

# **New Student Organization Registration**

**Office of Student Life and Leadership  
University Center, Suite 211  
221-7431  
<http://www.apsu.edu/sll>**



Austin Peay State University, a Tennessee Board of Regents institution, is an equal opportunity employer committed to the education of a nonracially identifiable student body. AP#:

**Thank you for your interest in starting a new student organization at Austin Peay State University. All steps are located in the brochure “How to Start a New Student Organization” available online at <http://www.apsu.edu/sll/>.**

## **NEW STUDENT ORGANIZATION RECOGNITION PACKET**

*Please submit the following information to the Student Organization Council Vice President in the office of Student Life and Leadership, room 211 of the University Center.*

- \_\_\_\_\_ 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.)

## ORGANIZATION APPROVAL FORM

The \_\_\_\_\_, in order to achieve and maintain registered status at Austin Peay State University, will comply with all rules, regulations, policies and procedures of the Tennessee Board of Regents and this institution, in addition to all federal and state laws and regulations.

The \_\_\_\_\_, realizes that failure to comply with or violation of any of the above listings may result in the withdrawal of registration by Austin Peay State University.

\_\_\_\_\_  
Signature of chief officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of faculty adviser

\_\_\_\_\_  
Date

Date approval: \_\_\_\_\_

\_\_\_\_\_  
Student Organization Council Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student Life and Leadership

\_\_\_\_\_  
Date

## **PETITION FOR RECOGNITION OF A NEW STUDENT ORGANIZATION**

This form assures the Student Organization Council that you:

- a. have researched similar organizations, or
- b. are reorganizing a previously recognized organization

*Please type or print legibly.*

Official Name of Organization: \_\_\_\_\_

Date of Petition: \_\_\_\_\_

Membership Requirements

Explanation of Purpose

Source of Income

Meetings: \_\_\_\_\_

Signature of the Director of Student Life and Leadership:

X \_\_\_\_\_

Date: \_\_\_\_\_

## Faculty/Staff Adviser Agreement Form

All student organizations must have an on-campus adviser.

The following criteria must be met to be a faculty/staff adviser to a student organization:

1. The adviser must be a full-time faculty/staff member at APSU.
2. The adviser to each organization is to take an active role in the organization.
3. The adviser agrees to meet with University officials in regards to the organization when necessary.

I have read and understand the APSU Policy on Student Organizations 3:012 based on the TBR Policy 3:01:01 pertaining to registered student organizations and advisers and affirm that the information contained on the attached registration form is true and correct to the best of my knowledge.

**Student organization name:** \_\_\_\_\_

**Adviser's name:** \_\_\_\_\_

**Adviser's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Adviser's campus box:** \_\_\_\_\_

**Adviser's on-campus phone:** \_\_\_\_\_

**Adviser's department:** \_\_\_\_\_

**Adviser's title:** \_\_\_\_\_

**Adviser's e-mail address:** \_\_\_\_\_

## **NEW STUDENT ORGANIZATION PETITION**

**DATE COMPLETED:** \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ORGANIZATION AP P.O. Box \_\_\_\_\_ OR SLL Box \_\_\_\_\_

*(All organizations are given a box in Student Life and Leadership free of charge and are responsible for checking this box. Organizations may choose to pay for an additional mailbox in the APSU Post Office.)*

ORGANIZATION E-MAIL ADDRESS \_\_\_\_\_

ORGANIZATION WEB ADDRESS \_\_\_\_\_

<u>Officer Title</u>	<u>Student Name</u>	<u>Phone Number</u>	<u>E-Mail Address (APSU email only)</u>
<b>President</b>			
<b>Vice president</b>			
<b>Secretary</b>			
<b>Treasurer</b>			

**\*Only APSU e-mail addresses are acceptable\***

**ON-CAMPUS ADVISER NAME** \_\_\_\_\_ **APSU PO BOX** \_\_\_\_\_

**OFFICE/DEPT** \_\_\_\_\_ **PHONE#** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**OFF-CAMPUS ADVISER NAME\*** (if applicable) \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE#** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

I, the president of \_\_\_\_\_, understand that my grade point average information may be verified by the Office of Student Life and Leadership at Austin Peay State University to insure our compliance with Policy 3:012 "Student Organizations," which states that student organization presidents must have a 2.5 cumulative GPA to hold office.

