complaint filed against a student organization does not preclude the possibility of complaints being filed individually against any or all individual students involved in alleged misconduct.

### **Event Request & Submission**

All Event/Program Requests must be submitted via **TIGER PRINT** for ALL REGISTERED STUDENT ORGANIZATIONS at least **10 to 15 business days** prior to the event date.

Once the event is approved by the Office of Student Activities & Leadership (OSAL) via TIGER PRINT, the organization will receive an automated email/message (depending on your notification settings). This email/message is confirmation for an approved or denied event proposal.

Student organizations **MUST** request a space to host an event. A submitted event request via TIGER PRINT is **NOT** a SPACE REQUEST. Students can access the form to request event space via <https://tnstate.campuslabs.com/engage/> on the organizations profile page.

To access the link to the SPACE RESERVATION – CLASSROOM & BUILDING MANAGEMENT SYSTEM “CBMS” website, click on the "Campus Links" tab at the bottom right of the TIGER PRINT homepage <http://gerak.tnstate.edu/emswebapp/>.

Flyer Posting - All posting must be approved/cleared by the OSAL and stamped by the Campus Center Information Desk.

## REGISTERED STUDENT ORGANIZATIONS

All student organizations are required to complete the process for recognition each spring semester to maintain recognition for the upcoming academic year. The following items are needed for recognition:

1. Advisor Agreement Form
  - Advisor’s signature
  
2. A Completed Student Organization Census Form
  - Advisor’s signature
  - Average G.P.A. of the entire membership
  - Typed Organizational Contact information
  
3. A Typed Membership Roster
  - Name, Student ID #, classification
  - Signatures from the President and Advisor

### Authorized Representatives

As a registered student organization, there are only two students who are authorized to conduct business on behalf of your organization, the President/Organization Head and the Financial Officer. Only the students and advisor who are listed as Authorized Representatives can sign, approve and authorize financial documents to conduct university business for your organization.

### Registration Fees

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

## New Student Organization Petition & Organization Re-Activation Policy

Petitions to start a NEW ORGANIZATION are accepted twice yearly in the Spring semester (**beginning January 15 ending March 31**) and in the Fall semester (**beginning August 15 ending October 31**). Recognized student organizations must have open membership policies unless they are constitutionally required to be a competitive selective organization AND have satisfied all university requirements to be recognized with such a designation. All petitions must be submitted to the Office of Student Activities & Leadership to initiate the recognition process.

Re-activation of an inactive or archived recognized student organization occurs during the Fall semester **ONLY (beginning August 15 ending October 31)**.

*DO NOT GET INVOLVED WITH UNRECOGNIZED GROUPS; THESE ARE OFTEN DANGEROUS AND UNSAFE ENVIRONMENTS FOR OUR STUDENTS.*

## FRATERNITY & SORORITY LIFE

ORGANIZATIONS THAT HAVE A COMPETITIVE AND/OR SELECTIVE RECRUITMENT PROCESS AND/OR HAVE AN INTAKE OR PROBATIONARY MEMBERSHIP PROCESS, *MUST* ENSURE THAT THEY HAVE THE REQUIRED LEVELS OF LIABILITY INSURANCE, UNIVERSITY APPROVAL AND HAVE SATISFIED THE REQUIRED COMPLIANCE TRAINING, IN ORDER TO PARTICIPATE IN THE RECRUITMENT CYCLE AND/OR TO CONDUCT A COMPETITIVE AND SELECTIVE MEMBERSHIP INTAKE OR RECRUITMENT PROCESS AT TENNESSEE STATE UNIVERSITY.

ALL APPLICANTS SEEKING MEMBERSHIP INTO COMPETITIVE SELECTIVE ORGANIZATIONS (EX: FRATERNITIES, SORORITIES, AND SIMILAR ORGANIZATIONS) MUST COMPLY WITH THE FOLLOWING:

- A. BE CURRENT STUDENTS IN GOOD ACADEMIC, FINANCIAL AND DISCIPLINARY STANDING
- B. HAVE THE REQUIRED MINIMUM CUMULATIVE GRADE POINT AVERAGE OF 2.5
- C. ARE MATRICULATED WITH A FULL-TIME STATUS, HAVING EARNED AT LEAST 30 CREDIT HOURS

**Students who have been issued disciplinary sanctions are ineligible for recruitment until all sanctions have been satisfied before they can apply for membership recruitment/intake.**

TRANSFER STUDENTS MUST HAVE EARNED AT LEAST 15 CREDIT HOURS AT TENNESSEE STATE UNIVERSITY AND BE CLASSIFIED AS A SOPHOMORE OR HIGHER TO PARTICIPATE IN A **MEMBERSHIP** INTAKE/RECRUITMENT PROCESS.

ALL STUDENTS INTERESTED IN JOINING FRATERNITIES, SORORITIES, AND SIMILAR ORGANIZATIONS ARE REQUIRED TO ATTEND ALL UNIVERSITY SPONSORED TRAININGS AND EDUCATIONAL WORKSHOPS TO BE ELIGIBLE AND CLEARED FOR PARTICIPATION.

Additionally, organizations may have individual, national and/or council constitutional requirements to maintain recognition at the University. Please refer to the organization or council constitution in order to determine if there are additional requirements (*for example: a higher GPA or credit hour requirement*).

Fraternities and Sororities with competitive selection procedures and intake requirements for membership must have an on-campus advisor and a graduate advisor (or an advisor affiliated/appointed by the sectional/regional/national leadership or organization). Securing advisors is the sole responsibility of the organization. The Director of Student Activities & Leadership must be notified immediately whenever an on-campus or graduate advisor resigns. If the organization cannot secure an on-campus and/or graduate advisor or if the advisor resigns, the Tennessee State University recognition will be suspended until a new on-campus and/or graduate advisor can be secured by the organization.

### **Council of Fraternal Organizations (CFO)**

The Council of Fraternal Organizations (CFO) shall serve as the advisory body/governing body within the area of Fraternity and Sorority Life at Tennessee State University. This body will be responsible for the development of policies, initiatives and programs related to the community of recognized fraternities, sororities, honor societies and similar organizations at Tennessee State University. Each fraternity, sorority, honor society and/or similar organization is expected to maintain membership in one of the member organizations of the Council of Fraternal Organizations, as applicable:

#### **Honor Society Council (HSC)**

The Honor Society Council (HSC) is a collaborative organization of six nationally ranked honor societies around the country.

#### **Independent Fraternal Council (IFC)**

The Independent Fraternal Council (IFC) is a collaborative organization of four national Sororities and Fraternities not classified as historically African American.

#### **Local Based Council (LBC)**

The Local Based Council (LBC) is a collaborative organization of eight similar organizations with a selective membership education process.

