



Student Life & Engagement

**Govs Guide for  
Student Organizations**

**2023-2024**

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# About Student Life and Engagement

## Mission Statement

Recognizing the important role that student life plays in supporting the co-curricular mission of Austin Peay and the Division of Student Affairs, the Office of Student Life and Engagement strives to connect academic and out-of-class experiences through programming and leadership development that establishes a diverse, interactive, and responsive learning community. The Office of Student Life and Engagement prepares students to be citizen leaders with an understanding of the global community and a commitment to service.

## What We Do

Student Life and Engagement provides countless opportunities for students to get involved on campus. Students can be involved by attending our events or by shaping them. We offer several leadership roles through councils and programs managed by our office. Student organizations can be involved with a number of major campus events, including the Engagement Expo, Fun Fridays, Homecoming, Ziegler Leadership Forum and the Wyatt Award. More information about these opportunities can be found throughout the year on PeayLink.

## Contact Information

211 Morgan University Center

931.221.7431 phone

Office Hours: M-F, 8:00 am-4:30 pm

[www.apsu.edu/student-life](http://www.apsu.edu/student-life)

[sle@apsu.edu](mailto:sle@apsu.edu)

To view current SLE staff and contact information, please visit  
<https://www.apsu.edu/student-life/aboutsle.php>

# Recognized Student Organization

## What is a Student Organization?

A student organization is defined as a group of currently enrolled Austin Peay State University students who unite to promote a common interest. All registered student organizations are affiliate groups of Austin Peay State University.

## APSU Policy 3:003 - Student Organizations

All registered student organizations are affiliate groups of Austin Peay State University. 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, service, 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 for the purposes or objectives of the organization.

The guidelines for Student Organizations are published annually on the Office of Student Life and Engagement website and on PeayLink.

## Eligibility of Organization Presidents

According to APSU Policy, “No Student who is under academic or social suspension from the institution or school shall be eligible to become, or maintain the status of, an officer of an organization.” Additionally, APSU requires all student organization presidents to maintain a 2.5 cumulative GPA in order to remain in office. If a president falls below this GPA, they must work with the Coordinator of Leadership and Student Organizations to develop a plan to stay in office and improve academically.

## Re-Registration Process

Each semester, the office of Student Life and Engagement shall review the status of all organizations to determine whether they meet the eligibility requirements, are active, and conduct their affairs in accordance with University regulations and administrative rules. If it is determined that an organization is ineligible for registration, is inactive or conducts its affairs in violation of University regulations and administrative rules, the organization shall be notified in writing of each deficiency/alleged violation. To maintain active status, each organization must complete online re-registration through PeayLink and have at least one representative attend the required annual training. Dates, links and deadlines will be communicated by email to organization presidents and advisors. Dates, links and deadlines will be posted on PeayLink.

## Benefits and Privileges of Student Organizations

Subject to any other specific requirements, APSU recognized student organizations are eligible to:

- have the cooperation and support of the University for the general good of the organizations and for specific projects and activities;
- represent themselves as being affiliated with Austin Peay State University (The use of "Austin Peay State University" in the name of an organization does not indicate that Austin Peay State University or its students, as a body, are in favor of, or opposed to, a given cause);
- collect membership dues
- be listed in University publications
- participate in showcase events such as Preview Day, Involvement Fairs, or Student Engagement Expo.
- create and maintain an organization page on PeayLink
- create and maintain an organization page on PeayMobile
- apply for and, if approved, receive funding from the Student Organization Council for events and travel
- advertise on campus and use organization names or symbols in advertising
- schedule and use indoor and outdoor facilities
- advertise on campus for the recruitment of members
- co-sponsor activities with other recognized organizations and University departments
- conduct fundraising activities on and off campus
- use University services such as the Media Services and Catering
- use the campus mail system
- obtain an organizational mailbox in the Post Office or SLE
- use the Student Organization Resource Room
- participate in the annual leadership awards competition

Occasionally, some or all of the above privileges may be extended to interest groups of a type that can be recognized if interest persists at the discretion of the office of Student Life and Engagement. Unrecognized groups are not eligible for the privileges, and unauthorized use of them will result in appropriate action being taken against involved individuals.

## Organization Status

### Active Status

Once your organization has completed the required registration process, attended training and the advisor has signed off on the Anti-Hazing Statement, it has fulfilled its obligation for "Active" status. Although official registration status does not signify endorsement of your specific ideals or programs by the university, it does give your group an opportunity to utilize university services and facilities.

### Deactivated Status

A student organization may be deactivated at any time. A deactivated group loses all university privileges until reactivation procedures are completed. Termination of an organization's registration is governed by the office of Student Life and Engagement in collaboration with the Dean of Students. Deactivation of a student organization may occur for the following reasons (non-exclusive list):

- Failure to attend the required annual training
- Failure to complete organization re-registration on PeayLink
- Failure to submit post-semester reports
- Failure to follow policies and guidelines set by Student Life & Engagement
- Submission of material for registration is known or determined to be false
- Failure to update officer information when necessary
- Having fewer than 10 active members
- Evidence of non-APSU membership
- Failure to adhere to the organization's constitution and/or bylaws
- Any violation of university policies, procedures or local, state or federal law by any organization or members of the organization acting in a manner consistent with organizational goals and/or philosophies.
- Outstanding debts.
- By a voluntary decision of the organization leadership.

### **Procedure to Reactivate an Organization**

Any organization that is on inactive status must complete the new student organization request process in its entirety to become reactivated. Reactivation of student organizations who have previously been deactivated occurs at the discretion of Student Life and Engagement.

