

Student Organization Manual

Tennessee Technological University
Office of Student Activities
Cookeville, Tennessee

Revised
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Introduction

Approximately 200 student organizations support the academic system of Tennessee Technological University by providing students with the opportunity to develop and use leadership skills, further scholastic awareness and develop professional, social and individual interests. Any questions regarding current student organizations should be directed to the Office of Student Activities, Room 122 of the University Center.

Student organizations may be sponsored by the institution (i.e., Student Government Association, Tech Activities Board) or they may be sponsored by an academic department member and registered with Student Activities to operate on campus. The different types of organizations found at Tennessee Tech include honor, leadership, and recognition societies; department or professional organizations; social fraternities and sororities; service organizations; and special interest groups (i.e., political, religious, hobby, etc.).

General Policies for Student Organizations

All student organizations at Tennessee Tech are governed by policies that are consistent with the Tennessee Board of Regents' regulations and provide minimum standards for their registration and conduct. General policies governing all student organizations are as follows (a more detailed description of these policies can be found in the Student Handbook, which can be found on the web at the following web address:

<http://www.tntech.edu/handbooks/ttustudenthandbook/>

1. Only officially registered organizations may sponsor activities on Tennessee Tech's campus.
2. An organization must accept **full responsibility** for injuries or damages to person and property or for any debts incurred by the organization.
3. No student organization shall deny membership to any person on the basis of age, sex, race, religion, disability, veteran status or national origin, provided that social fraternities and sororities may have sex restricted membership and a religious student organization may determine that the organization's religious mission requires only persons professing the faith of the group and comporting themselves in conformity with it qualify to serve as members or leaders.
4. An organization will not engage in or condone hazing in any form.
5. The conduct and actions of organization members and their guests, while attending or participating in an organization-sponsored activity, will be the responsibility and liability of the organization.
6. Any person or group shall not use the name of the University; **registered** organizations may use the name of the University **following the name of the organization**. The seal, logo, or any symbol of the University may not be used without prior written approval of the president or his designee.

University Registration of Student Organizations

A. Requirements for obtaining University registration

(For more details, see the Student Handbook)

1. A student organization shall be open to all currently enrolled students of the University who otherwise meet membership requirements. Membership may also include faculty and staff; spouses of students, faculty and staff; and professional organizations may further include members of professional and business communities in their membership.
2. The organization must represent the interests of its members and be controlled by the campus group.
3. A written statement of the group's intention to comply with all University and Board of Regents established policies, regulations, and procedures as well as all state and federal laws and regulations must be submitted.
4. A minimum of fifteen active members is required for organization registration along with the demonstration of continuous interest in the purposes of the organization that would warrant registration on a long-term basis. In some instances, the University may grant temporary registration to an organization.
5. Provisions for the distribution of all funds and assets in the event of dissolution must be identified by the organization.

B. Procedure for obtaining University registration

(For more details, see the Student Handbook)

In addition to meeting the requirements described in Part A, student organizations must provide the following documents to the University:

1. A statement justifying the need for such an organization on campus.
2. A copy of the proposed constitution.
3. The names and signatures of the charter members (minimum of fifteen).

4. A statement of assurance of compliance to all University, Board of Regents, and local, state, and federal regulations.
5. A letter from a faculty member or administrative officer indicating a willingness to serve as faculty advisor and to attend meetings and activities of the organization.
6. Names of off-campus organizations with which the petitioning group intends to affiliate, **or** a statement that no affiliation with other groups is contemplated. In the event of future affiliation, the petition must originate from the student organization and be approved before commitments are made.

Steps for University registration

- Step 1: Submit one (1) paper copy of all documents listed in Section B-Procedure for obtaining University registration and a digital copy in Microsoft Word submitted to the Office of Student Activities for review. **As a guideline, all needed information must be submitted to the Student Activities Office no later than one month prior to the Student Affairs Committee meeting.** The Student Affairs Committee typically meets on the first Thursday of every month. Consult the TTU Administrative Calendar on the TTU website: <http://tntech.edu/mycalendar/> for the correct date.
- Step 2: The Office of Student Activities will forward the request for registration to the Student Affairs Committee.
- Step 3: Any questions or recommended changes will be discussed with the student leadership or faculty advisor of the organization. If approved, a student representative must be present at the scheduled Student Affairs Committee meeting to give a short presentation about the organization. Based on this meeting, the constitution will be placed on the agenda for a subsequent meeting of the Administrative Council, at which a representative must also be present.