#### **National Pan-Hellenic Council (NPHC)**

The council is composed of nine (9) organizations and promotes interaction, engagement and exchange of information through cooperative programming and collaborative initiatives for its affiliate organizations. Membership intake occurs only in the spring semester for NPHC organizations (*unless approved by the Director of Student Activities & Leadership*).

#### **Professional Fraternal Council (PFC)**

The Professional Fraternal Council (PFC) is a collaborative organization of two international Greek letter Sororities and Fraternities with a specialization in an academic field and/or career.

### Policy Applying to Official Recognized Fraternities and Sororities

- A. Tennessee State University may officially recognize and assist men and women's fraternities and sororities 'hereinafter referred to as "fraternities," whose purposes and practices are, and remain, consistent with those of the University. The University's policy in respect to fraternities is in accord with Title IX of the Education Amendments of 1972, of the United States Civil Rights Act.
1. Official recognition of men's and women's fraternities may be conferred by the Vice President for Student Affairs upon the recommendation of the Office of Student Activities & Leadership, which will serve as the sponsoring University Unit for all recognized fraternities.
  2. Each fraternity is expected to maintain membership in one of the established campus councils under the Council of Fraternal Organizations (CFO).
  3. Each fraternity seeking official recognition must be in good standing with it's (inter)national organization.
  4. Ordinarily, the recognition process will occur on an annual basis at a time determined by the Office of Student Activities & Leadership. In unusual circumstances, the University may review the status of an organization prior to the annual recognition process. Unusual circumstances may include: a recent history of repeated infractions of this Policy; cases where a chapter is under sanction by their (inter)national organization, local campus governing council or the University; or, cases of a similar nature.
- B. Each fraternity seeking official University recognition must place a copy of its (inter)national and local governing documents on file with the Office of Student Activities & Leadership. These documents will be kept in confidence to the extent permitted by law. The governing documents shall include (if they exist): National Constitution and Bylaws; Certificate of Insurance; National Standing Rules and Policies; Local Chapter Bylaws, Operating Procedures, and Chapter Code of Conduct; Local Articles of Incorporation (if they exist). Copies of the above documents, when revised are to be promptly filed. Each fraternity must adhere to the provisions of its governing documents.
- C. All officially recognized organizations are required to abide by all applicable University and governing council rules and regulations, including, but not limited to, the TENNESSEE STATE UNIVERSITY STUDENT CODE OF CONDUCT; TENNESSEE STATE UNIVERSITY POLICIES APPLYING TO STUDENT ACTIVITIES, ORGANIZATIONS,



AND STUDENTS; TENNESSEE STATE UNIVERSITY STUDENT ALCOHOL POLICY;  
and the TENNESSEE STATE UNIVERSITY POLICY ON SEXUAL HARASSMENT.

- D. Each fraternity shall comply with all applicable federal, state and local laws and ordinances. Particular areas in which compliance is expected include: The use, service, and abuse of alcohol; The use and abuse of narcotics or drugs; Sexual assault and abuse; Hazing; Noise control.
- E. A fraternity may use the name of the University only while it is officially recognized and only in connection with actions, activities, and programs, which have the prior and specific approval of the Office of Student Activities & Leadership.
- F. Each fraternity shall undertake programs consistent with the organization's resources and primary goals, which contribute to responsible social interaction, community relations, and service to the University and local community.
- G. Each fraternity must annually file a current certificate of liability insurance coverage (naming Tennessee State University as additional insured) with the Office of Student Activities & Leadership. Organizations that do not have continuous year round coverage must file a certificate of insurance showing proof of liability coverage on an event-by-event basis.**
- H. Each fraternity is expected to conduct its business practices in a lawful and ethical manner, maintaining fair personnel practices and conducting its fiscal affairs in accordance with generally accepted practices.
- I. Each fraternity shall establish and maintain a program for the academic advancement of each of its members and shall designate a person to maintain accurate membership rosters, receive chapter grade reports, and act as a liaison to the Office of Student Activities & Leadership.
- J. The University may periodically require fraternities to demonstrate that the provisions of this document have been met. However, the University assumes no responsibility or liability for enforcing compliance, which is the sole responsibility of each fraternity.
- K. Fraternities which agree to and abide by the aforementioned provisions and regulations for official recognition, and are in good standing (i.e., not subject to any sanction imposed by their (inter)national organization, campus governing council or the Office of Student Activities & Leadership which restricts eligibility), are eligible to receive the following services from the University:

- a) An officially recognized fraternity may use the name of the University in connection with actions, programs, and activities, which have the prior specific approval of the Office of Student Activities & Leadership.
- b) Officially recognized fraternities may participate in all University-sponsored programs and activities in the same manner as other registered organizations.
- c) Programs may be developed for assistance to fraternities in a variety of areas as requested (e.g., community relations, assistance in training, and Chapter Advisor Education workshops).
- d) Educational programs may be developed to meet the needs and interests of fraternities, including New Member Forums, Social Issue Awareness Workshops, Internal Chapter Operations and Management, etc.
- e) Advice and counsel, as well as referrals and resources, will be offered in the areas of chapter development and programming, leadership development, personal safety and risk management, alcohol and substance use and abuse, sexual assault and abuse, stress management, eating disorders, etc.
- f) Additional assistance and counsel may be available in the areas of chapter governance; judicial concerns; interpreting University policies, procedures and regulations; providing information on local and federal laws as they relate to membership activities (e.g., hazing); educational and social programming; general fiscal matters; emergency preparedness; etc.

## STUDENT ORGANIZATION EVENT PLANNING & MANAGEMENT

### Event Planning

Program and event planning helps your organization achieve its goals, teaches leadership skills and fosters camaraderie within your organization. However, it takes a great deal of pre-event planning to ensure success. Included below are helpful hints to assist your organization go from concept to execution.

### Concept

- ✓ Determine the goals of the program.
- ✓ Brainstorm the type of event and possible themes that will match your organizational goals.
- ✓ Determine which of the program ideas will work within your budget.
- ✓ Discuss options with your organization and advisor.
- ✓ Make a group decision including determining convenient dates for members in the group.

### Planning

- ✓ Meet with Office of Student Activities & Leadership staff to discuss event (type of event, security, tickets, speakers, facilities, special equipment, room capacity for event facilities, media, contracts, etc.).
- ✓ Submit the necessary paperwork to schedule space in venue with appropriate office or building manager.
- ✓ Follow procedural guidelines specific to individual facility.
- ✓ Obtain the necessary approvals and/or submit the necessary requests to secure equipment, facility and security needs at least 10 business days in advance.
- ✓ Secure the necessary funds to cover the anticipated expenses prior to the event date.
- ✓ Notify building manager and Office of Student Activities & Leadership of event cancellation in writing as early as possible but no later than 3 business days before the event.

