

Faculty/Staff Advisers

Student organizations are required to have an adviser who is a regular, full-time member of either the faculty or the staff of Austin Peay State University. Each adviser approaches his/her relationship to a student organization



differently. Some advisers play very active roles, attending meetings, working with student officers and assisting in program planning and development. Others maintain a more distant relationship to the organization, sometimes seeing officers or members only occasionally. It is hoped that an adviser will

maintain regular contact with the organization. An adviser accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, advisers are not responsible for the actions or policies of student organizations; members are solely responsible. "The Governors Guide for Student Organizations" has information for student organizations on working with their advisers as well as information for organization advisers.

STUDENT LIFE AND LEADERSHIP

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Austin Peay State University, a Tennessee Board of Regents institution, is an equal opportunity employer committed to the education of a non-racially identifiable student body. AP# 724/06-08/100

Guidelines for Constitution and Bylaws

Constitutions should contain the following:

1. The name of the organization.
 2. Statement of purpose.
 3. A provision stating that no student shall be denied membership because of age, race, sex, religion, handicap or national origin (provided that social fraternities and sororities may have sex-restricted membership).
 4. Rules of membership of the organization. Must differentiate between student members and faculty/staff members.
 5. Officers, their terms and the methods of selection.
 6. Advisers and the methods of selection.
 7. Proposed nature and frequency of meetings and activities.
 8. Financial plans, including any proposed fees, dues and assessments and disbursement of funds when an organization becomes inactive or dissolves.
 9. A provision stating that the organization will not participate in any acts subversive to the welfare of the nation.
 10. How to amend the constitution.
 11. How to ratify the constitution (put it into effect).
- * Remember, nothing should be placed in the constitution that may be suspended.

Bylaws should contain the following:

1. All organization rules that are of such importance that they cannot be changed in any way without previous notice, except those placed in the constitution.
2. Rights, duties, resignation and expulsion procedures not covered in the constitution.
3. Names and duties of committees that will be part of the organization.
4. Larger organizations should include a provision for accepted rules of order and parliamentary manual, usually "Robert's Rules of Order Revised."
5. Quorum: A percentage of members necessary to conduct business.
6. If desired, provisions for honorary members or honorary officers.
7. A method to amend the bylaws. Note that amending the bylaws should be considerably less difficult than amending the constitution. For bylaws, a two-thirds majority vote is adequate.

Any changes to your constitution or bylaws must be submitted to the Student Life and Leadership Office within one week of the approved change.

You will find a sample constitution and bylaws in the registration packet.

Becoming a student organization at Austin Peay

We're all about students. Period.



AP Austin Peay
State University

Austin Peay State University clubs and organizations should be formed by students for the purpose of social, educational and leadership development and must relate directly to the mission, goals and objectives of Austin Peay State University.

Organization members should at all times consider how the University community views their organization.

General Responsibilities

Campus organizations are expected to comply with the policy and procedural guidelines adopted by the Office of Student Life and Leadership, Office of Student Affairs and the University administration. Obstruction of, or interference with, any regularly sponsored or official function of the University may be considered an act of disorderly conduct and may lead to appropriate disciplinary action.

Membership

Membership in registered student organizations must be open to all students without regard to race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, marital status, citizenship or handicap (SA-302). Title IX of the Educational Amendment of 1972 provides an exemption of social fraternities and sororities from the requirement that membership in their groups be open to all people regardless of sex.

Membership should be composed only of currently enrolled students, faculty or staff of Austin Peay State University. Non-students may not be members, hold office or be responsible for any activity.

7 Steps to Recognition

Step 1

Students meet with the assistant director of Student Life and Leadership (ADSLL) to disclose their intent to form an organization as well as the name of the proposed adviser. ADSLL provides consultation on responsibilities of student organizations and describes the application process to students. The ADSLL will sign off on the Petition for Recognition of a New Student Organization.

Step 2

Interested students complete the New Student Organization Recognition Packet. Completed packets must be submitted to the Gocs Organization Council secretary in MUC 211 by the first Wednesday of each month.

Step 3

The GOC secretary creates a file for the student organization and reviews the packet. If there are any questions, problems or concerns about the packet, the GOC secretary will contact the organization president via e-mail.

Step 4

Completed packets are forwarded to the ADSLL for approval.

Step 5

Once the packet has been approved, the organization will be entered into Club Manager. The GOC secretary then will notify the organization president via e-mail to schedule a training session with the GOC vice president. If the organization is a club sport, approval by University Recreation also will be required.**

Step 6

Following the training session with the GOC vice president, the organization will complete the online registration process.

Step 7

When Steps 1-6 are completed, the ADSLL will notify the offices of University Facilities and Student Affairs of the organization's recognition.

Special Considerations for Club Sports

In addition to the registration procedures listed in this brochure and in the registration packet, groups wishing to receive club sport status must meet with University Recreation to obtain additional registration, liability waivers and risk management paperwork. Official recognition by both departments is required.

New Organization Checklist

The following forms are required to be returned to the Office of Student Life and Leadership for a new student organization to be approved and recognized by the University:

Please submit the following information to the Gocs Organization Council secretary in the office of Student Life and Leadership, Morgan University Center, room 211

- _____ Organization Approval Form
- _____ Petition for Recognition of a New Student Organization
- _____ Faculty/Staff Adviser Agreement Form
- _____ Constitution and Bylaws
- _____ Organization Officer Form
- _____ Interest Form *
- _____ Hazing Form
- _____ A copy of the organization's charter (if your organization is affiliated with a national organization.)

*(All new student organizations are required to have at least 10 new members to be considered as an organization.)