### **Membership**

Membership in registered student organizations **must** be open to all persons without regard to race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, marital status, citizenship or handicap. Title IX of the Educational Amendment of 1972 provides an exemption of fraternities and sororities from the requirement that membership in their groups be open to all persons regardless of sex.

Membership should be composed only of currently enrolled students. Alumni, faculty or staff of APSU may participate as inactive members of a recognized student organization. Only currently enrolled APSU students may hold office, apply for funding, apply for recognition of a new organization or be responsible for any activity.

## **Resources**

### **Student Organization Resource Room – MUC 211A**

The Student Life and Engagement Resource Room may be used by recognized student organizations for organizational purposes ONLY. Please adhere to the following guidelines to maintain organizational privileges.

- Hours of operation are Monday-Friday, 8:30a.m.-4:00p.m. Please make sure that all projects are completed and the work area is cleaned before 4:00 p.m.

- Students must check-in with the student assistant and / or Administrative Assistant in the Office of Student Life and Engagement before using the Resource Room.
- The Resource Room is available for projects related to the club or organization only. The Resource Room is not available for class projects, personal use, or as a storage space.
- Do not remove any supplies, markers, or equipment from the Resource Room.
- Clean up work area when finished and put away all supplies.
- Notify the SLE Administrative Assistant when supplies are low or if there are any problems or damage to equipment.
- Do not misuse any property or equipment. Organizations found responsible for damages will be responsible for replacement costs.

**Resource Room stocked with:**

-Button Maker (limited quantity per year)  
-Paper cutter

-Basic Art & Crafts Supplies – markers, crayons scissors, tape, glue, etc.

-Staplers  
-Copies available (limited quantity per year – see below)

**Resources Available to Check Out:**

SLE provides several items to student organizations that may be checked out of the office and used for events. Student Organizations wishing to check out resources must have student ID at the time of check out. Items must be returned to SLE within 24 hours of conclusion of event. Student Organization will assume replacement cost of damaged or lost items. Additional items may be added by SLE throughout the year.

Variety of board and card games

Teambuilding game supplies

Coolers

Inflatable Movie Screen

Game Show Buzzers

Photo printer (must supply own paper)

GoPro

Backdrop Stand

Money Boxes

Square Card Reader

Sandwich Board Signs

Carts

Sidewalk Chalk

Ring Light

Tablecloths

**Limited Quantity Services Available** The Student Life & Engagement office provides recognized student organizations with the following services on a limited quantity basis per fiscal year (July 1 – June 30):

- **Copies** (black and white only, on white or colored paper): 300
- **Posters:** printed in exchange for copies at the rate of 1 poster per 50 copies
- (1 poster = 50 of available 300 copies)
- **Buttons:** 75

*If you need printing, copying or laminating services, please check in with the Administrative Assistant as they will assist you with these resources.*

**Use of Organization Post Office Mailboxes**

Organizations may rent a post office box through the University Post Office. These mailboxes incur an annual cost per academic year, with a separate fee for summer months.

## Creating a New Student Organization

If we do not have it, you can start it! It usually takes two to four weeks to complete the process, though it can take longer depending on the nature of the organization.

Follow the steps below to request recognition for a new student organization:

1. Meet with the Student Organization Council (SOC) Executive VP or the Coordinator for Leadership and Student Organizations, to discuss your potential organization. We will go over the process with you, let you know the expectations of being a student organization, and outline the resources and benefits available to you. Following this meeting, you will have 30 days to complete the remaining steps.
2. Find nine other **currently enrolled students** that are interested starting the organization. Membership in registered student organizations must be open to all students without regard to race, color, creed, religion, national or ethnic origin, gender, sexual orientation, age, marital status, citizenship or ability.
3. Find a full-time APSU faculty or staff member that is willing to serve as your Advisor.
4. Encourage two or three students to take a leadership role in the organization. This is good experience and looks great on your resume. All organizations should have **at least** a President, Vice President, Treasurer, and Secretary. Organization Presidents must maintain a 2.5 cumulative GPA.
5. Write your organization's constitution. APSU has required language for recognized student organizations. **Please ensure that you utilize the Sample Constitution for Organizations as a template when writing.** (available in SOC PeayLink Documents)
6. Complete a New Student Organization Registration on Peay Link and submit it.
7. The SOC VP will contact you with any corrections that may need to be made to your information or constitution, and will provide you notification of approval status
8. Complete Officer Training. Officer training will cover our policies, procedures, resources and PeayLink.

### University Facilities Guidelines for Students Organizing a New Student Organization

In order to assist students in their efforts to advertise, plan, and organize a new student organization, Student Life and Engagement and the University Facilities office has developed the following guidelines. Please remember that making a request does not guarantee a reservation. Ensure you receive confirmation before moving forward with any plans.

- Proposed new student organizations must have met with the SOC VP or Advisor about the organization.



- Following the initial meeting, Student Life classifies the group as temporary for a period of 1 month (30 days).
- Groups may request up to two meetings during this temporary period. Requests must be made by contacting the SOC President at socpresident@apsu.edu.
- Groups may request up to 4 days for a lobby table during the temporary period. Requests must be made by contacting the SOC President at socpresident@apsu.edu.
- Groups may post items on University Center Bulletin Boards during the temporary time. The posting must include the wording “Potential New Student Organization”.
- If, after 30 days, the organization has not been approved, subsequent space requests and postings will be declined. Should Student Life and Engagement request an extension for the group; an additional 15 days will be added.
- Students that are interested in creating an organization have the opportunity to reserve meeting space and table space on a limited basis.