### During the Event

- ✓ Have volunteers & organization members easily identifiable at the event.
- ✓ Have advisor and officers present during event set-up, load-in, breakdown and load-out.
- ✓ Display appropriate signs indicating event rules (i.e. College ID required, no alcohol, etc.).
- ✓ Keep an accurate count of event attendance to stay in compliance with venue capacity limits.
- ✓ Work with security and facility staff to ensure a safe event.
- ✓ Be alert and monitor for problems and notify appropriate university official to respond and resolve.
- ✓ Assist with clean up and clearing of venue.

### Tips for Student Organizations Scheduling Space

- a. Tennessee State University only recognizes Student Organizations that are officially registered with the Office of Student Activities & Leadership
- b. Student Organizations must submit a web request via the university website at <http://gerak.tnstate.edu/emswwebapp/>
- c. The requesting student organization must thoroughly complete all required fields including the Event Description. All details, equipment needs and any other pertinent information regarding the event must be included.
- d. The Office of Events Management and Office of Student Activities & Leadership Staff will review all web requests in the order in which they are received.
- e. Once the web request is reviewed by all appropriate parties, pending no further details, an approval authorization will be sent to the advisor and/or student who made the request. A web request is only officially approved and subsequently booked once an event confirmation is sent to the student organization.
- f. If the requested event is NOT approved, the Office of Events Management will send supporting documentation via email to the requesting student organization.
- g. A work order for any tables, chairs, curtains, staging, and etc. should be submitted with your space request.
- h. Advertisements and/or promotions are not permitted until the Office of Student Activities & Leadership has received approval for the proposed event.
- i. Fronting by a student organization (reserving campus space for another student organization, department or for any off-campus entity) is strictly prohibited and is subject to sanctions.
- j. Reservations are non-transferable; one student organization cannot transfer a reservation to another student organization. Violation of this policy may result in the cancellation of future reservation privileges.
- k. Organizations using University facilities and/or equipment for events are responsible for any damage to the facility and its equipment that may occur during the event.
- l. All student organization events will end on the last day of class instruction during the fall and spring semesters.

### EVENT ADMINISTRATIVE POLICIES

**PRESS/MEDIA:** All Press/Media must obtain proper “clearances” through the Office of Student Activities & Leadership and the Office of Public Relations. If clearance has not been authorized, the press/media will not be allowed entry into the venue. Please obtain TALENT LICENSES from your artists who are being videotaped.

**CAMPUS LICENSING:** For permission to use any of Tennessee State University’s trademarks on products/giveaways please contact the Office of Student Activities & Leadership. Tennessee



State University is a Pepsi campus; therefore, all beverages must be Pepsi products. Water must be Aquafina.

**DISTRIBUTION OF FOOD ON CAMPUS:** The University follows all local and state health and sanitation regulations and guidelines with regard to food handling. Student organizations seeking to host cook-outs must register and complete a food handling course through Aramark.

Aramark holds first right of refusal to all outside catering request. Pursuant to distribution or sale of food on or in university properties, including off-campus preparation for distribution or sale on campus, all items must be prepackaged and commercially prepared. Homemade baked goods are not permitted.

## Organizational Goal Setting

The Office of Student Activities & Leadership requires all student organizations to submit their annual goals. At the end of the year, organizations will be required to submit a statement indicating the organizational progress on accomplishing its annual goals as part of an annual report to the Office of Student Activities & Leadership. Included in this section are goal-setting strategies to assist you in this process.

### GOAL SETTING STRATEGIES

Goal/objective statements should be specific and measurable, highlighting the responsible person(s) and a timeline for implementation. Each goal should have related results. Identify goals that are worthwhile, consistent with the values of your organization both locally and nationally (if applicable) and attainable within the resources available to your organization.

### IDENTIFY GOALS, RESULTS AND IMPLEMENTATION PLANS:

Identify the areas that are PRIORITIES for the chapter in the upcoming year (GOAL STATEMENTS).

Identify how your organization will achieve its goals by establishing a timeline and person(s) responsible for each implementation step (IMPLEMENTATION).

Identify your anticipated outcomes should you be successful in achieving your goals (RESULTS).

## Effective Meetings

Poorly planned or unplanned meetings are typically viewed as boring, unproductive and a waste of time. Meetings can be productive and fun with proper planning. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

### Before the meeting:

- Develop an agenda and distribute it before the meeting so that members can be prepared
- Choose an appropriate meeting time, length and location
- Inform members and advisors about meeting ahead of time
- Advertise to meeting if open to the public

### During the meeting:

- Welcome and greet members & be sure to introduce any new members
- Start on time. Follow your agenda. End on time.
- Encourage discussion to get different ideas and viewpoints.
- Keep the discussion on topic and moving forward toward a decision
- Keep accurate minutes of the meeting

Announce the date and time for the next meeting

After the meeting:

Distribute minutes to members

Discuss new issues that surfaced with executive board and advisor so that they can be Addressed.

Follow up on delegated tasks

Add any unfinished items to the agenda for the next meeting

Acknowledge members for their contributions

### **Officer Training & Transition**

Officer transition is one of the most critical components to organizational success. Student organizations should ensure that this process is smooth, conducted in a timely manner and is as comprehensive as possible. Incomplete officer transitions can delay an organization's progress significantly, can cause a great deal of frustration for new officers and can ultimately lead to a sense of apathy in membership. Here are some helpful tips to make your officer transition as smooth as possible:

- Hold elections early enough to provide a period of overlap between old and new officers.
- Review the constitution to ensure that it reflects changes made during your administration.
- Review officer duties and job descriptions for accuracy.
- Plan a transition retreat and include your advisor.
- Introduce incoming officers to advisors, Office of Student Activities & Leadership staff, other student leaders, and university administrators
- Update your mailing lists and membership records.
- Provide an updated Student Organization Registration Form to the Office of Student Activities & Leadership.
- Create and leave behind organized files, manuals and information that will be helpful to the new officer. Remember to provide information you wish someone had shared with you when you took office.

Quick check list of documents that should be shared:

- ✓ Constitution and By-laws
- ✓ Job descriptions/role classifications
- ✓ Organizational goals and objectives
- ✓ Status reports on ongoing projects
- ✓ Evaluations of previous projects and programs
- ✓ Previous minutes and reports

- ✓ Resources and contact lists
- ✓ Financial books and records
- ✓ Historical records, scrapbooks and equipment

### **Leadership Resources**

The Office of Student Activities & Leadership will be available to send a representative to present an individualized workshop for your club or organization during your meeting time and present a workshop on any of the following topics:

- Budgeting Issues
- Goal Setting
- Group Dynamics
- How to Run an Effective Meeting
- How to Delegate Responsibilities
- Marketing & Advertisements
- Recruitment & Retention
- Leadership Development
- Organizational Communication
- Other topics

*In order to sign up to have someone present one of these workshops at your meeting, please contact the Office of Student Activities & Leadership at [tsstudentactivities@tnstate.edu](mailto:tsstudentactivities@tnstate.edu). If interested, please provide us with your Club's name, a contact person (along with their email address and phone number), the workshop you are interested in and a time frame of when you are looking to have the workshop.*

### **ADVERTISING, RECRUITMENT, & PUBLIC RELATIONS**

#### **Requesting Student Contact Information**

Registered student organizations cannot request emails to distribute communication to incoming new students.

