


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

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| Policy Number: 3:012 | Supersedes Policy Number: 3:012 |
| Date: June 1, 1991 | Dated: August 1, 1986 |
| Subject: Student Organizations | |
| Initiating Authority: Vice President for Student Affairs | TBR Policy/Guideline Reference: 3:01:01:00 |
| Approved:  President | |

1. Types of Student Organizations

Student organizations may be either organizations sponsored by the University, such as student government associations, associated student body organizations, and professional and honor societies, or organizations officially registered by the University. Organizations which may be registered to operate on campus include the following: (a) honors and leadership organizations and recognition societies; (b) departmental organizations and professional fraternities and sororities; (c) social fraternities and sororities; and (d) special interest groups (political, religious, athletic, etc.). Registration of a student organization by the University shall neither constitute nor be construed as approval or endorsement by Austin Peay State University of the purposes or objectives of the organization.

2. General Policies on Student Organizations

- (1) No student organization may carry on any activity on the campus unless the organization has been officially registered by the University.
- (2) The University 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.

- (3) No student organization shall deny membership to any person on the basis of age, race, sex, religion, handicap or national origin, provided that social fraternities and sororities may have sex-restricted membership.
- (4) No student organization or individual shall engage in or condone any form of hazing. Hazing shall include, but is not limited to: any action taken, or situation created intentionally, to produce mental or physical discomfort, embarrassment or ridicule; any form of verbal or physical harassment or abuse; and engaging in public stunts, morally degrading or humiliating behavior or games, whether on or off campus. 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) or hazing violations also is prohibited.

Hazing activity which is in violation of any other institution or school regulation such as the misuse of alcohol, drugs, school property, etc., is strictly forbidden.

- (5) Student organizations shall be vicariously 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.
- (6) Only registered student organizations may use the name of the University following the name of the organization. No person, group or organization may use the seal or any symbol of the University without the prior written approval of the President of the University or his or her designee.
- (7) Student organizations are required to abide by the student Code of Conduct as outlined in the Austin Peay State University Student Handbook.

3. Criteria for Registration of Organizations

- (1) Any proposed student organization shall be open to all students of the institution who otherwise meet membership requirements. Membership in the organization shall be limited to currently enrolled students; provided that organizations may include faculty and staff of the institution, and/or spouses of students, faculty and staff, and provided further that professional

organizations may include members of the professional and business communities as members.

- (2) A proposed organization must represent the interests of the members, and the control of the organization must be within the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further those illegal aims and goals.
- (3) The proposed organization must agree to comply with all policies, regulations and procedures established by the Board of Regents and the University, and with all federal and state laws and regulations.
- (4) The proposed organization must not: (a) have illegal aims and goals; (b) propose activities which would violate regulations of the Tennessee Board of Regents or the University, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the University; or (c) advocate incitement of imminent lawless action which is likely to produce such action.
- (5) The proposed organization must have a minimum of ten (10) charter members, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term basis. In the event there is not sufficient interest to warrant long-term registration, the University may grant temporary registration to an organization for a limited period of time.
- (6) New organizations may be denied registration where the purposes are within the scope of a currently registered organization. No organization may use the same name, or a name which is misleading and similar to the name, of a currently registered organization.
- (7) The organization must provide for the distribution of all funds and assets in the event of dissolution.

4. Procedure for Registration of Organizations

- (1) In order to become officially registered as a student organization, a group must meet the criteria set forth in the section above, and must provide the University a minimum of the following:
 - (a) An application or request to form the organization on the appropriate form which may be obtained from the Student Activity Office.

- (b) The proposed constitution and bylaws of the organization, which must clearly contain the following: the name, purpose, proposed activities, and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues and assessments.
 - (c) The names and signatures of the charter members of the organization.
 - (d) The names of the faculty adviser and/or the administrative officers of the University who will sponsor the organization.
 - (e) A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the Tennessee Board of Regents and the University and with all federal and state laws and regulations.
 - (f) A statement on the disposition of funds deposited with the University in an agency account in the event the organization becomes inactive or ceases to exist. Absent such a statement, the funds will be transferred to the Student Government Association after one (1) year.
- (2) One (1) copy of the foregoing documents and information must be submitted to the office of Director of Student Activities who reviews the information and makes a recommendation concerning the proposed organization. Recommendations regarding registration of a proposed organization will be forwarded to the Vice President for Student Affairs whose approval is necessary before the organization can be officially registered.
 - (3) Any official or body responsible for reviewing or registering proposed organizations may require the sponsors to clarify any materials or information provided in the registration process, to resubmit the application or request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organization.