## Student Initiated and Student Led

Recognized student organizations at Austin Peay State University are intended to be student initiated and student led. Faculty and staff members may not start a student organization. Once recognized, student organization activities, traditions, decisions and general business should be managed by the active student members of the organization. Support for student organizations is available from the following areas:

### **Student Organization Council**

The Student Organization Council (SOC) is the governing body for student organizations responsible for the recognition process, allocation of funding and providing training to student organizations on changes in policies or procedures. The SOC President is elected by student organizations, while the rest of the executive board is chosen via an application process. The executive board holds bi-monthly meetings. Organizations are welcome to attend to provide feedback regarding implementation of programs and services to the APSU community. The Council serves as a voice for all student organizations to the University administration, and often communicates concerns and feedback from student organizations.

### **Student Life and Engagement**

The Coordinator of Leadership and Student Organizations serves as a resource and general advisor to all recognized student organizations. Messages regarding President GPA issues, non-compliance with policies or procedures or other important information may come directly from the coordinator.

## **Advisor**

Student organizations are required to have an Advisor who is a regular, full-time faculty or staff member of Austin Peay State University. Organizations are permitted to have more than one advisor, but must provide one to serve as the main contact for the Office of Student Life & Engagement. Each advisor approaches his/her relationship to a student organization differently. Some Advisors play active roles, attending all meetings, meeting directly with student officers and providing coaching for program planning and development. Others maintain a more distant relationship to the organization, meeting with officers or members less often. It is expected that an advisor will maintain regular contact with the organization. An Advisor accepts responsibility for keeping informed about activities of the organization, the members and the students in officer or leadership positions. The advisor accepts responsibility for advising officers and members of the organization on the appropriateness of activities and ensures following of policies and procedures.

### **Advisor Term of Office**

An Advisor position is not a permanent one. Advisors should assume that they would be in their role for one academic year, unless asked to serve again by the organization. It is the responsibility of the organization officers and the Advisor to discuss continued service each year. Should an advisor decide to leave their position mid-year, it is expected they will assist the organization with finding a replacement before ending their responsibilities. The office of Student Life and Engagement should be informed if a change in Advisors occurs.

### **Responsibilities of the Advisor**

- Advisors should establish a clear understanding between themselves and the organization with regard to the advisor's role and function.
- An advisor is an integral part of the organization, but not a member. The advisor's job is to coach and guide the organization in its function, not to perform tasks for the group, make decisions for the group or use the group for their personal or professional interests.
- Advisors should be willing to remain involved with the organization, providing guidance and connection to campus resources.
- Advisors should establish lines of communication, finding the best way to keep the flow of information moving smoothly between the Advisor and the organization's members.
- Advisors are not required to be present at all meetings or activities.
- The advisor should let the organization know what type of talents he/she can offer. Recognize that as the advisor you are a resource person with a wealth of expertise.
- Advisors agree to take on the role in a volunteer status. No advisor is to receive compensation from an organization, APSU department or outside entity.

- Advisors agree to annually review the Anti-hazing statement with their officers and members and sign off on the form through PeayLink.

### **Responsibilities of the Organization to the Advisor**

The organization-advisor relationship is not a one-way street, with the advisor doing all of the giving and the organization doing all of the taking. The organization has the following responsibilities to its advisor:

- Confirm that your Advisor plans to keep their role each year; be certain the Advisor will serve before submitting his or her name on semester reports or re-registration forms
- Communicate needs, changes and issues in a timely manner
- When asking a faculty member to serve as an advisor, educate them about the organization and what the position will require.
- Notify the advisor of all meetings, activities, and programs.
- If executive meetings are established to determine agendas for meetings, invite the Advisor. If the advisor is unable to attend, inform him or her as to what is to be discussed and ask the Advisor to submit additional items.
- Meet or communicate regularly with your advisor to discuss organization matters.
- Make the advisor feel like a welcome member of the group.
- Consult with the advisor prior to making significant changes to the structure or policy of the organization.
- If situations arise that may cause problems for the organization or any member of the organization, inform the Advisor immediately.
- Update the Advisor of the financial condition of the organization. This is important for all organizations, but is especially important for organizations receiving funds from the Student Organization Council.
- Do not commit the Advisor to any type of obligation unless they have agreed in advance.
- Discuss any dissatisfaction you may have with the Advisor. Make every effort to resolve this. Allow the Advisor to discuss her/ his dissatisfactions. If these cannot be resolved, the Office of Student Life and Engagement can be asked to mediate.

### **Recognition**

At the end of the spring semester Student Life and Engagement hosts the Student Organization and Leader Awards. A number of awards are given out to students for their success as student organization members, leaders, for event planning, and for community service. This is an opportunity for students to nominate their organization leaders, and leaders to recognize their outstanding members.

## Officer Transitions

An intentional leadership transition plan will provide an organization with continuity so that the next set of officers can build on the knowledge gained rather than starting from ground zero.

## Anti-Hazing Statement

All student organizations are responsible for encouraging an atmosphere of learning, social responsibility and respect for human dignity and for providing a positive influence and constructive development for members and aspiring members. All organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. Hazing is unproductive and hazardous behavior that is incongruous with this responsibility and has no place in our University life, either on or off campus.