D. Constitution

The Constitution is the most important organizational document. It is the document that defines the long-term purpose of the organization and the structure of the organization. It gives the organization and membership purpose, direction, and guidance. An organization's Constitution should be brief, leaving the functioning procedures for the bylaws. The language should be clear and concise, leaving little interpretation. Depending on the complexity of the student organization, the length of the Constitution may be as short as one page. The Constitution should be reviewed periodically as to fit the needs of the contemporary student group. The following is the minimum required articles to be in the constitution. The constitution could have more articles if needed.

Article I	Name
Article II	Purpose
Article III	Rules of membership
Article IV	Officers, Chairpersons, and their duties
Article V	Meetings (nature and frequency)
Article VI	Financial plans, to include a plan for distribution of funds/assets in the event of dissolution
Article VII	Amendments and methods of amending constitution
Article VIII	Elections and methods of selecting officers
Article IX	Parliamentary authority
Article X	Reference to Bylaws

E. Amendments to Constitution

The Constitution should only be changed through a clearly defined amendment process. The process should include advance notice, discussion, and more than a simple majority vote. Any change to your organization's Constitution will need to go through the Student Affairs Committee and the Administrative Council for approval.

F. **Bylaws**

The organization's Bylaws will define how the organization carries out business. Bylaws establish rules/procedures within an organization. The Bylaws should define committee structure or other operational aspects of the organization. An organization's Bylaws should include (example):

- Article I Name of Organization
- Article II Purpose of the Organization
- Article III Membership
- Article IV Meetings
- Article V Officers
 - Section I President
 - Section II Vice President, etc.
- Article VI Voting and Election Processes
- Article VII Finance and Budget
- Article VIII Committees
- Article IX Amendments

Note: It is not necessary to submit by-laws in the new organization registration information. By-laws may be determined after student organization approval.

Maintaining University Registration of Student Organizations

For further explanation, see the [Student Handbook](#)

Registration of a student organization is for one year, from the beginning of one fall semester to the beginning of the next fall semester. Registration renewal will be considered each fall semester for the following academic year. Registration renewal will be dependent upon the organization's compliance with the following:

1. Adherence to the organization's purposes and activities
2. Maintenance of the requirements for initial registration
3. Compliance with all University rules and regulations and state and federal laws
4. Submission of amendments in the constitution to the University for approval
5. Maintenance of a current list of officers, faculty advisor(s), and sponsors on file with the Office of Student Activities
6. Submission of an **Annual Report** (see page 21) and any other records required by the University
7. Maintenance of a faculty or administrative advisor.

Loss of University Registration

The Student Affairs Committee may withdraw university registration of a student organization in the event the organization fails to comply with policies stated previously; fails to remain an active organization; fails to submit required and/or requested reports (specifically the Annual Report); the organization requests inactive status; or the organization receives disciplinary sanctions by the University. An organization ceases to exist when its registration is withdrawn.

Privileges and Responsibilities for Student Organizations

Privileges of University-registered student organizations include:

1. Use of University facilities
2. Sponsoring of events for the University community
3. Use of campus media (i.e., Oracle, WTTU, bulletin boards)
4. Coverage in the annual Eagle
5. Conducting fund-raising projects (for details, see Student Handbook)

Responsibilities of University-registered organizations include:

1. Maintenance of a sound financial management system
2. Submission of required and/or requested reports
3. Compliance with University regulations and policies, as well as state and local laws
4. Informing the Office of Student Activities of changes in officers or advisors

Programs and Activities

Registration of Student Organization Sponsored Activities:

All student organization sponsored activities must be registered through the Office of Student Activities, University Center, Room 122. The Director of Student Activities must approve all on-campus activities, except for routine meetings and all off-campus activities. To submit an activity for approval, the organization must complete the following steps:

- Step 1: Obtain a Request for Student Project (see page 20) from the Office of Student Activities.
- Step 2: Complete the form providing as much information about the activity as possible.
- Step 3: The organization's faculty advisor view review and sign the form showing approval of the activity.
- Step 4: Return the completed form to the Director of Student Activities at least 48 hours prior to the scheduled time of the activity.
- Step 5: After approval, the activity can be advertised with adherence to the University guidelines on advertisement.