5. Nature and Conditions of Registration

- (1) Registration of a student organization for other than

temporary period will be on an annual basis only, effective until the beginning of the next fall term of the University, and shall be subject to annual renewal by the institution for each ensuing year.

- (2) Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:
 - (a) it must adhere to the purposes, aims and activities as stated in the approved constitution and bylaws;
 - (b) it must continue to meet all of the requirements for initial registration;
 - (c) it must have remained in compliance with all rules and regulations of the institution and all federal and state laws;
 - (d) it must submit all changes in the constitution and bylaws to the institution for approval;
 - (e) it must submit a current list of officers, faculty advisers and sponsors; and
 - (f) it must have submitted all required financial reports to the institution.

6. Reports

- (1) The University requires all organizations to submit an annual report concerning its programs and activities during the preceding year. This report shall be reviewed by the Director of Student Activities and shall be a requirement for renewal of registration.
- (2) The institution may require any or all organizations to submit an annual financial report reflecting all revenues received and disbursed by the organization, and/or an interim financial report or such a report concerning any fund-raising activity of the organization. If required, this report shall be a requirement for renewal of registration.

7. Probation, Suspension, and Withdrawal of Registration

- (1) An organization may be placed on probation, be suspended, or registration may be withdrawn as outlined in APSU Student Code of Conduct for any of the following reasons:
 - (a) the organization fails to maintain compliance with

- the initial requirements for registration;
- (b) the organization ceases to operate as an active organization;
 - (c) the organization request withdrawal of registration;
 - (d) the organization operates or engages in any activity in violation of rules and regulations of the University, or federal or state laws; or
 - (e) the organization fails to submit any required reports.
- (2) An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization which is placed under suspension may not engage in or sponsor any activity or program, and may not hold meetings. Where registration of an organization is withdrawn, it shall cease to exist as an organization.
- (3) In the event an organization is charged with a violation of one or more of the reasons outlined above, a hearing will be granted in accordance with the policy outlined in the APSU Student Code of Conduct.

8. Officers of Student Organizations

- (1) Students must be in "good standing" with the University in order to be eligible to be selected or serve as an officer of a student organization.
- (2) "Good standing" includes, but is not limited to, not being under academic or social suspension from the University. Under certain circumstances, a student may be removed from office as a result of disciplinary action under the Student Code of Conduct without being suspended.

9. Fiscal Procedures

- (1) Each organization shall maintain a sound financial system related to the collection and disbursement of revenues in accordance with generally accepted accounting principles. An organization may be subject to audit by representatives of the University at any time, and appropriate financial records shall be maintained for the purposes of audit.
- (2) Each organization shall designate an officer of the

organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

10. Programs and Activities

- (1) The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Tennessee Board of Regents and the University concerning use of property and facilities. All organization registered pursuant to this policy shall be "affiliated organizations" for the purposes of any Board or University policies concerning use of campus property and facilities. (Reference APSU Policy 3:001 and TBR Policy No. 3:02:02:00)
- (2) Except for routine meetings of the organization, no on-campus program or activity shall be engaged in unless approved by the University in accordance with the Use of University Facilities Policy and the University may require prior approval for off-campus programs and activities. Prior to approval, the University may require a specified number of officials or security officers for any event, activity or program.
- (3) Any fund-raising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain. A solicitation form must be completed and returned to the Student Activities Office along with the facilities request.
- (4) No guest speakers shall be invited to the campus except pursuant to policies of the Board of Regents and the University concerning guest or off-campus speakers. (Reference APSU Policy 3:015 and TBR Policy No. 3:01:10:00)

11. Role of the Adviser

The role of the adviser is important to the organization and to the University. For a list of the adviser's responsibilities, he/she should refer to TBR Guideline No. S-030.

AUSTIN PEAY STATE UNIVERSITY
STUDENT ORGANIZATION APPLICATION

We request official registration of the following organization:

NAME OF ORGANIZATION _____

PURPOSE OR OBJECTIVES _____

AFFILIATIONS (National, Local, etc.) _____

OFFICIAL TITLES OF OFFICERS (President, Vice President, etc.):

FACULTY OR ADMINISTRATIVE SPONSOR'S SIGNATURE _____

Print Adviser's Name and Title: _____

SIGNATURES OF THOSE STUDENTS SEEKING APPROVAL: (There must be a minimum of 10 signatures.)