The state of Tennessee law on hazing, as well as the APSU Student Code of Conduct, states, “‘**Hazing**’ means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety.” (Tenn. Code Ann. § 49-7-123)

The Office of Student Life and Engagement further defines hazing as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing shall be identified in two categories:

### Physical

1. paddling
2. kidnapping
3. all forms of physical activity used to harass or that are not part of an organized athletic context and not specifically directed toward constructive work
4. road trips (involuntary excursions)
5. spraying, painting or pelting with any substances
6. burying in any substances
7. requiring or compelling activities creating unnecessary work, duties, detention or any duties which impair or do not allow adequate time for study
8. requiring or compelling the forced consumption of any liquid (including alcohol) or solid substance
9. burning, branding or tattooing any part of the body, or any other activity, whether voluntary or involuntary, that may cause physical injury or endanger the life of the individual being hazed

10. binding or restricting any person's arms or legs in any fashion that would prohibit that person's ability to move them
11. requiring or suggesting prospective members or members obtain articles that are either illegal to obtain or possess (items for a scavenger hunt)

## **Psychological**

1. psychological hazing, which is defined as any act that is likely to (a) compromise the dignity of a member or prospective member, (b) cause embarrassment or shame to a member or prospective member, (c) cause a member or prospective member to be the object of malicious amusement or ridicule, or (d) cause psychological harm or substantial emotional strain
2. confinement in any room or compartment
3. nudity at any time
4. requiring or compelling exposure to uncomfortable elements
5. verbal harassment
6. requiring or compelling the wearing of apparel which is not in good taste
7. depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum)
8. misleading prospective members in an effort to convince them that they will not become members, that they will be hurt during induction/initiation or any other activity that would cause extreme mental stress
9. carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier
10. blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle or privately conducting blindfolding activities that serve no constructive purpose

Hazing as defined in this statement is prohibited under Austin Peay State University policy. Organizations found to be in violation of this policy may face sanctions ranging from a warning to loss of status as a recognized student organization. Campus privileges may be revoked, recognition rescinded or disciplinary sanctions imposed on groups or their individual officers or members. Individuals found to be in violation of this policy may face sanctions from a warning to suspension.

## PeayLink & PeayMobile

Austin Peay utilizes an online student engagement platform to register organizations, approve and market events, and support organizations. Similar to social media, each organization has its own page in the system. Officers can customize many aspects of their page, add photos, link to social media, hold elections, conduct polls, share documents, customize forms and create events that can be shared with all students. We strongly encourage organizations keep their pages as up-to-date as possible for potential new members to get the best snapshot of their options for involvement. Student Life and Engagement and the Student Organization Council utilize their pages on PeayLink to store important documents and forms for use by organizations.

One of the best marketing tools an organization can utilize is the event calendar on PeayLink.

PeayMobile allows student organizations to post on the Community Wall to communicate with students, track attendance at events, message students, and more.

All campus-wide events must be posted in PeayLink and PeayMobile. Attendance for events should be tracked using the PeayMobile App.

## Events and Facility Requests

### On-Campus Events

All on-campus events sponsored by recognized student organizations must be registered with the Office of University Facilities (MUC 207) through the online EMS system and must be in PeayLink. **Only organization presidents are able to make reservations for their organizations.** A list is given to University Facilities at the start of each semester with the current list of presidents for EMS access. Additional organization officers may be given access at the discretion of University Facilities and with verification by the SLE Coordinator of Leadership and Student Organizations. Please note that your organization does not have a facility officially reserved until you receive a confirmation from the University Facilities Office via email.

Registered student organizations are not charged for the use of space on campus during established operating hours. However, fees may be assessed for large events or events that may require equipment, set-up, security, custodial services, etc. Please speak with the staff in University Facilities about possible fees prior to reserving your space.

All student organizations wishing to hold events in the University Center or Clement Auditorium must submit a list of equipment needed and a description of any set-up required. This information must be noted on the online form when it is submitted to the Office of University Facilities. Equipment and set-up information for other buildings may require work

orders, etc. Check with University Facilities for additional information on your facility when submitting your request.

Dining Services and/or University Facilities reserves the right to move groups to a room more suitable if the anticipated attendance increases or decreases.

Decorating within University facilities requires observance of the following regulations:

- Decorations should not be attached or placed on painted walls or painted pillars.
- Decorations should be attached with sticky-tack on approved wall areas and tacks or staples on bulletin boards. Use of tape may be granted by University facilities under special circumstances.
- Decorations placed outdoors should not damage trees, greenery or other campus features.
- Decorations should not obstruct walkways or doorways or cause any type of impairment to flow of traffic.

### **Off-Campus Events**

Off-campus events do not need to be registered with the university unless there will be alcoholic beverages served.

Per the APSU Code of Conduct, officially registered student organizations that sponsor events off campus, where alcoholic beverages are present and available for consumption, must adhere to all local, state and federal laws concerning alcoholic beverages and must follow APSU's Risk Management Guidelines for Student Organizations.

If your organization would like to host an event with alcohol, please contact the Office of Student Life and Engagement at [sle@apsu.edu](mailto:sle@apsu.edu) or 931-221-7431 to learn more about the requirements.

### **Meetings**

Student organizations are encouraged to hold their meetings on campus. Student organizations may register all meetings for the semester by filling out an online request through EMS prior to the start of each semester. Meetings will be scheduled for only one semester at a time, and a student organization is not guaranteed the same meeting place/time for an entire academic year.

### **Tabling**

Tabling is a great way to share information about your organization in the places students frequent most. Organizations may request space to table on campus utilizing EMS.

- Tables can be reserved in the MUC main floor lobby, the Hubbard colonnade (outside the UC by the Caf) and in the MUC plaza. These are the only places where tables may be set up.