#### **Posting Policy**

The buildings and grounds at Tennessee State University are private property and in general, materials may not be posted or distributed without the permission of the University. Before displaying any advertisement, including signs, posters or placards on the bulletin boards or other display spaces at Tennessee State University, recognized student organizations must obtain authorization from the Office Student Activities & Leadership. The name(s) of the sponsoring organization(s)/entity must appear on all advertisements. Requests for permission to distribute handbills, flyers, or publications must be made directly to the Office of Student Activities & Leadership for authorization for posting and/or distribution of the materials. The posting of flyers



and other printed materials are limited to University employees, currently enrolled students, and representatives of registered student organizations. Permission to post or distribute materials shall be granted for specific period of time. Posting materials that are not in compliance with the University policies or regulations will result in sanctions including but not limited to withdrawal of approval to use the University facility.

- I. The buildings and grounds at Tennessee State University are private property and, in general, materials may not be posted or distributed without the permission of the University.
- II. Before displaying any advertisement, including signs, posters or placards, on bulletin boards or other display spaces at Tennessee State University, the recognized student organization must obtain authorization from the Office of Student Activities & Leadership. The name(s) of the sponsoring organization(s)/ entity must appear on all advertisements. Requests for permission to distribute handbills, flyers or publications must be made directly to the Office of Student Activities & Leadership for authorization for posting and/or distribution of the materials.
- III. Upon approval, permission to post or distribute materials shall be granted for a specific period of time.
- IV. The following regulations apply to all posting. Posting materials other than in compliance with these regulations will result in sanctions.
  1. The University prohibits the posting of advertisements, announcements that it considers lewd, indecent, or vulgar, or that reflect the commission or attempted commission of any crime. Failure to conform to this requirement may result in withdrawal of approval to use the University facility.
  2. In each authorized area, only one advertisement per event may be posted. Advertisements posted, in violation of this policy, will be removed. The sponsoring organizations, along with the facility coordinator, are required to monitor areas authorized for posting events and are responsible for removing outdated advertisements.
  3. All posters/flyers must be authorized and registered with the Office of Student Activities & Leadership, prior to mass production and posting.
  4. Process time for the authorization to post materials is a minimum of 24hours.

5. All persons **MUST** supply the office with a minimum of two posters/flyers. One copy of all posters/flyers will be retained for the office files prior to stamping.
6. All posters/flyers involving University facility usage requires confirmation of approval for use of the facility prior to poster/flyer stamping. Documentation of the confirmation may be required, in writing, upon request. Flyers must state, in English, the time, place, date and University sponsor. Failure to provide confirmation of the event scheduled in a University facility will result in denial of stamping posters/flyers, as well as withdrawal of approval of the event.
7. No posters, flyers or announcements may be attached to unapproved areas such as: trees, doors, sidewalks, benches, walkways, stairs, trash cans, newspaper boxes, recycling bins, Tennessee State University signs or statues, walls, plastic, metal or glass surfaces, or bulletin boards administered by a university department sponsor without permission from the department.
8. Posters, flyers or announcements may be attached with tape (on the back four-corners), push pins or staples on bulletin boards **ONLY**.
9. Materials may not be posted more than 14 days prior to the event.
10. All posters, flyers or announcements must be removed by the event sponsor within 24 hours following the completion of the event.
11. Persons distributing handbills, leaflets, and flyers shall take all measures necessary to prevent those materials from littering streets, sidewalks, buildings, or any other space on campus and the community.
12. Indoor posting of materials, for bulletin boards, must not exceed 11 x 17.
13. Postings are limited to one per event on any one bulletin board, and must not overlay other materials.
14. Promotions and/or advertising for special events such as elections, homecoming, or spring festival may be accepted by permission from the Office of Student Activities & Leadership.
15. Exceptions to any of the distribution guidelines may only be considered by the Office of

### Student Activities & Leadership.

16. Posters, flyers or announcements may be attached with masking tape, pushpins or staples on bulletin boards, only. Materials may not be posted more than ten (10) days prior to the event. All posters, flyers or announcements must be removed by the event sponsor within 24 hours following the completion of the event.

### **Banners**

Banner space is available to registered student organizations and University departments or entities. The banner space must be reserved through the Office of Student Activities & Leadership. Banners must not exceed 7'x 8'. The bottom of the banner must be weighed in an appropriate manner. Registered student organizations or University departments reserving banner space are responsible for hanging and removing the banner(s). Failure to remove the banner(s) upon expiration of the reservation may result in the removal of the banner(s) by the University. The organization or entity responsible for the banner may be billed for its removal. To ensure broad access to banner spaces, only two spaces may be reserved at a time, for a maximum of seven (7) days per event and two (2) events per semester. Banner space may not be reserved for more than one week.

### **Advertising**

Registered student organizations and/or University users may not advertise or promote Tennessee State University or any University facility as the location or site of an event until after the University has given final written approval to use the University facility. In addition, no artist(s), speaker(s), performer(s), etc., shall be advertised, prior to the execution of such agreement. Request for approval by recognized student organizations, University employees or departments, to advertise on and off campus events, activities, or personalities, via any electronic or print mediums must be submitted to the Office of Student Activities & Leadership, prior to the actual placement or ordering of such advertising.

### **New Member Presentations**

Fraternities and Sororities with competitive selection procedures and intake requirements for membership must submit a Request for Membership Intake Notification and Campus Presentation Request Form to the Office of Student Activities & Leadership for approval prior to conducting any membership recruitment activities. University policy states that students are not eligible for membership unless they successfully meet the following requirements: (1) a minimum cumulative grade point average of 2.5 (2) 30 credit hours earned at Tennessee State University; 15 credit hours for Transfer students earned at Tennessee State University (3) matriculate with a full-time status (4) are in good academic, financial, and disciplinary standing.

The Request for Membership Intake Notification and Campus Presentation Request form has been updated to be more inclusive and to assist all organizations with competitive selection procedures to obtain the necessary approvals to successfully recruit and present new members on campus.

*\*Refer to New Member Presentation Statement of Understanding*

### **The Role of the Advisor**

All student organizations are required to have at least one on campus advisor. On campus advisors must be current members of Tennessee State University's faculty or staff who agree to mentor student organizations on their purpose and operation throughout the school year. They serve as a liaison between the university and organization interpreting university policy and procedures. They are also an integral part of ensuring the organization's success and longevity on Tennessee State University's campus.