Advertising Rules for Programs and Activities in the University Center

1. Display of posters, flyers, banners, or other graphic publicity is a privilege limited to students, faculty, staff, and approved student organizations. The guidelines for advertising programs and activities are states below:
 - a. Displays must be in good taste and must have no reference to personal attacks on individuals. These displays must be attached with thumbtacks or staples.
 - b. All displays (including banners) must be approved and registered in Room 122 of the UC between 8:00 a.m. and 4:30 p.m., prior to being displayed.
 - c. Publicity may be displayed up to ten (10) calendar days and will be assigned an expiration date upon registration. The expiration date will be ten (10) days after registration, or one day after the event, whichever comes first.
 - d. All display text must be in English unless prior approval is obtained.
 - e. Only one display per bulletin board (per event) will be authorized.
 - f. Posting banners on painted wall surfaces or windows will be prohibited. Request for posting of banners will be made to the Director of Student Activities. The banners are subject to the following criteria:
 - (1) Size of banner (maximum, 2' top to bottom x 5' side to side)
 - (2) First-come basis
 - (3) Posting time of banners will be from 7:00 a.m. on Monday until 4:30 p.m. on Friday. Any banner not removed by the sponsoring organization by 4:30 p.m. on Friday will be removed and destroyed by University Center personnel.
 - g. UC staff will remove tattered, unsightly or damaged signs and banners.
2. The Director of Student Activities must authorize freestanding displays.
- ~~3. The Director of Student Activities must approve chalk advertising, which is limited to the South Patio of the University Center.~~

Fund Raising

For more details, see the [Student Handbook](#)

In order to raise funds in any way other than by assessment of membership, an organization must complete a REQUEST FOR STUDENT PROJECT form (see page 20) and submit the form to the Director of Student Activities for approval. The Director of Student Activities may require additional administrative approval of the activity.

NOTE: STATE LAW PROHIBITS ANY ATTEMPT TO RAISE MONEY THROUGH THE SALE OF “CHANCES” OR A RAFFLE.

Off-Campus Speaker

For more details, see the [Student Handbook](#)

Approval of a guest speaker is obtained by the student organization through the Office of Student Activities. University guidelines relative to off-campus speakers are quite detailed and require careful scrutiny. Organization presidents should consult with the Director of Student Activities and his office will interpret the off-campus speaker policy and provide the necessary registration. A procedure for appealing a denied request for an off-campus speaker is outlined in the [Student Handbook](#).

Use of Campus Property and Facilities

The property and facilities of the University are available for use by officially registered student organizations. All organizations interested in using the University's property or facilities are subject to all rules and regulations that have been previously cited. The University's policy concerning use of campus property or facilities is quite detailed and should be closely scrutinized by organizations planning to use campus property or facilities. A complete statement of the policy can be found in the Student Handbook. The Director of Student Activities can assist organizations in interpretation of the policy and can answer any questions regarding the use of campus property and facilities.

Use of campus property and facilities for the appropriate University official must approve any reason, including but not limited to the following:

1. Assemblies, meetings and demonstrations
2. Literature distribution
3. Solicitations
4. Political use
5. Religious use
6. Use by non-affiliated organizations and individuals
7. Advertising
8. Public speaking areas

To reserve space on campus, organizations must complete a TTU Facility Use Application, obtain their faculty advisor's signature, and submit to the staff member who schedules space in the desired area. The staff member will notify the contact person of approval or denial of the application.

The TTU Facility Use Application can be access online at:

<http://www.tntech.edu/studentactivities/forms/>

General Guidelines for Alcohol Use by Student Organizations

Tennessee Technological University policy prohibits the possession or consumption of alcoholic beverages on University-owned or University-controlled property. While consumption is legal under certain circumstances, the University does not endorse or encourage the use of alcoholic beverages.