- No banners or signs may be attached to the walls around the lobby tables. If signs are displayed, they may be taped to the front of the tables or on freestanding sign holders next to the table.
- Groups are prohibited from active solicitation at lobby tables. Individuals must be given the opportunity to approach a table on their own. Table users will not call out to individuals passing through the lobby to come to a table or stand in the middle of the lobby and solicit.
- Any organization involved in the sales of items or the solicitation of monetary donations must disclose this information on the EMS reservation form.
- When an outside group is sponsored at a lobby table by a student organization, a member of the sponsoring organization must be present at the table at all times.
- All groups are responsible for providing their own audiovisual equipment. Excess volume from audiovisual equipment is prohibited at lobby tables.
- All solicitations in the lobby of the University Center will take place between the hours of 9 a.m.-3 p.m., Monday-Friday.
- Outside tabling may be canceled due to weather or other conditions at the discretion of University Facilities.

### **Events with Food**

APSU Dining Services is the sole caterer of all food and beverages served in the UC Ballroom, Fortera Club Level, Cumberland room and Iris room of the University Center. Other individuals or catering firms may not bring food and beverages into these areas. Dining Services may include setup, cleanup, serving, china, glassware, silverware, and linens in the cost of your event. To place an order, please call 931-221-7016 or email [apcatering@apsu.edu](mailto:apcatering@apsu.edu). Please provide as much notice as possible when requesting food for your event.

Student organizations are welcome to use any other restaurant or food retailer for their events and meetings, as long as they are not in one of the above named rooms. Student Organizations choosing to cook and prepare food for events or meetings should take extreme caution and follow all food safety measures.

### **Dealing with Contracts**

Individuals providing services to student organization events such as speakers, workshop leaders, musicians, etc. cannot be paid with cash or a simple check. A University contract is required for these events. Students are not authorized by the University to negotiate contracts on behalf of the University or University Student Organizations. If your organization wants to hold this type of event, you need to contact the SLE Coordinator for Leadership and Student Organizations a minimum of five weeks prior to your event to negotiate contracts on behalf of your organization. Below are details you should know prior to meeting with the Coordinator:

- Know preferred and backup dates for your event.
- Know the required tech and space needs for the event.



- Know your EMS reserved facilities, their seating capacities and production capabilities.
- Know your budget for the event.
- Know your preferred vendor and if they have a booking agency.
- All payments to the vendor will be in the form of a University check and will be given to the appropriate party AFTER the service is provided.

The following are a list of contractual requirements and restrictions applied to all University contracts:

- Austin Peay State University does not pre-pay vendors (no deposits can be paid).
  - All payments must be in the form of a University check or direct deposit if applicable. Checks are presented to the vendor or vendor representative **after** the performance. Under no circumstance is cash allowed.
- Austin Peay State University is not allowed to purchase alcohol as part of the vendor's contract requirements.
- The vendor and vendor's employees must abide by all state laws and University policies concerning fire code regulations and decibel levels.
- Contracts are all inclusive. Austin Peay State University will not provide travel compensation or assistance with travel arrangements.

## Security at Events

Some events may require a police presence for security purposes. The office of University Facilities, office of Student Life and Engagement and Campus Police reserve the right to require security at events. Please refer to the Police Staffing Matrix (see below) for information on which types of events require staffing.

<b>Factors that may increase the staffing matrix</b> <b>(Applies to all events)</b>	<b>High Risk</b> <b>(Activity &amp; Attendance)</b>	<b>Medium Risk</b> <b>(Activity &amp; Attendance)</b>	<b>Low Risk</b> <b>(Activity &amp; Attendance)</b>	<b>Factors that may decrease the staffing matrix</b> <b>(applies to all events)</b>
<ul style="list-style-type: none"> <li>• Requests for personal security for speakers, performers, or guests.</li> <li>• Patrons are to be searched at door.</li> <li>• Prior events of similar nature have evoked problems</li> <li>• Anticipation and evidence of protest, demonstrations, disruptions, etc.</li> <li>• Anticipation of large ticket sales at box office.</li> <li>• Anticipated traffic control/direction.</li> <li>• Advance notice of problem.</li> <li>• Outside agency costs to University/regional impact.</li> <li>• Outdoor event</li> <li>• Multiple events same day.</li> <li>• Timeliness of scheduling events.</li> <li>• Other risk factors as determined by Police Department</li> <li>• Alcohol service</li> <li>• Amplified sound.</li> <li>• Non-APSU affiliation</li> <li>• Bomb sweep requested.</li> <li>• Regional advertising.</li> <li>• DJ/Live Band</li> </ul>	<ul style="list-style-type: none"> <li>• Dances (1000+)</li> <li>• Speakers (2000+)</li> <li>• Sporting Events (2000+)</li> <li>• Musical/ Staged performances (2000+)</li> <li>• Ceremonies (4000+)</li> <li>• Fairs/ Festivals (2000+)</li> </ul>	<ul style="list-style-type: none"> <li>• Dances (201 – 999)</li> <li>• Speakers (1500 – 1999)</li> <li>• Sporting Events (500 – 1999)</li> <li>• Ceremonies (1000-3399)</li> <li>• Fairs/ Festivals (up to 1999)</li> <li>• Competition Events i.e. Pageants Step shows (600+)</li> <li>• Bon fire</li> </ul>	<ul style="list-style-type: none"> <li>• Dances (Up to 200)</li> <li>• Speakers (up to 500)</li> <li>• Sports Events (up to 499)</li> <li>• Classical/Pops/Staged Performances (up to 600)</li> <li>• Ceremonies (up to 999)</li> <li>• Conferences (up to 2999)</li> <li>• Small Concerts (up to 600)</li> <li>• Receptions (up to 1000)</li> <li>• Awards programs (up to 1000)</li> <li>• Pageants (up to 600)</li> </ul>	<ul style="list-style-type: none"> <li>• Poor ticket sales historically.</li> <li>• Competing event elsewhere will affect ticket sales and attendance.</li> <li>• Early release of staff may occur at the discretion of the police supervisor.</li> <li>• Age consideration of audience (e.g., Seniors and supervised children)</li> <li>• APSU affiliation of audience.</li> <li>• Local campus advertising only.</li> <li>• Bring on own staff/chaperones, school resource officers.</li> <li>• Daytime event</li> <li>• Availability of other officers</li> </ul>
<p>Must call Police for Assistance</p>	<p>On- Site Police required</p>	<p>On Site Public Safety staff required. Staff must be in direct contact with police if not on-site. (most time this will be police officer but it gives us a little flexibility to substitute a security guard(s) or capable student patrol member(s) if risk factors are very low)</p>	<p>On-duty and/or augmenting Student Patrol members on-site</p>	<p>Must call Public Safety for exception</p>