#### **The Advisor's major responsibilities are as follows:**

1. To assist the organization in finding optimal ways of implementing its programs.
2. To serve as a role model and mentor to the organization and its individual members.
3. To keep the organization abreast of university policy and to assist in ensuring that the organization is in compliance with all university policies.
4. To periodically meet with the organization to stay informed of its activities.
5. To verify that the leadership and membership of the organization are enrolled students in good academic standing.
6. To stay for the duration of functions sponsored by the organization and to identify/provide a suitable replacement from the University, if unable to attend or stay for the duration.
7. To represent the organization when required by the University or overall best interest.
8. To be kept abreast of all paperwork, transactions, financial obligations concerning the organization and sign/approve (as necessary).

#### **An advisor should:**

- ✓ Be direct in offering suggestions, considerations or ideas, and discussing possible consequences;
- ✓ Be well informed about the plans and activities of the organization;
- ✓ Attend meetings and consult frequently with the organization's officers;
- ✓ Know the goals and directions of the organization;
- ✓ Help the organization evaluate its progress;
- ✓ Be aware of the constitution and bylaws of the organization and help with interpretation, if applicable;
- ✓ Provide a source of continuity within the organization and be familiar with the organization's history;

- ✓ Be familiar with university policies and procedures and help the organization comply with them;
- ✓ Be aware of the general financial condition of the organization and encourage good record-keeping;
- ✓ Help train and develop the leadership skills of new officers;
- ✓ Be prepared to deal with major problems or emergencies within the organization;
- ✓ Monitor group functioning and encourage members to fully participate while maintaining a balance between academic and co-curricular activities.

### ***Things to consider to successfully advise student organizations***

The maturity and/or skill level of the organization and its members should dictate your style of advising. If members have basic skill levels, you may need to be more actively involved with the organization. As the leaders' skill level matures, you can then decrease the amount of direction you need to provide the organization. Below are some suggestions for effective advising:

- ✓ Express sincere enthusiasm and interest in the group and its activities.
- ✓ Be open to feedback from the group. Talk with them regarding your role as advisor.
- ✓ Provide feedback to the group and the leaders regarding their performance.
- ✓ Be familiar with the *University Policies, Student Code of Conduct* and this manual so that you can be a knowledgeable resource for the group. Be willing to admit mistakes.
- ✓ Participate with the organization and get to know the members. Be available and accessible to them.
- ✓ Following organization meetings, discuss any problems encountered during the meeting with the officers.
- ✓ Be careful of becoming too involved with the organization. Remember that you are not a member. Your role is to advise, assist and facilitate.
- ✓ Stay in contact with the staff in the Office of Student Activities & Leadership and utilize the advisor resources available through that office.

### **Types of Events Advisors are required to attend:**

Advisors are typically required to attend events sponsored by campus organizations that are:

- ✓ Larger events (ex: rallies, parties)
- ✓ Outdoor events
- ✓ Larger events open to the general public
- ✓ Campus presentations
- ✓ Events where money is exchanged
- ✓ Events with high profile guests, dignitaries, speakers, performers, and/or celebrities

### **The Organization's Responsibilities to the Advisor**

Keep in mind that the advisor is voluntarily associated with the organization. It is the organization's responsibility to inform the advisor about the activities of the organization.

***An organization should:***

- Notify the advisor of all meetings and events
- Consult the advisor in the planning of all activities (advisor approval is required on all University forms)
- Consult advisor before any changes in the structure or policies of the organization and before major projects are undertaken
- Understand that although the advisor may have no vote, he/she should have speaking privileges
- Communicate with the advisor about any problems or concerns
- Acknowledge that the advisor's time and energy are donated and express appreciation
- Be clear and open about your expectations for the advisor's role
- Evaluate the advisor and give appropriate feedback at the end of each semester

***Suggestions on Selecting an Advisor***

When selecting an advisor, consider the following factors in your decision:

- ✓ Advisors must be members of the Tennessee State University faculty or staff
- ✓ Make certain that she or he has a clear understanding of the organization's purpose;
- ✓ Find someone who has knowledge or skills related to the mission/purpose of the organization;
- ✓ Choose someone who shares some of the same interests as the organization and who has previously interacted with the leadership of the organization;
- ✓ Allow the person a reasonable length of time to consider her or his decision.
- ✓ Discuss with the potential advisor what is required of her or him, her or his duties and the time commitment involved.
- ✓ Be open and honest with the potential advisor about the types of activities in which the organization may participate.

### **Student Government Organizational Funding**

Organizational Funding is the process by which student led organizations on campus request and receive funding for their annual operations. For an organization to request funds, they must:

1. Be officially recognized by the Office of Student Activities & Leadership
2. Prepare an organizational roster and detailed itemized budget
3. Turn in the organizational funding packet by the deadline determined by Student Government.

### **General Assembly Program Funding**

Funding is available to recognized student organizations on Tennessee State University's campus in need of additional funding for campus wide programming and other organizational requirements per the assessment of the General Assembly. To receive funding student organizations must first present the prospective program information to the Student Government Association Vice President. Once the Vice President has received this information the voting members of the Student Government Association will review and deliberate.

If no effort is made to collect the awarded amount within a period of ten business days, the General Assembly reserves the right to rescind its motion regarding the awarded amount. Once the program is completed, ALL receipts regarding the funding provided by the General Assembly are to be turned into the Student Government Association Treasurer.

For an organization to qualify for additional funding for a program, it is recommended by the General Assembly that the program have the following aspects about it:

1. Cater to the mission of Tennessee State University
2. Be open to the entire campus (volunteering/attendance)
3. Target the needs/wants of the student population
4. Support Organization/Professional Development

Also, the committee recommends that all organizations in search of additional funding provide the following documentation to the Student Government Association Vice President so that it can be voted on a sound recommendation to be given to the General Assembly. It should include, but is not limited to:

- i. A program overview of the event:
  - o Purpose of the Event
  - o Date of the Event
  - o Target Audience

- Complete Event Breakdown
- ii. An itemized budget that notes **ALL** contributions (goods and services) to be used in the execution of the program
- iii. An amount or cost that the organization would like the General Assembly to contribute towards the execution of the event

To ensure the possibility of receiving funding in a timely manner, it is recommended that all organizations contact the Student Government Association Vice President at least **four weeks prior** to the scheduled event request date.



## TENNESSEE STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION FUNDING APPROPRIATIONS REQUEST

### FOR EXTERNAL USE ONLY

All funding requests must be filled out and presented to the Budget and Finance Committee at least seven days prior to the date presented to Student Government Association. Voting on said requests can only be taken at Student Government Association meetings, where a quorum of two-thirds of association attendance is met. See the Office of Student Activities Suite 217, Floyd-Payne Campus Center for the meeting dates and times.

Proof of the items below must be approved by the Budget and Finance Committee and should be attached to the event proposal. These items are required before the request may be placed on the Student Government Association meeting agenda and presented for a vote. Each of the materials listed below must be attached to this packet. They should be attached and/or included in this packet.