1. All Tennessee statutes on alcoholic beverages must be obeyed with no exceptions. Under Tennessee law, one must be twenty-one (21) years of age in order to consume, possess, or be served alcoholic beverages.
2. **At no time shall student groups be vendors of alcoholic beverages.**
3. Non-alcoholic beverages must be provided at all functions where alcohol is present, recognizing the right of an individual not to consumer alcohol.
4. Irresponsible drinking shall not be encouraged or allowed, which includes drinking to excess and drinking games.
5. Food shall be served at all activities where alcohol is being served.
6. Professional securities, officers who have completed the police academy, are to be utilized at all events where alcohol is served. Professional security must be hired to work the door and to provide crowd control.
7. There shall be a pre-planned and organized effort to provide assistance to anyone who needs help when leaving a party. No one who is intoxicated should be allowed to drive from a party.
8. PGA (pure grain alcohol) is not allowed.
9. Advertising, including posters, radio, and newspaper, of parties or events may not mention or allude to alcohol or “drinking” in any way.
10. Alcohol in common containers (**i.e. kegs, punchbowls**) is strictly prohibited.

Liability and Insurance Considerations for Non-Greek Organizations

When a campus organization hosts a function that includes alcohol, they should be made aware of the critical risk management and liability issues that are at stake. Most campus organizations operate while having no national insurance policies. Hosting an alcoholic event with no insurance is placing the liability from an accident onto the organization members as well the members' parents.

Because of these risk management issues, we ***highly recommend*** your organization follow guidelines similar to those of the Risk Management Policy of the Fraternal Information and Programming Group (FIPG) and utilize the FIPG Third Party Vendor Checklist. The 'third party vendor' will be responsible for distributing alcohol at your function and carry its own insurance. FIPG policies can also be found at www.fipg.org

FIPG, INC. POLICY ON ALCOHOL

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, and province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.

6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games". The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong", "century club", "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night", "big brother/big sister night" and initiation.

***While FIPG outlines policies for Greek organizations, it is recommended you consider the policies for the safety and best interests of your organization.**

For third party vendors (events with alcohol held at licensed establishments), please review the Third Party Vendor Checklist on the following page.

FIPG: THIRD PARTY VENDOR CHECKLIST

THE CHAPTER PRESIDENT:

Your chapter will be in compliance with the risk management policies of your national fraternity and FIPG if you hire a "third party vendor" to serve alcohol at your functions WHEN you can document the following checklist items.

THE VENDOR MUST:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.

2. Be properly insured with a minimum of \$1,000,000 (or greater if required by your national fraternity or sorority) of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

The above "certificate of insurance" must also show evidence that the vendor has, as part of his coverage, "off premise liquor liability coverage and non-owned and hired auto coverage."

The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.

ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.

3. Agree in writing to cash sales only, collected by the vendor, during the function.
4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - A. Checking identification cards upon entry;
 - B. Not serving minors;
 - C. Not serving individuals who appear to be intoxicated;
 - D. Maintaining absolute control of ALL alcoholic containers present;
 - E. Collecting all remaining alcohol at the end of a function (no excess alcohol -opened or unopened – is to be given, sold or furnished to the chapter).
 - F. Removing all alcohol from the premises.

ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with FIPG and national fraternity requirements.

Chapter President's Signature & Date

Vendor's Signature/Company & Date

EVENTS SPONSORED BY PROFESSIONAL, SERVICE & OTHER ORGANIZATIONS

1. Open only to members and their guests.
2. All organizations should follow the General Guidelines for alcohol use by student organizations (page 13) of this handbook.
3. If the organization has a house or rents a facility for a party where alcohol will be allowed, the same regulations that pertain to fraternity houses and off-campus facilities (page 14) will be in effect.

Special Services for Student Organizations

STUDENT ACTIVITIES

Office hours are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m., Monday through Friday. The office is located in Room 122 of the University Center.

FOOD SERVICES

The University has entered into an exclusive contract with Chartwells to provide food services/catering in all University facilities. Chartwells' catering services should be utilized for any event held in a University facility where food costs are more than \$150.00. If Chartwells is unable to cater the event, an exemption form will be provided to the User by Chartwells allowing the use of another caterer. If the User chooses to use a caterer other than Chartwells without obtaining an exemption, the University will charge a catering fee, payable in advance, using the following schedule based on attendees. For events of up to 100 people the charge shall be \$350.00 and for events of over 100 attendees, the fee shall be \$500.00. The catering fee is in addition to any facilities usage fee charged by the University.