## **Event Funding**

The Student Organization Council has funds to support campus-wide events sponsored by registered student organization. It is the goal of the SOC to allocate funds equitably, promoting diversity in programming.

Finance committee guidelines, opportunities and deadlines are posted in PeayLink on the SOC page. The SOC will provide training for student organizations in regards to the application process. All funding decisions are made by the finance committee and subject to approval of the SOC Advisor, who has authority over the use of SOC funds.

## **Fundraising and Donations**

Organizations can use campus facilities to host fundraisers. Monies generated must comply with all federal, state, and local laws, as well as APSU policies, regulations, and guidelines.

Student organizations are not non-profit entities and therefore cannot accept donations that are to be tax-deductible. Some organizations are local chapters of national organizations, and may be able to utilize their tax-ID information for donation requests. SOC funding may not be used for fundraisers.

Organizations wishing to sell items for profit on campus, must receive permission from the following offices depending on the venue used:

- Department of Athletics and/or Individual Sport Coaches
- Office of University Facilities
- Office of Housing, Residence Life, and Dining Services

Organization Advisors should be made aware of what items are sold and for what purpose. In order to maintain the integrity of campus organizations and their efforts to raise funds for philanthropies, organizations should promptly deposit all monies to charities and/or organization accounts. In cases where money is raised for an organization project, money should be used in strict accordance with the stated purpose and goal originally used to raise the funds.

## **Gambling and Raffles (Games of Chance)**

The use of poker tournaments and raffles are often desired as a form of fundraising activity for organizations. In support of the laws of the State of Tennessee, Austin Peay State University and the office of Student Life and Engagement adheres to the following standards related to student organizations wishing to hold such events:

Gambling, in any form, is to be considered a violation of the Student Code of Conduct. The State of Tennessee gambling law states:

“Gambling is contrary to the public policy of this state and means risking anything of value for a profit whose return is to any degree contingent on chance, or any games of chance associated with casinos, including, but not limited to, slot machines, roulette wheels and the like. For the purposes of this chapter gambling does not include a lawful business

transactions; annual events operated for the benefit of charitable § 501(c)(3) organizations that are authorized pursuant to a two-thirds (2/3) approval of the general assembly, so long as such events are not prohibited by the state constitution; or a state lottery of the type such as is in operation in Georgia, Kentucky, and Virginia in 2000 and authorized by amendment to the Constitution of Tennessee, if such lottery is approved by the general assembly.”

~Tennessee Code 39-17-501

**Therefore, raffles are illegal in the state of Tennessee unless an organization is registered as a non-profit organization with 501(c)(3) status.**

### **Alcohol and Drug Use Policies**

The use and/or possession of alcoholic beverages and/or public intoxication on University owned or controlled property or the violation of any local ordinance or state, or federal law concerning alcoholic beverages, on or off campus, or a violation of the terms of the Austin Peay State University Drug-Free Policy Statement will be considered a violation of the Student Code of Conduct. In addition, officially registered student organizations that sponsor events off campus, where alcoholic beverages are present and available for consumption, must adhere to all local, state and national laws concerning alcoholic beverages and must follow the University's BYOB and 3rd Party Registration.

The unlawful possession or use of any drug controlled substance or drug paraphernalia (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance, or a violation of any terms of the Austin Peay State University Drug-Free Policy Statement will be considered a violation of the Student Code of Conduct.

### **Date Auctions**

The office of Student Life and Engagement strongly recommends that “date” auctions should be avoided by student organizations at Austin Peay State University. “Date” auctions involve the process of “bidding” on a human being for their services or the ability to spend time with them as a means to raise money for an organization. This process devalues a human being to the level of merchandise and involves a comparison of the relative “value” of each person. Safety concerns arise as a result of “Date” auctions if you allow a member of your organization to be compelled to spend time alone with someone that she/he may not know who has paid to “win” time with them.

### **Scavenger Hunts**

Scavenger Hunts of any kind are not permitted for student organizations at APSU. It is also prohibited to require or suggest members or prospective members obtain articles that are either illegal to obtain or possess or that are not accessible without violating University policies, the Student Code of Conduct or local, state and federal laws.

## **Showing Films**

Event sponsors wishing to show any portion of a film or video will be required to meet with the Office of University Facilities. The organization representative must show a public performance license or proof of permission from the copyright owner to show the work publicly. Failure to show a public performance license or proof of permission will result in denial of the reservation request.

**Screening site membership (Netflix, Hulu, etc.), On-demand membership (Comcast, DirecTV), ownership, rental, or borrowing a film/video from a library does not constitute public performance rights.**

Any attempt to deceive the University Facilities office or members of the MUC staff to avoid obtaining a public performance license will result in event cancellation and may jeopardize the sponsoring organization's ability to reserve space.

### **Film License Information**

Pre-recorded films that are rented or sold by stores and suppliers throughout the United States are licensed by the copyright owner for home use only.