- Documentation / summary of event taking place
- Itemized / anticipated budget for the event
- Three varying quotes, to ensure fiscal responsibility
- Proof of fundraising efforts and/or other monies raised
- Appropriations Request form
- Preferred method of payment

These items are required for fair assessment of need and so the association will have the opportunity to review the submitted material and take a vote following the body's deliberation. Failure to comply will prevent the disbursing of funds. Upon verification, your organization treasurer is required to attend the Student Government Association meeting to present the request to the body.

Registered Student Organizations - also referred to as RSOs – has the ability to receive up to \$2000 from SGA each fiscal year. The following law has been passed by the 73<sup>rd</sup> Administration:

*“With the new budget passed the rule now is that registered organizations on campus can only apply for financial support to up to \$1,000 dollars each semester including fall and spring term. No more than \$2,000 for an academic school year can be provided. For a program to be given assistance for financial support, requisitions for funds of programs must be given 30 days\*\* prior to the Student Government Association for it to be passed”.*

Please allow 7-14 business days for payment processing. Contact the branch/class treasurer or president to stay abreast of the allocation process.

### FOLLOW UP PROCEDURES

Once the funds have been disbursed and the event has taken place, the organization is required to complete the Appropriations Follow-Up Form. The “Appropriations Follow-Up” form must be completed and presented to SGA no later than 30 days after the event/activity takes place. Failure to comply with such will subject the organization to become ineligible to receive funds the following school year.

Student Government Association  
President / Treasurer

### **Advisor Agreement Form**

All student organizations are required to have at least one on campus advisor. On campus advisors must be current members of Tennessee State University's faculty or staff who agree to mentor student organizations on their purpose and operation throughout the academic school year. They serve as a liaison between the university and organization interpreting university policy and procedures. They are also an integral part of ensuring the organization's success and longevity on Tennessee State University's campus.

The Advisor's major responsibilities are as follows:

1. To assist the organization in finding optimal ways of implementing its programs.
2. To serve as a role model and mentor to the organization and its individual members.
3. To keep the organization abreast of university policy and to assist in ensuring that the organization is in compliance with all university policies.
4. To periodically meet with the organization to stay informed of its activities.
5. To verify that the leadership and membership of the organization are enrolled students in good academic standing.
6. To stay for the duration of functions sponsored by the organization and to identify/provide a suitable replacement from the University, if unable to attend or stay for the duration.
7. To represent the organization when required by the University or overall best interest.
8. To be kept abreast of all paperwork, transactions, financial obligations concerning the organization and sign/approve (as necessary).

#### **Qualities of a good Advisor**

- adheres to the responsibilities above
- encourages members to implement their ideas
- strongly encourages academic achievement
- advises/leads the group without taking over or being in charge
- holds himself/herself as well as members accountable for the organization's successes and failures.



Registered Student Organization Advisor Agreement Form
(Print legibly or type)

Date \_\_\_\_\_

This is to certify that \_\_\_\_\_ and \_\_\_\_\_ agree to serve as advisor{s} for \_\_\_\_\_ for the academic year Fall/Spring \_\_\_\_\_. As advisor(s), I/we agree to carry out the responsibilities as outlined in the policies governing student organizations as well as the following:

- a. Read and be knowledgeable of the contents of the regulations governing student organizations.
b. Assist the organization(s) in the development and implementation of its programs.
c. Affix my signature for approval to all school and organization related documents.
d. Review all organization event request for approval/denial.
e. Ensure the attendance of an advisor at all functions.
f. Ensure that all activities sponsored by the organization will be limited to Tennessee State University students and their authorized guests.

Because advisors play such a key role in an organization's operation, it is strongly recommended that prospective advisors work with no more than two student organizations. If an advisor is unable to attend an event, an alternate advisor from the faculty/staff of Tennessee State University may be chosen with the approval of the Office of Student Activities & Leadership prior to the event. Functions not attended by an advisor may be terminated immediately. If termination occurs, the organization will receive a judicial notice. Repeated offenses may result in the loss of recognition by the university for a period to be determined by the Office of Student Activities & Leadership.

I agree to the above conditions by affixing my signature below:

PRIMARY ADVISOR:

Signature
Print name
Tennessee State University Department

Date
E-mail
Phone

SECONDARY ADVISOR (if applicable):

Signature
Print name
Tennessee State University Department

Date
E-mail
Phone



CENSUS FORM

FOR REGISTERED STUDENT ORGANIZATIONS

Directions: please complete this form in its entirety and return it to the Office of Student Activities & Leadership, located in the Floyd-Payne Campus Center each academic year or in the case that the information changes. (MUST BE TYPED)

I. GENERAL INFORMATION

Organization Name: \_\_\_\_\_

Organizational Email: \_\_\_\_\_

II. OFFICERS (Required)

Table with 5 columns: Position, Student Name, T#, Phone Number, Email. Rows include President, Vice President, Treasurer, Secretary.

III. STATISTICAL INFORMATION (the following information is required)

Organization Average GPA: \_\_\_\_\_ Number of Members: \_\_\_\_\_ Previous Election Date: \_\_\_\_\_

Constitution/By-Laws Revision Date: \_\_\_\_\_ Organization website: \_\_\_\_\_

Twitter: \_\_\_\_\_ Instagram: \_\_\_\_\_

V. REGIONAL CONTACT (if applicable)

Name/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

The following consent statement should only be signed by the President or Chief Executive Officer of the organization. As Chief Executive Officer of the above-named organization, I grant permission for my name, and if needed my contact information to be printed in publications from the Office of Student Activities & Leadership, and/or released to the general public.

Name (print): \_\_\_\_\_

Position: \_\_\_\_\_

On-Campus Advisor (signature): \_\_\_\_\_

Date: \_\_\_\_\_

## **Student Organization Recognition Process Policy**

### **RECOGNIZED STUDENT ORGANIZATIONS**

STUDENT ORGANIZATIONS MUST HAVE OPEN MEMBERSHIP POLICIES. ORGANIZATIONS THAT HAVE A COMPETITIVE AND/OR SELECTIVE RECRUITMENT PROCESS AND/OR HAVE AN INTAKE OR PROBATIONARY MEMBERSHIP PROCESS, MUST ENSURE THAT THEY HAVE THE REQUIRED LEVELS OF LIABILITY INSURANCE, UNIVERSITY APPROVAL AND HAVE SATISFIED THE REQUIRED COMPLIANCE TRAINING, IN ORDER TO PARTICIPATE IN THE RECRUITMENT CYCLE AND/OR TO CONDUCT A COMPETITIVE AND SELECTIVE MEMBERSHIP INTAKE OR RECRUITMENT PROCESS AT TENNESSEE STATE UNIVERSITY.

