

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

Policy Number: 3:012	Supersedes Policy Number: 3:012
Date: October 23, 2003	Dated: June 1, 1991
Subject: Student Organizations	
Initiating Authority: Vice President for Student Affairs	TBR Policy/Guideline Reference: 3:01:01:00
Approved:  President: signature on file	

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, 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 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, sexual orientation 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. See "Code of Student Conduct," "Disciplinary Offenses" information about hazing, 2 (b).

Hazing activity that 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 and guests of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization. Such actions must not be in violation of the "Code of Student Conduct."
  - (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 Code of Student Conduct as outlined in the Austin Peay State University Student Handbook.
  - (8) Student organizations are required to abide by the terms and conditions of the APSU printed "Expectations and Guidelines for Student Organizations." Such expectations and guidelines shall be distributed to each organization at the time of registration for each new organization, or during re-registration for each existing organization, or at the beginning of the academic year during required meetings for student organization Presidents and Advisors. Failure to comply with these stated "Expectations and Guidelines" may result in the initiation of disciplinary proceedings against the organization.
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) The University may grant temporary registration to a student group that functions as a student organization for a limited period of time, e.g., intramural teams.
- (7) 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 that is misleading and similar to the name, of a currently registered organization.
- (8) 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 that may be obtained from the Office of Student Life and Leadership.

- (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, student ID numbers and signatures of the charter members of the organization.
  - (d) The names of the faculty adviser and/or the administrative officer(s) of the University who shall sponsor the organization.
  - (e) A statement of assurance of compliance by the organization that it shall 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 shall 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 the Director of Student Life and Leadership who reviews the information and makes a recommendation concerning the proposed organization. Recommendations regarding registration of a proposed organization shall 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 meeting for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organization.
  - (4) To become officially registered as a temporary student organization, a group must meet the following criteria 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 Office of Student Life and Leadership.
- (b) A statement which must clearly contain the following: the name, purpose, proposed activities, and rules of membership of the student group, the members, the proposed nature and frequency of meetings and activities, and the financial plans of the group, including any proposed fees, dues and assessments as well as the provisions for disbursement of funds upon dissolution of the group.
- (c) The names, social security numbers and signatures of the members of the group.
- (d) The names of the faculty advisor and/or the administrative officer(s) of the University who shall sponsor the group.
- (e) A statement of assurance that the group shall 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 when the group ceases to exist. Absent such a statement, the funds shall be transferred to the Student Government Association after one (1) year.

## 5. Nature and Conditions of Registration

- (1) Registration of a student organization for other than a temporary period shall 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;
- (f) it must have submitted all required financial reports to the institution.
- (g) it must submit a report concerning its programs and activities during the preceding year.

## 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. Temporary Revocation of Registration

- (1) An organization may have its registration as a student organization temporarily revoked for failure to comply with University policies and/or procedures. The Office of Student Life and Leadership will monitor student organization compliance.
- (2) An organization placed under temporary revocation of registration may not use; the APSU name; use the name of the organization; solicit funds from the APSU Student Government Association via the Student Allocations Committee; use APSU facilities and/or equipment; advertise on the APSU campus; operate and function as an organization, including holding of meetings; and sponsor any activities or events.
- (3) Organizations not in compliance who fail to submit necessary re-registration documents shall be sent a compliance letter notifying the organization that it has failed to meet re-registration requirements and must do so by a specified date to avoid temporary revocation of registration. Organizations that fail to comply with the compliance letter shall be placed on temporary revocation of registration. If an organization

is in temporary revocation for an academic year it shall be required to complete the process outlined for new student organizations in order to be reinstated. An organization in revocation for a shorter period of time may only be required to complete outstanding re-registration paperwork.

- (4) Organizations not in compliance with any aspect of this policy will be required to comply with the provisions outlined in the compliance letter within a specified period to avoid temporary revocation of registration or other sanctions.

## 8. Reprimand, Probation, Restriction, Suspension, and Withdrawal of Registration

- (1) An organization may be given a reprimand or be placed on probation, restriction, be suspended, or registration may be withdrawn as outlined in APSU Code of Student 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
- (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) An organization under restriction may lose its University privileges for a specified period of time.
- (4) An organization which is placed under suspension may not use; the APSU name; use the name of the organization; solicit funds from the APSU Student Government Association via the Student Allocations Committee; use APSU facilities and/or equipment; advertise on the APSU campus; operate and function as an organization, including holding of meetings; and sponsor any activities or events.
- (5) Where registration of an organization is withdrawn, it shall cease to exist as an organization.

- (6) 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 Code of Student Conduct.
8. Officers of Student Organizations
  - (1) Students shall maintain a cumulative grade point average of 2.5 with the University in order to be eligible to be selected or serve as an officer of a student organization.
  - (2) Under certain circumstances, a student may be removed from office as a result of disciplinary action under the Code of Student 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) Organizations shall submit a projected budget annually to the Office of Student Life and Leadership.
  - (3) Organizations shall submit a financial statement annually to the Office of Student Life and Leadership.
  - (4) 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, and the submission of the projected budget and financial statements.
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) All organizations shall be required to reserve University facilities and equipment through the Morgan University Center (Reference APSU Policy 3:001).

- (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 Office of Student Life and Leadership.
- (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.

**ALL FORMS FOR THE IMPLEMENTATION OF THIS POLICY SHALL BE AVAILABLE ON-LINE AT <http://www.apsu.edu/activities/index.htm> AND IN THE OFFICE OF STUDENT LIFE & LEADERSHIP, WHICH SHALL BE RESPONSIBLE FOR ANY REVISIONS NEEDED, ON AN ANNUAL BASIS. "EXPECTATIONS AND GUIDELINES FOR STUDENT ORGANIZATIONS" SHALL BE PRINTED ON AN ANNUAL BASIS AND DISTRIBUTED TO EACH REGISTERED STUDENT ORGANIZATION.**