**President:** \_\_\_\_\_

**Vice president:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

**NATIONAL HEADQUARTERS CONTACT INFORMATION:**

CONTACT NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

HEADQUARTERS ADDRESS: \_\_\_\_\_

PHONE#: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**\*Any organization associated with a local or national organization MUST provide information for an off-campus adviser or contact. National fraternities and sororities MUST provide national headquarters information as well.\***

## INTEREST FORM

*New organizations must list at least 10 interested students. All interested students must be currently-enrolled APSU students.  
(Please attach additional sheets in necessary)*

NAME	SIGNATURE	A #
1		
2		
3		
4		
5		
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9		
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14		
15		
16		
17		

Names of members are compiled for possible use within the University (i.e., statistical research). If your organization does not want the names of non-officer members released for functions other than those deemed essential by APSU, please check here \_\_\_\_\_.

## ANTI-HAZING STATEMENT

*The below statement must be signed by the organization executive board and adviser at the beginning of each academic year as part of the organization re-registration process and when the organization first applies for recognition from the Office of Student Life and Leadership.*

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 (2005))

The Office of Student Life and Leadership 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 reprimand to expulsion.

**We, the officers of \_\_\_\_\_, have read and understand the Anti-Hazing statement above.**

**President:** \_\_\_\_\_

**Vice president:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

**APSU Adviser:** \_\_\_\_\_

## Student Organization Procedures

### **A. 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 registered by the University. Organizations which may be registered to operate on campus include the following:

1. Honors and leadership organizations and recognition societies.
2. Departmental organizations and professional fraternities and sororities.
3. Social fraternities and sororities.
4. Special interest groups (political, religion, athletic, etc.).

Registration of a student organization by the University shall neither constitute nor be construed as approval or endorsement by the University of the purposes or objectives of the organization.

### **B. General Policies on Student Organizations**

1. No student organization may carry on any activity on the campus unless the organization has been 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 by such organizations.

3. No student organization shall deny membership to any person on the basis of age, race, sex, religion, handicap, sexual orientation, veteran status 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. (See statement on hazing in this packet.)

5. Student organizations shall be vicariously responsible and liable for the conduct and actions of each member of the organization AND FOR THEIR GUESTS 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. No lease or other agreement affecting real property for a period in excess of one year or for rental in excess of \$12,000 per year shall be entered into between the University and an organization without the approval of the chancellor of the Board of Regents or his/her designee.

7. No person, group or organization may use the name of the University in any manner, provided that 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 or his/her designee.

8. 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 Risk Management Guidelines for student organizations.

### **C. Sanctions Against Student Organizations**

Any registered student organization may be given a reprimand, may be placed on probation, suspension, restriction or may have its registration withdrawn by the Dean of Students, or by any Student Affairs administrator appointed by the Vice President for Student Affairs. Such actions may be taken after having a hearing conducted in accordance with the procedures outlined in this document for disciplinary procedures. In the case of Withdrawal of Registration of an organization, the procedures to be used will be the contested case provisions of the Tennessee Uniform Administrative Procedures Act, unless those provisions have been waived in writing by an authorized representative of the student organization. Such action may be taken for any one of the following reasons:

1. The organization fails to maintain compliance with the initial requirements for registration.
2. The organization ceases to operate as an active organization.
3. The organization requests withdrawal.
4. The organization operated or engaged in any activity in violation of the rules and regulations of the University, of any governing body of federal or state laws.

## SAMPLE CONSTITUTION OR BYLAWS FOR STUDENT ORGANIZATION REGISTRATION

Registered student organizations at Austin Peay State University are required to have an approved constitution and by-laws. The information below includes the minimal information needed for approval by the Office of Student Life and Leadership; see the staff for assistance and more detailed information. Clarifying the minimal information listed below in a constitution and by-laws will allow officers to have a clear guide to their functions. Governing documents can also be used to clarify the goals, mission and original intent of the organization. A constitution should provide information to current (and future) members and officers of your organization concerning how the organization is to function. All organizations are different and unique, and the constitution should reflect this. Governing documents should be reviewed with outgoing and incoming officers each year or as changes occur within the organization. Revisions to documents should be carefully considered and approved as indicated in the document. When changes are made, a copy of the revised document must be filed with the Office of Student Life and Leadership.

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### Name of Organization (Date)

#### ARTICLE 1-Name

The name of this organization shall be....

*NOTE: Because student organizations are not a legal entity of the University, the NAME of any student organization CANNOT contain Austin Peay State University, APSU, AP, Governors, Govs, etc. Also, do not abbreviate your organization's name.*

#### ARTICLE 2-Purpose

Section 1. The purpose of this organization shall be to.....

