

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2:011	Supersedes Policy Number:
Date: March 5, 2002	Dated:
Subject: Faculty Organizations	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference:
Approved:  <div style="text-align: right; margin-right: 100px;">President: Signature on File</div>	

**REGISTERING FACULTY ORGANIZATIONS**

**WHY REGISTER FACULTY ORGANIZATIONS?**

There are many advantages to becoming a registered organization. Here is a list of the privileges associated with official registration:

1. To be listed as a registered faculty organization in University publications.
2. To sponsor presentations on university property when:
  - a. A university facility has been properly reserved;
  - b. University policies and regulations are followed;
  - c. To raise funds or make other permissible solicitations on University property in accordance with University policies and regulations.
3. To have high priority in reserving the use of University facilities.
4. To post signs and distribute literature in accordance with University policies and regulations.
5. To use a faculty organization mailbox.
6. To have access to free publicity for your organization's events and meetings.

The above privileges are not extended without careful consideration. The organization must serve a specific purpose that is in accordance with the mission, goals, and objectives of Austin Peay State University.

### **HOW TO REGISTER A FACULTY ORGANIZATION**

For a faculty organization to be officially registered by Austin Peay State University several forms must be completed, submitted to the Office of Academic Affairs in a timely fashion, and approved by the Vice President for Academic Affairs and the President. Keeping an organization up to date prevents the possibility that future members may have to go back and re-register the group. All faculty organization officers should check their files and visit the Office of Academic Affairs to ensure that the following forms have been completed and submitted:

1. Faculty Organization Application -Submit when organization is seeking to obtain registration status. All officially registered organizations should have this form on file in the Office of Academic Affairs. Completed applications must be approved by the Vice President for Academic Affairs.
2. Faculty Organization Constitution -Submit when organization is seeking to obtain registration status. All officially registered organizations should have a copy of their constitution on file in the Office of Academic Affairs.

NOTE: Newly elected officers to established faculty organizations will find the organization constitution an invaluable guide for leading the group. It is expected that faculty organization officers will follow the procedures set forth in their constitution at all times. A copy of all amendments should be submitted to the Office of Academic Affairs.

3. Statement of Compliance -Submit when organization is seeking to obtain registration status. All officially registered organizations should have a copy of their Statement of Compliance on file in the Office of Academic Affairs. Newly elected officers need to read and abide by this form.

### **HOW TO MAINTAIN A FACULTY ORGANIZATION**

In addition to the documents above, faculty organizations must submit the following *each semester* to maintain their registered organization status. If these forms are not completed, the organization may not be permitted to hold campus events or use campus facilities. Therefore, it is vital that organization officers complete these forms thoroughly and return them in a timely manner.

1. Fall Registration -This form must be completed and returned to the Office of Academic Affairs by the end of the fourth week of classes each Fall semester. The purpose of the form is to help faculty organizations

maintain a current list of officers with the Office of Academic Affairs and improve communication between faculty organizations and other areas of the University. Failure to maintain an updated list of officers with the Office of Academic Affairs could jeopardize the organization's registration status.

2. Faculty Organization Report -This form must be completed and returned to the Office of Academic Affairs by the end of the first week in April each Spring semester. This form updates the faculty organization officer list and reports special activities of the organization. Faculty organization registration for the upcoming year will not be granted until this form is completed and returned to the Office of Academic Affairs. Failure to complete this form could jeopardize the future of the organization.

### **REVIEW OF FACULTY ORGANIZATIONS**

The Vice President for Academic Affairs has the right to review the status of all faculty organizations to determine whether they meet the eligibility requirements, are active, and conduct their affairs in accordance with University policies and regulations. If it is determined that a faculty organization is ineligible for registration, is inactive, or conducts its affairs in violation of University policies and regulations, the organization shall be notified in writing of each deficiency/alleged violation. The organization may choose to develop a written response for the Vice President's review and decision. If the organization fails to respond within thirty days, the Vice President may declare that the organization is no longer in good standing and dismiss it as an official body on campus.

