**Tennessee State University Office of Student Activities & Leadership**

**New Member Presentation Statement of Understanding**

This agreement is made between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a recognized student organization at Tennessee State University (hereinafter called “Organization”) and the Office of Student Activities & Leadership. The purpose of this agreement is to outline the responsibilities and expectations of any organization that will have a “New Member Presentation” for its new members. In consideration of the agreements set forth herein, the parties agree as follows with regard to the activities hereinafter described and the terms and conditions in connection therewith.

All “New Member Presentations” are subject to all rules and regulations specified within the Tennessee State University Student Code of Conduct. The Office of Student Activities & Leadership is responsible for all scheduling and regulations in regard to all “New Member Presentations”. Each organization is responsible for reserving the location of your New Member Presentation and submitting the event confirmation to the Office of Student Activities & Leadership two (2) week prior to the date of the presentation.

If a New Member decides they cannot, or decides not to participate in the show, the member must send a written and signed note to the Office of Student Activities & Leadership no more than 72 hours before the show explaining why they cannot or have decided not to participate.

The Organization agrees:

That skipping of line numbers will *NOT* be allowed (ex: 1, 2, 4, and 5). **Initial: \_\_\_\_\_\_\_**

To be respectful of all other times by only conducting their New Member Presentation during the allotted time. **Initial: \_\_\_\_\_\_\_**

To remain within the confines of the time allotted. **Initial: \_\_\_\_\_\_\_**

That it has advised all members and alumni that New Member Presentations (1) cannot go over the time allotted, (2) that if the New Member

Presentation goes over time, it will be immediately cut short and (3) non-compliance could/will result in disciplinary and judicial actions. **Initial: \_\_\_\_\_\_\_**

To have both the on-campus and graduate chapter advisor review and approve the presentation and its content. **Initial: \_\_\_\_\_\_\_**

That it is the chapter responsibility to notify visiting and alumni members of all Tennessee State University New Member Presentation rules. **Initial: \_\_\_\_\_\_\_**

To not use any profanity, degrading, or lewd behavior during the New Member Presentation. **Initial: \_\_\_\_\_\_\_**

That the duration of the presentation show should be no longer than 2 hours total. Shows may not be scheduled to begin after 9:00pm and must

start within 15 minutes of scheduled time advertised. Following the show, members of the presenting organization must vacate the area within

30minutes. (This will assist with crowd control.) The presenting organization will be responsible for ensuring the site used is left in its original

state after use. **Initial: \_\_\_\_\_\_\_**

To ensure that all content is appropriate and respectful to all guests and members of the Tennessee State University community. **Initial: \_\_\_\_\_\_\_\_**

To be respectful of all Tennessee State University property and facilities. **Initial: \_\_\_\_\_\_\_**

If a New Member Presentation does not occur, new members must be presented in some formal way (reception, tweet, email, flyer, Instagram,

etc.) acknowledging all new members. The Office of Student Activities & Leadership should be notified of the format taken. **Initial: \_\_\_\_\_\_\_**

The Office of Student Activities & Leadership must approve all showcases prior to the performance. **Initial: \_\_\_\_\_\_\_**

Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters’ show,

talking over the presenting organization, etc. **Initial: \_\_\_\_\_\_\_**

This agreement constitutes the complete understanding of the parties and supersedes any other agreements and shall be governed by the Tennesse State University Student Code of Conduct. This agreement may not be altered, changed, modified or waived in whole or in part except by an agreement in writing signed or initialed by all parties. Any changes and/or additions to this agreement must be made in writing and signed by same parties as this agreement.

**Organization Chapter President**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization On-campus Advisor**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization Graduate/ Alumni Chapter Advisor**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_