STUDENTS SEEKING LEADERSHIP POSITIONS IN STUDENT ORGANIZATIONS MUST ENSURE THAT THEY SATISFY THE MINIMUM CUMULATIVE GPA REQUIREMENT OF A 2.5 AND ARE CURRENT STUDENTS IN GOOD ACADEMIC, FINANCIAL, AND DISCIPLINARY STANDING WITH THE UNIVERSITY. ALL STUDENT ORGANIZATIONS ARE RECOGNIZED AS PART OF THE UNIVERSITY ASSOCIATION OF STUDENT ORGANIZATIONS (UASO) UNDER THE OFFICE OF STUDENT ACTIVITIES & LEADERSHIP. STUDENTS PARTICIPATING IN ANY RECOGNIZED STUDENT ORGANIZATION/CLUB MUST MAINTAIN A MINIMUM 2.5 GRADE POINT AVERAGE.

### **ACADEMIC AND PROFESSIONAL ORGANIZATIONS**

ACADEMIC AND PROFESSIONAL ORGANIZATIONS AT TENNESSEE STATE UNIVERSITY PROVIDE USEFUL OPPORTUNITIES AND LEADERSHIP EXPERIENCES FOR STUDENTS IN THEIR RESPECTIVE FIELDS. THESE SPECIAL INTEREST GROUPS FOCUS ON PROGRAMMING AND EDUCATION WITHIN THEIR RESPECTIVE DISCIPLINES. DEPARTMENTS, SCHOOLS AND COLLEGES MAY HAVE ADDITIONAL REQUIREMENTS FOR MEMBERSHIP INTO THESE ORGANIZATIONS.

### **CULTURAL/ETHNIC CLUBS AND SOCIAL ORGANIZATIONS**

CULTURAL CLUBS AND SOCIAL ORGANIZATIONS PROVIDE A SOCIAL OUTLET FOR INTERNATIONAL STUDENTS AND BRING U.S. AND INTERNATIONAL STUDENTS TOGETHER. THESE ORGANIZATIONS ALSO PRESENT PROGRAMS AND SEMINARS ABOUT THE CULTURES, TRADITIONS AND AREAS OF NEED IN THE GLOBAL COMMUNITY. THESE GROUPS HAVE OPEN MEMBERSHIP.

### **HONOR SOCIETIES**

HONOR SOCIETIES HAVE BEEN ESTABLISHED IN EACH SCHOOL AND COLLEGE TO RECOGNIZE AND PERPETUATE EXCELLENCE IN VARIOUS DISCIPLINES. HONOR SOCIETIES AIM TO PROMOTE SCHOLARSHIP AND RESEARCH, ENCOURAGE A HIGH STANDARD OF CHARACTER, CONDUCT PRACTICAL APPLICATION OF AND RECOGNIZE HIGH ATTAINMENT AND ACHIEVEMENT IN THEIR RELATED FIELDS. THESE GROUPS ARE TYPICALLY ALIGNED WITH A PARTICULAR DEPARTMENT, MAJOR AND/OR FIELD OF STUDY AND TYPICALLY HAVE VERY HIGH GPA AND OTHER ACADEMIC REQUIREMENTS FOR MEMBERSHIP.

### **RELIGIOUS STUDENT ORGANIZATIONS**

RELIGIOUS STUDENT ORGANIZATIONS AND CHOIRS INVOLVE THEMSELVES WITH CIVIC WORK, SERVICES AND SOCIAL FUNCTIONS AND EMPHASIZE RELIGIOUS CONCEPTS, IDEALS AND BELIEFS HELD BY EACH GROUP. RELIGIOUS STUDENT ORGANIZATIONS WORK CLOSELY WITH THE OFFICE OF STUDENT ACTIVITIES AND LEADERSHIP AND FALL UNDER THE RELIGIOUS FELLOWSHIP COUNCIL (RFC).

### **STATE AND REGIONAL ORGANIZATIONS**

STATE AND REGIONAL ORGANIZATIONS ENCOURAGE SOCIAL COHESIVENESS AMONG STUDENTS FROM THE SAME GEOGRAPHICAL LOCATION, AND MOTIVATE STUDENTS TO GET INVOLVED IN CAMPUS ACTIVITIES, SOCIAL ACTION AND COMMUNITY SERVICE PROGRAMS.

## **INSTITUTIONAL ORGANIZATIONS**

INSTITUTIONAL ORGANIZATIONS ENCOMPASS MANY AREAS OF CAMPUS LIFE, DEDICATED TO SERVICE THE ENTIRE UNIVERSITY AND ARE ALIGNED WITH SPECIFIC UNITS AND/OR UNIVERSITY FUNCTIONS. THEY SERVE A NUMBER OF DIFFERENT PURPOSES AND APPEAL TO A VARIETY OF INTEREST. THESE GROUPS ARE TYPICALLY ADVISED BY OR HAVE A LIAISON IN THE OFFICE OF STUDENT ACTIVITIES AND LEADERSHIP OR A MEMBER OF THE DIVISION OF STUDENT AFFAIRS.

## **FRATERNITIES, SORORITIES, AND SIMILAR ORGANIZATIONS**

FRATERNITIES AND SORORITIES ARE ORGANIZATIONS WITH COMPETITIVE SELECTION PROCEDURES AND INTAKE/RECRUITMENT REQUIREMENTS FOR MEMBERSHIP. THEY MUST HAVE AN ON-CAMPUS ADVISOR AND A GRADUATE ADVISOR (OR AN ADVISOR AFFILIATED/APPOINTED BY THE SECTIONAL/REGIONAL/NATIONAL LEADERSHIP OR ORGANIZATION). THESE ORGANIZATIONS FALL UNDER THE COUNCIL OF FRATERNAL ORGANIZATIONS (CFO).

### **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.

## Guide to Developing a Constitution

### PREAMBLE (Optional)

#### ARTICLE I

- Name
  - ✎ The official name of your organization should be one that reflects your scope and focus. (state any acronym to be used in lieu of formal title or name). Include a statement subordinating organization to University policies and procedures, rules and regulations. **(The name of this organization will be . . .)**

#### ARTICLE II

- Statement of Purpose
  - ✎ This statement can be one sentence or several paragraphs, whichever is necessary. State your reason for existing. **(The purpose of this organization will be . . .)**

#### ARTICLE III

- History
  - ✎ Be as detailed as possible. The Office of Student Activities refers to this information when completing yearbooks, forms and websites. Your history should include:
    - What is the organization's founding date on the local and/or national level?
    - Who are the campus charter members?
    - Were there any major changes, (i.e. changes in name or structure)?
    - Were there any milestones, awards and/or accomplishments?

#### ARTICLE IV

- Board of Directors or Executive Committee (Optional)
  - Composition (Who constitutes membership: chairs – How are they chosen?)
  - Powers and duties (purpose/function)
  - Time of regular meetings and provision for special meetings; advanced written notice should be given
  - Quorum requirement (minimum number of members needed to conduct business at a meeting)

#### ARTICLE V

- Officers
  - ✎ Officers should be selected on their leadership abilities. Only create positions necessary to run your organization efficiently. Unnecessary positions will only cause problems.
    - Who are the officers and what are the qualifications of the office? **(The organization will have the following officers: President, Vice President, Treasurer, etc.)**
    - What are the duties of each officer? **(It is the duty of the President to . . .)**
    - What procedure is to be followed in the event of a vacancy?
    - Under what circumstances and in what process will an officer be removed?