COUNSELING CENTER

This office provides counseling services as well as a number of skill development programs, such as power learning, effective job search strategies, time management, and study skills. The Counseling Center is located in Room 307 of the University Center.

STUDENT MONIES ALLOCATION COMMITTEE (SMAC)

Money is available to student organizations on a competitive basis through SMAC. The funds are available for student activities, projects by organizations, and research. The committee uses several criteria to determine allocation of the money including the number of students involved, the overall impact on the university community, and the efforts the organization has made to raise funds through other available resources. Applications are available in the Student Affairs Office, Room 221 of the University Center.

Faculty Advisors

All registered student organizations must have at least one qualified advisor. A qualified organization advisor is defined as a full-time faculty member or University administrator. University staff and professional personnel are not eligible to be an organization advisor. Organizations are encouraged to obtain additional advisors.

Advisors play a key role in the development of an organization and its individual members. As part of the advisor's duties, he or she should have a clear understanding of the role of the student life division in coordinating the student organization's programming and activities. He or she should maintain contact with and assist the group regarding programming and membership recruitment. He or she should attend meetings and activities of the organizations. The advisor should urge the group to pursue its purpose while promoting the academic and personal needs of its membership.

An advisor should acquire a working knowledge of TBR policies and guidelines as they relate to fund-raising, fund accounting, and fund disbursement as outlined in TBR and institutional business policies and guidelines. The advisor should then assist with the financial duties associated with the organization by counseling and assisting officers, by reviewing financial statements and accounts, and by assisting with institutional procedures designed to safeguard funds.

The Tennessee Board of Regents Guideline number S-030 addresses the importance of advisors to student organizations. This policy states the guidelines that advisors are encouraged to follow. Copies of the policy may be obtained in the Student Activities Office, Room 122 of the University Center, or it may be found at <http://www.tbr.edu/policies/default.aspx?id=1788>

The Student Activities Office may require the attendance of an organization's advisor as a prerequisite to obtaining approval for certain activities.

In general, faculty advisors should be familiar with the following:

1. All policies, regulations, and laws relevant to student organizations.
2. The constitution, bylaws, and other rules of the organization.
3. All activities and projects involving the organization.

Date of Application: _____

TENNESSEE TECHNOLOGICAL UNIVERSITY
STUDENT ACTIVITIES
REQUEST FOR STUDENT PROJECT

NAME OF ORGANIZATION: _____

Date of Activity: _____ Location of Activity: _____

Name of Security Officer (if necessary): _____

Complete description of activity (date, location, cost, use of money, etc.): _____

Requested by: _____ Box: _____ Telephone: _____

Advisor's Signature: _____

Approvals:	
1. _____ Student Activities Office	2. _____ University Police (if needed)
3. _____ Food Services (if needed)	4. _____ Other (if needed)

TENNESSEE TECHNOLOGICAL UNIVERSITY

Office of Student Activities

Date: _____

ANNUAL REPORT FORM FOR REGISTERED STUDENT ORGANIZATIONS

Name of Organization _____

Advisor(s) _____ E-mail _____ Box _____

Number of Active Members _____ (Please attach list of active members)

Please list Officer information:

Month of Officer Elections _____

Pres. _____ Box _____ Phone _____ E-mail _____

V. Pres _____ Box _____ Phone _____ E-mail _____

Sec. _____ Box _____ Phone _____ E-Mail _____

Treas. _____ Box _____ Phone _____ E-mail _____

Other _____ Box _____ Phone _____ E-mail _____

List three projects or activities in which your organization was involved during the school year:

1. _____
2. _____
3. _____

In accordance with the actions of the Student Affairs Committee on February 5, 1981, please fill in the following information:

A. Income for the Year \$ _____

B. Total Disbursements \$ _____

C. Closing Balance \$ _____

D. Beginning Balance \$ _____

Signature of Faculty Advisor

Signature of President

This report must be completed and returned to the Office of Student Activities, TTU Box 5156, Room 122, University Center.