Print Name

SSN

Signature

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Registration Approved:

Director, Student Activities

Date _____

Vice President, Student Affairs

Date _____

AUSTIN PEAY STATE UNIVERSITY
ORGANIZATIONAL STATEMENT OF COMPLIANCE

The _____ in order to achieve and maintain registered status at Austin Peay State University will comply with all rules, regulations, policies and procedures of the Tennessee Board of Regents and this institution, in addition to all federal and state laws and regulations. Further, the organization realizes that failure to comply with, or violation of, any of the above listings may result in the withdrawal of registration by the University.

Chief Officer

Faculty Adviser

Date Approved _____

AUSTIN PEAY STATE UNIVERSITY
FACULTY/STAFF ADVISER PERMISSION FORM

To be a faculty/staff adviser to a student organization, the following criteria must be met:

1. The adviser must be a full-time faculty/staff member, or a part-time faculty/staff member not enrolled in any degree program. For the purposes of this policy, Residence Hall Residents are considered full-time staff.
2. All social fraternities and sororities must have at least one University faculty/staff adviser.
3. The adviser to each organization is expected to take an active role in the organization.

I HAVE READ AND UNDERSTAND THE UNIVERSITY'S RULES AND REGULATIONS PERTAINING TO REGISTERED STUDENT ORGANIZATIONS AND AFFIRM THAT THE INFORMATION CONTAINED ON THE ATTACHED REGISTRATION FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I HAVE CONSENTED TO SERVE AS THE FACULTY/STAFF ADVISER. SHOULD I DECIDE TO REVOKE THIS CONSENT, I WILL NOTIFY THE DIRECTOR OF STUDENT ACTIVITIES IMMEDIATELY.

Adviser's Name

Date

Adviser's Signature

Office Phone

Office Address (include department, building, room number)

Campus PO Box

AUSTIN PEAY STATE UNIVERSITY
Student Organization Report

| Name of Organization | PO Box | Year |
|----------------------|--------|------|
|----------------------|--------|------|

Type of Organization:

_____ Honors, Leadership, Recognition
 _____ Professional Fraternity/Sorority, Departmental
 _____ Social Fraternity/Sorority
 _____ Special Interest (Athletic, Religious, etc.)

Faculty Adviser for year: _____

Is this adviser different from last year? PO Box

Officers for the year:

Pres. _____

VP _____ PO BOX _____

Sec. _____ PO BOX _____

Treas. _____ PO BOX _____

Other _____ PO Box _____

Other _____ PO BOX _____

PO Box

On an attached sheet, list all major activities which were held during last year. (Include fundraisers, speakers, special programs, dances, initiations, etc.)

On attached sheet list members' names and addresses.

Report submitted by: _____ Date: _____

Position Held: _____

NOTE: University Policy requires that this report be on file before an organization may participate in campus activities or use campus facilities for the ensuing semester. Please return report to the Student Activities Office, PO Box 4695, APSU.

AUSTIN PEAY STATE UNIVERSITY
CLUBS/ORGANIZATIONS

Use the following checklist for completing the application to become a registered student organization.

1. Complete the Student Organization Application. _____
2. Furnish the Director of Student Activities with one (1) copy of the constitution of the proposed organization which is to include the following provisions:
 - a. Name of the Organization _____
 - b. Statement of Purpose _____
 - c. A provision stating "no student shall be denied membership because of race, religion or national origin." _____
 - d. Rules of membership of the organization _____
 - e. Officers, their terms and methods of selection _____
 - f. Proposed nature and frequency of meetings and activities _____
 - g. Financial plans, including any proposed fees, dues and assessments _____
 - h. A provision stating to the effect that the organization will not participate in any acts subversive to the welfare of the nation. _____
 - i. Any other information the organization deems necessary _____
3. Complete the Statement of Compliance _____
4. Complete the Faculty/Staff Adviser Permission Form _____

AUSTIN PEAY STATE UNIVERSITY
Student Organization Report

Name of Organization PO Box Year

Type of Organization

- _____ Honors, Leadership, Recognition
_____ Professional Fraternity/Sorority, Departmental
_____ Social Fraternity/Sorority
_____ Special Interest (Athletic, Religious, etc.)

Faculty Advisor for year: _____

PO Box

Officers for the year: Pres. _____

PO Box

V P _____

PO Box

Sec. _____

PO Box

Treas. _____

PO Box

Other _____

PO Box

List all major activities which were held during last year.
(Include fundraisers, speakers, special programs, dances,
initiations, etc.)

Report submitted by: _____ Date: _____

Position Held: _____

NOTE: University Policy requires that this report be on file before an organization may participate in campus activities or use campus facilities for the ensuing quarter. Please complete and return two (2) copies to the Information Desk, University Center or PO Box 4695, in care of Marsha Reynolds.