#### ARTICLE 3-Membership Requirements

- Section 1. Membership is limited to currently-enrolled APSU students or current faculty and staff.
- Section 2. Provision stating that no member shall be denied membership on the basis of age, race, sex, sexual orientation, religion, disability or national origin. National social fraternities and sororities may have gender-restricted membership.
- Section 3. Eligibility requirements of New Members  
*Include processes potential members complete to become a member, i.e., application form, dues, attendance at meetings, etc.*
- Section 4. Expulsion of Members  
*Include specifics...AND a member may only be expelled from and organization if a majority (50% +1) of the membership votes for his/her expulsion. Be sure to include a process for appealing expulsions.*
- Section 5. Types of Membership  
*Include this section if the organization has more than one level of membership, i.e., active, alumni, faculty/staff, honorary, etc. Describe each level/type.*

#### ARTICLE IV-Officers

- Section 1. Officers  
This organization shall have \_\_\_\_\_ (#) officers: these officers are:  
*NOTE: Faculty, Staff and Alumni MAY NOT BE OFFICERS.*
- Section 2. Qualifications of Officers

*Include specific requirements a person must meet to hold each office listed above. Tennessee Board of Regents requires that all officers have a 2.5 cumulative grade point average.*

- Section 3. Terms of Office  
*Indicate how long the term of office is and possibly when it begins.*
- Section 4. Duties of Officers  
*Be specific. Include duties for each officer listed above.*
- Section 5. Provisions for Removal of Officers. Also, be sure spell out how to fill vacancies that arise due to officer removal or resignation.
- Section 6. Legitimate transfer of power.

#### **ARTICLE V- Elections**

- Section 1. Election of Officer shall be held....(when)?
- Section 2. Who may vote? How? Include rules of proxy votes, etc.
- Section 3. Notice of elections or appointments.

#### **ARTICLE VI-Meetings**

- Section 1. Regular meetings of the organization shall be held...
- Section 2. Special meetings may be called by.....  
*Indicate who may call special meetings, include the process of requesting special meetings and how the membership will be notified.*
- Section 3. A quorum shall consist of...  
*Indicate how many members must be present at a regular or special meeting for business to be conducted and voting to be official. Quorum may be based on the number of official "dues paying" members or simply those in attendance at each meeting depending on how formal you organization is.*

#### **ARTICLE VII-Advisor(s)**

- Section 1. The advisor of this organization shall be a full-time faculty or staff member at APSU. *(You may also indicate a specific department if desired.). Additional information may include method of selecting the advisor(s) and the duties and role of the advisor(s).*

#### **ARTICLE VIII-Committees**

If your organization has standing committees, indicate what the committees are, how the members and chairperson are selected and the purpose of each committee.

#### **ARTICLE IX- Dues**

This section is necessary whether OR NOT the organization has dues. Include amount of dues, for what time period, and whether or not dues are local, regional, and/or national.

#### **ARTICLE X- Handling of Funds**

- Section 1. The organization's accounts will be managed primarily by the Treasurer/financial officer.
- Section 2. All monies collected on campus MUST BE DEPOSITED into the organization's account in a timely manner.
- Section 3. What happens to the organization's money if the group dissolves?

#### **ARTICLE XI-Amendments and Revisions**

- Section 1. Amendments (additions) and Revisions (changes)  
*Indicate how and when this document will be reviewed by members/officers.*
- Section 2. What percentage of members are required to approve changes.

*Usually 2/3 or 3/4 of the total membership is needed to approve such changes with the membership receiving advance notice of the vote.*

Section 3. Which officer/member is responsible for initiating the creation and distribution of the new/changed document?

**The Office of Student life and Leadership should receive a copy of the revised document. This constitution was approved as printed above \_\_\_\_\_ (date).**

**By-Laws of \_\_\_\_\_ (Name of your group)**

**Article I: Membership**

- Section 1: The procedure for selection of membership...
- Section 2: Dues for this organization shall be... (Indicate amount, if any, and how often they are paid)
- Section 3: Membership responsibilities shall include...
- Section 4: Membership shall be terminated by...

**Article II: Selection of Officers**

- Section 1 The selection of officers shall be done by... (Clearly state election rules and voting procedures, eligibility for each office, and when the elections take place during the academic year)
- Section 2: The provisions for removal of an officer include...

**Article III: Selection of Advisor**

- Section 1 The selection of the advisor shall be done by...
- Section 2: The provisions for removal of an advisor include...

**Article IV: Committees**

- Section 1: All permanent committees shall be formed by... (Clearly list each committee and the function and specific duties of each)
- Section 2: All ad-hoc committees shall be formed by... (Clearly list each committee and the function and specific duties of each)

**Article V: Rules of Order**

- Section 1: This organization shall be governed by... (Specify source of parliamentary procedure for your organization. Most groups use "Robert's Rules of Order" in cases when it is applicable and consistent with the organizations constitution and by-laws.)

**Article VI: Amendment**

- Section 1: These by-laws may be amended by a vote of ... (Should be similar to constitution, but tend to be easier to amend. Example: simple majority vote, 2/3 vote, etc.)