## CHECKLIST FOR REGISTERING NEW ORGANIZATIONS

The following is the procedure for completion of application to become a registered faculty organization on the Austin Peay State University Campus:

- |  | <u>DATE</u> |
|--|-------------|
| 1. Complete the Faculty Organization application.  | _____       |
| 2. Furnish the Vice President for Academic Affairs with one copy of the constitution of the proposed organization, which should include the following provisions:  | _____       |
| a. Name of the organization.   |             |
| b. Statement of purpose.   |             |
| c. A provision stating no faculty shall be denied membership because of age, race, sex, sexual orientation, religion, handicap or national origin (provided that social fraternities and sororities may have sex-restricted membership). |             |
| d. Rules of membership of the organization.  |             |
| e. Officers, their terms, and the methods of selection.  |             |
| f. Proposed nature and frequency of meetings and activities.   |             |
| g. Financial plans, including any proposed fees, dues and assessments, including dispersing of funds in the event the organization should dissolve.  |             |
| h. A provision stating 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.   | _____       |

**FACULTY ORGANIZATION APPLICATION**

**WE REQUEST OFFICIAL REGISTRATION OF THE FOLLOWING ORGANIZATION:**

**NAME OF ORGANIZATION:** \_\_\_\_\_

**PURPOSE OF ORGANIZATION** \_\_\_\_\_

\_\_\_\_\_

**AFFILIATIONS:** \_\_\_\_\_

**OFFICIAL TITLES OF OFFICERS (PRESIDENT, VICE PRESIDENT, ETC.):**

\_\_\_\_\_

\_\_\_\_\_

**ON THE BACK OF THIS FORM, PLEASE PROVIDE SIGNATURES OF THOSE FACULTY SEEKING MEMBERSHIP (10 ARE REQUIRED).**

\_\_\_\_\_  
**VICE PRESIDENT FOR ACADEMIC AFFAIRS**

\_\_\_\_\_  
**DATE**

**SIGNATURES OF THOSE SEEKING MEMBERSHIP  
(PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY.)**

<b>NAME</b>	<b>SOCIAL SECURITY NO.</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
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9. _____	_____
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12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____

**ORGANIZATION 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 Austin Peay State University, in addition to all state laws and regulations.

The \_\_\_\_\_, realizes that failure to comply with of any of the above listings may result in the withdrawal of registration by the Vice President for Academic Affairs.

\_\_\_\_\_  
Signature of Organization's Chief Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Academic Affairs

\_\_\_\_\_  
Date Approved

**REGISTRATION FOR FALL \_\_\_\_ (YEAR)**

**(FACULTY ORGANIZATION OFFICER UPDATE)**

ORGANIZATION \_\_\_\_\_

ORGANIZATION ADDRESS (Please use the APSU PO Box number of your organization's permanent address. Please do not use the APSU PO Box number of an organization officer).

BOX \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING INFORMATION REGARDING YOUR FACULTY ORGANIZATION OFFICERS:

<i>OFFICER TITLE</i>	<i>NAME/SOCIAL SECURITY NUMBER</i>	<i>APSU PO BOX</i>	<i>PHONE</i>

**IF THERE HAVE BEEN ANY CHANGES MADE TO YOUR CONSTITUTION OR BY-LAWS, YOU MUST TURN IN AN UPDATED COPY WITH THIS FORM.**

THIS COMPLETED FORM MUST BE RECEIVED BY THE OFFICE OF ACADEMIC AFFAIRS NO LATER THAN **September 10**. If you have any questions or need additional information, please contact the Office of Academic Affairs at 221-6236.



# ACTIVITY LIST

Date

Activity/Event

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**REGISTRATION FOR SPRING \_\_\_\_\_ (YEAR)  
(FACULTY ORGANIZATION OFFICER UPDATE)**

ORGANIZATION \_\_\_\_\_

ORGANIZATION ADDRESS (Please use the APSU PO Box number of your organization's permanent address. Please do not use the APSU PO Box number of an organization officer)

BOX \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING INFORMATION REGARDING YOUR FACULTY ORGANIZATION OFFICERS:

<i>OFFICER TITLE</i>	<i>NAME/SOCIAL SECURITY NUMBER</i>	<i>*APSU PO BOX</i>	<i>PHONE</i>

**ON AN ATTACHED SHEET PLEASE LIST ACTIVITIES THAT YOUR ORGANIZATION HAS BEEN INVOLVED IN THIS YEAR.**

THIS COMPLETED FORM MUST BE RECEIVED BY THE OFFICE OF ACADEMIC AFFAIRS NO LATER THAN APRIL 21. If you have any questions or need additional information, please contact the Office of Academic Affairs at 221-6236.