#### ARTICLE VI

- Advisors
  - ✎ All Student Organizations are required to have at least one on campus advisor. On campus advisors must be current members of Tennessee State University's faculty or staff who agree to mentor student organizations on their purpose and operation throughout the school year. They serve as a liaison between the university and organization interpreting the university's policies and procedures. They are also an integral part of ensuring the organization's success and longevity on Tennessee State University's campus. Securing advisors is the sole responsibility of the organization. The Director of Student Activities & Leadership must be notified immediately whenever an on-campus or graduate advisor resigns at which time, Tennessee State University's recognition will be suspended until a new on-campus and/or graduate advisor can be secured by the organization.

#### ARTICLE VII

- Membership
  - ✎ Membership should be based on one's ability to effectively enhance the scope and focus of your organization.
    - Who is eligible for membership? **(Membership is open . . .)**
    - Will there be different categories of membership? What are the rights of the members within the different categories?
    - How may one's membership be revoked?

#### ARTICLE VIII

- Committee (If Applicable)
  - Types (standing, special)
  - Duties (definition/purpose)

#### Helpful Hints:

- ✓ Name each article
- ✓ Add page numbers
- ✓ Proof read & Spell check

- Method of appointment of membership and chairperson.

#### ARTICLE IX

##### ➤ Elections

**⚡** Elections should be conducted at regular intervals and the process should be designated within your constitution. Elections should never be a popularity contest. Voting should occur prior to the last meeting of the academic year to select new officers for the upcoming academic year. Officers must be enrolled at Tennessee State University and in good academic, financial and judicial standing with the university.

- Method of elections?
- How often will elections be held?
- How will vacancies be filled?
- Who is eligible to run for an office?
- Term of office (specify from month to month)
- By what means and how far in advance will elections be announced and/or members notified?

#### ARTICLE X

##### ➤ Nominations

- What is the nomination process?
- By what means and how far in advance will nominations be announced and/or members notified?
- How will nominations be made?

#### ARTICLE XI

##### ➤ Finances

**⚡** Assessed dues should be realistic for the scope and focus of your organization and based upon the feasibility of your members to pay. It is recommended that the amount be divided and assessed each semester to avoid complaints from students who are not members both semesters. A fee breakdown should be provided to members to see exactly where funds are applied. It is also **highly** recommended that a budget financial report is made available at meetings, as well as, a copy be given the advisor.

- Are dues required, if so, how much, how often and to whom are they paid?
- Who is responsible for collection and disbursement of funds?
- Who may authorize expenditures?

#### ARTICLE XII

##### ➤ Meetings

**⚡** When selecting meeting dates, keep in mind the academic and personal schedules of your members, especially your officers.

- How often will meetings be held? (**Meetings will be held twice a semester/once a month, emergency meetings..**)
- How will organizational decisions be made?
- Who is eligible to vote at meetings?
- What constitutes a quorum at meetings? {a quorum is the absolute number/percentage of voting members required to be in attendance or to vote in order to conduct business}

#### ARTICLE XIII

##### ➤ Amendments to the Constitution and Bylaws

**⚡** With any organization, change becomes necessary. What worked yesterday, may not necessarily work today. Your organization should have a process in place that allows for changes and updates on all or portions of your constitution.

- By what procedure will amendments be proposed, etc.?
- How will such an amendment be incorporated into the Constitution? {If by vote, by what majority}
- All revisions must be forwarded to the Office of Student Activities for final approval

#### ARTICLES XIV

##### ➤ Parliamentary Procedures

**⚡** These procedures are necessary to keep order within your meeting. So that officers will know how to conduct meetings. Parliamentary Procedures ensure that members are familiar with the proper way to propose a motion.

- What reference will be used in parliamentary instances not covered by the Constitution or Bylaws  
**(Robert's Rules of Order, Revised will govern in all matters not provided for .....)**

#### ARTICLES XV

##### ➤ Affiliations

**⚡** If your proposed organization has affiliations with a local, state, national or international governing body, that information should be included in your constitution. Also, a copy of the governing body's guidelines, rules, and/or regulations, as they pertain to undergraduate college chapters **MUST** be submitted with your application.

- What is the affiliation, if any, with local, state, national or international organizations and what is the relationship of the organization to the affiliate?



- What is the process for continued affiliation?

#### ARTICLES XVI

➤ Ratification

- Percentages for ratifications should be realistic and indicative of the number of members typically present at a meeting. Ex: Your Constitution's ratification will go into effect by 2/3 majority of membership when on average you only have 1/2 of your membership present at a general meeting. Your ratification percentage should be based on those actually voting, those who have a right to vote.

- By what process will the Constitution go into effect?

**Tennessee State University Office of Student Activities & Leadership  
 Student Leadership, Involvement & Community Service Transcript**

**Student Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Date Admitted:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Student Leadership:**

<b>Classification:</b> _____			<b>Academic Year:</b> _____
<b>Recognized Organization</b>	<b>Semester</b>	<b>Position</b>	<b>Skills and Core Competencies</b>
1. _____			
2. _____			
3. _____			

<b>Classification:</b> _____			<b>Academic Year:</b> _____
<b>Recognized Organization</b>	<b>Semester</b>	<b>Position</b>	<b>Skills and Core Competencies</b>
1. _____			
2. _____			
3. _____			

<b>Classification:</b> _____			<b>Academic Year:</b> _____
<b>Recognized Organization</b>	<b>Semester</b>	<b>Position</b>	<b>Skills and Core Competencies</b>
1. _____			
2. _____			
3. _____			

<b>Classification:</b> _____			<b>Academic Year:</b> _____
<b>Recognized Organization</b>	<b>Semester</b>	<b>Position</b>	<b>Skills and Core Competencies</b>
1. _____			
2. _____			
3. _____			

<b><u>Involvement:</u></b>			
<b>University Committee/Board</b>	<b>Role/Position</b>	<b>Academic Year</b>	<b>Hours</b>
1. _____			
2. _____			
3. _____			

<b><u>Community Service</u></b>				
<b>Project</b>	<b>Description</b>	<b>Organization</b>	<b>Role/Assignment</b>	<b>Total Hours</b>
1.	_____			
2.	_____			
3.	_____			

By signing this document, I hereby certify that the information above is correct. Please note that by completing this form and submitting it to the Office of Student Activities for validation, this document becomes an official Tennessee State University document. Any falsification would be considered a violation of the Code of Conduct and can be processed through the Tennessee State University Judicial system.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_