Since many film/video titles are protected by the U.S. Copyright Act, permission from the copyright owner or a public performance license is required before the work can be performed (shown) publicly. To perform or display a work "publicly" means "To perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered" (U.S. Code, Title 17, Section 101). Anyone that violates the U.S. Copyright Act subjects him/herself to statutory damages, forfeiture of equipment and tapes, attorney's fees and costs of litigation. The penalties for copyright infringement also may include substantial fines and imprisonment.

### **Commonly Asked Questions about Film/Video Showings**

***"Do we need a license if we are not charging admission?"***

Yes, the copyright laws apply whether or not admission is charged.

***"Can't I just log in to my Netflix account?"***

No, use of personal screening service memberships to show a film or any material publicly is a violation of copyright laws.

***"What about movies I own?"***

The purchase or rental of a film from a rental outlet or online is for home use only and does not carry with it the right to show the work in a public or semi-public place. Also, ownership of a film or file that contains an unlawfully copied movie is a violation of copyright laws.

***"Isn't my residence hall my home?"***

An individual's room where he/she sleeps and studies can be considered "home." However, public and semi-public areas within a residence hall, such as a lounge or recreation room, are subject to copyright restrictions.

To purchase rights for public screenings by organizations:

www.criterionpicusa.com and/or www.swank.com

Additional assistance with showing films on campus is available through Student Life and Engagement.

**Campus Music Policy**

When groups choose to have events that include music, especially during regular business and classroom hours, the music not to exceed a maximum level of 90 decibels. A member of the University Facilities staff may be present when the organization(s) set up to assist in setting the appropriate sound level.

**Advertising and Publicizing on Campus**

Recognized student organizations have numerous ways to advertise or publicize your organization and/or event on campus.

<b><i>The All-State</i></b>	Student Newspaper	(931) 221-7376 studentpublications@apsu.edu
<b>PeayLink &amp; PeayMobile App</b>	All events should be posted in PeayLink and PeayMobile from your organization page.	www.PeayLink.com
<b>Spirit Rock</b>	Utilizing their own supplies, the Spirit rock is available for student organization use. <b><i>See full guidelines on page 24 prior to use.</i></b>	Located at the corner of Drane St. and Marion St. in the lawn of Memorial Health Building.
<b>Flyers and Banners</b>	Flyers may be posted in the Morgan University Center on the bulletin boards located on the first and second floor.	Office of University Facilities Room 207, Morgan University Center
<b>University Housing areas</b>	See "Guide to Posting in the Residence Hall/Apartments" in this handbook	Office of Residence Life, Housing and Dining Services Miller Hall
<b>University Housing TV channel</b>	No more than 2 PowerPoint slides or Windows moviemaker files. Movie files should be no more than 5 minutes.	Send to Kim Morrow, morrowk@apsu.edu, Office of Residence Life, Housing and Dining Services

<b>Channel 99 (University television)</b>	Operates 24 hours a day with fine arts, NASA, and local programming, including the broadcast of APSU sporting and other special events, on channel 99 for Montgomery County, Charter Communication cable TV subscribers.	Department of Communication Room 117, Music and Mass Communications building comm@apsu.edu
<b>WPAX FM Radio: The Voice of Austin Peay</b>	Public service announcements are only for on campus events and must be from a non-profit organization.	Contact him at (931) 221-6364 or <a href="mailto:yonpalkod@apsu.edu">yonpalkod@apsu.edu</a>
<b>Post office boxes</b>	Handbills or small flyers can be placed in student post office boxes. Approximate number needed is 1400 Sponsoring student organization name must be included on flyer.	Deliver in person to the University Post Office Lower level of the University Center

### **Guide to Posting in the Residence Hall / Apartments**

A specific bulletin board marked “General Campus Posting Only” is provided in each residence hall and apartment complex for the posting of campus events and other types of information. Additionally, bulletin boards are available in each building in the Emerald Hills complex. Individuals and/or groups wishing to post information must obtain the permission of the office of Housing/Residence Life.

To obtain permission from Housing/Residence Life, send your flyer design to [housing@apsu.edu](mailto:housing@apsu.edu). After the flyer is approved, print ten (10) copies of the flyer on 8.5” x 11” paper and drop off at the Housing/Residence Life office in Miller Hall.

All information posted must be in compliance with the rules and regulations as outlined by the office of University Facilities as stated in the section “Advertising and Publicizing on Campus.”

Information, signs or other decorations may not be displayed in windows or on the interior/exterior of the residence halls/apartments. Banners may be allowed with special permission. No type of door decorations, stickers, signs or other adhesive material may be placed on the exterior/interior of any residence hall/apartment complex.

Information which does not have the approval of the office of Housing/Residence Life and/or which is improperly posted, will be removed by the residence hall staff immediately. Possible disciplinary charges may be filed by the office of Housing/Residence Life against the individual and/or organization.

## Use of Sidewalk Chalk on Campus

Sidewalk chalking is permitted on campus as an advertising method for organizations and their sponsored events. Student Organizations must follow these policies:

1. Chalking is only allowed on horizontal concrete and asphalt surfaces (i.e. the ground) in open areas where the rain will wash away the residue (no covered areas).
2. Under no circumstances may groups or individuals advertise on an organic surface such as grass or soil.
3. Only water-soluble chalk may be used and must be approved by the office of University Facilities.
4. Chalking that is offensive, degrading, or inappropriate will be removed by the organization responsible or a fee of \$25 will be assessed to the organization.
5. Inappropriate messages are subject to disciplinary procedures outline in the Student Code of Conduct.

## Spirit Rock

The APSU Spirit rock exists to provide an outlet for creative student expression and a way to demonstrate *Gov Spirit* and *Peay Pride*. To maximize this opportunity, students are expected to respect the following regulations.

- The APSU Spirit Rock is available to be painted by individual students, recognized APSU Student Organizations, and campus departments. The rock is located just off the corner of Drane Street and Marion Street, near the Red Barn.
- Painting the rock is voluntary. There will be no guarding of the rock. Members or potential new members of Student Organizations shall not be required or forced to participate in painting the rock; this is considered hazing.
- Suggested paintings on the rock include but are not limited to: Event Announcements, Words of support and encouragement, Congratulations, Welcome messages, Organization promotion, and messages of general University Spirit. Spirit Rock messages reflect our University, and should be kept in good taste.
- Per the Code of Student Conduct: Profanity, vulgarity, discriminatory, abusive, harassing, and/or obscene messages are absolutely prohibited. APSU Student Life and Engagement reserves the right to remove or require the removal of any inappropriate content.
- With the exception of painting, the physical condition of the rock is not to be altered in any way that will change its shape, size, or orientation.
- ONLY the Spirit Rock is to be painted. Painting on sidewalks, lampposts, grass, surrounding area, or buildings is not permitted. Any instance of painting other surfaces will be considered a violation of the Code of Student Conduct.
- Only water-based latex paint may be used.
- Individuals / Organizations must supply the paint.







- Individuals / Organizations painting the rock are responsible for properly disposing of all waste and cleaning up area surrounding rock after painting.
- APSU is not responsible for any injury or damage (including clothing) that occurs while participating in painting the rock.
- Painting the rock may only take place during the hours of 6:00 am and 10:00 pm, with proper level of noise and respect for occupants of adjacent buildings and areas. Disorderly conduct during rock painting will be considered a violation of the Code of Student Conduct and will result in disciplinary sanctions.
- New messages should be allowed to remain for 24 hours before being painted over.
- There is no limit to the number of times a specific individual, organization or department may paint the rock, though it is expected that the opportunity be shared equally.
- In respect of the amount of time and resources required, the entire paintable face of the rock must be painted, covering the previous message in its entirety.
- Questions regarding the Spirit Rock should be directed to APSU Student Life and Engagement, Morgan University Center room 211, 931-221-7431, sle@apsu.edu

**Logos**

Any registered student organization using University funds (i.e. SOC) or the name of the University must place a University logo on any promotional materials and/or giveaways.

Guidance on the use of the logos and trademarks is available through the office of Public Relations and Marketing at 221-7459.

Use of these logos must be approved by the appropriate offices prior to printing / ordering. Art files of these logos may be obtained from the SLE Coordinator of Leadership and Student Organizations following approval of usage and material design.

<b>Logo Usage Chart</b>	
<p><b><u>The Student Organization Council Logo</u></b></p> <p>Only used in collaboration with the Student Organization Council and with permission from the SOC Vice President of Communications and Marketing.</p>	
<p><b><u>University Seal</u></b></p> <p>The University seal is used predominantly on official documents such as certificates, awards and diplomas. It may be used by Student Organizations with approval of SLE.</p>	
<p><b><u>The AP Logo</u></b></p> <p>Any use of the AP logo must be reviewed by the PR and Marketing Office.</p>	
<p><b><u>The APSU Wordmark</u></b></p> <p>This logo is the easiest logo to use on t-shirts. It should appear at the bottom of all flyers printed with APSU funds or carrying the APSU name in any capacity. Prior to using the APSU wordmark, designs must be reviewed by the PR and Marketing Office.</p>	

# Student Organization Travel

## Travel Funding

Student organizations may apply to receive funding for travel to conferences, national meetings, and student organization development events. **Funding is not guaranteed to any student or organization.** The funding application is detailed and requires six weeks' notice of travel. Travel Funding Guidelines and application are found on the SOC PeayLink page.

## Travel Policy

Austin Peay policy number 4:015 refers to our institutionally specific policies on student travel, available at [www.apsu.edu/policy](http://www.apsu.edu/policy). Please ensure that you read, understand, and apply the policies when traveling as a student organization.

## Approval for Travel

*It is highly suggested an organization communicate with the SLE office and Travel clerk to review all travel policies in advance of planning a trip.*

- All travel claims and requisitions for group travel must be approved in writing by the appropriate approving authority.
- Students will be required to follow APSU student code of conduct, local, state and federal laws at all times through the duration of travel related activity. The sponsor must report any disciplinary issue to the Dean of Students immediately upon return to campus.
- APSU assumes no responsibility for medical coverage of student travelers. It is recommended that each students have their own medical accident insurance. Any costs not covered by insurance will be the responsibility of the traveler. Insured travelers should carry their insurance card with them on the trip.
- The university assumes no responsibility for providing student/ groups with funds in case of unanticipated delays or other incidents, which may require additional expenditures.
- Non-APSU affiliates participating in University funded travel will be removed from trip activities if found violating state/federal laws or violating student code of conduct.
- Sample waivers/releases can be found online at: <https://www.apsu.edu/legal-affairs/releases-waivers.php/>
- Complete participant lists with student names, A numbers, and emergency contacts should be provided to the Dean of Students and campus police prior to traveling.
- For international travel, contact the office of the Vice President for Academic Affairs

## What is the procedure if there is an emergency?

If there is an emergency while traveling, students should contact Campus Police as soon as possible following the incident. Campus Police will notify the appropriate University personnel for assistance and response regarding the students. Students should also contact the local police in the area of the accident to file a report; exchange information with the other party involved if possible, and **NEVER** admit any fault.