



Student Life & Engagement

2025-2026 Governors' Guide for Student Organizations

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Article 1: Purpose of Governors' Guide

Student organizations at Austin Peay State University (APSU) are expected to uphold a shared commitment to responsible conduct, personal accountability, and the safety and well-being of all members and guests. The Governors' Guide for Student Organizations and the guidelines and procedures herein apply to all registered student organizations and their members, including officers, general members, and affiliated individuals.

The purpose of these guidelines is to promote behavior that reflects positively on student leaders, individual organizations, and the broader APSU community. Student organizations contribute to a vibrant, inclusive, and values-driven campus environment by fostering a culture of safety, respect, and responsibility.

These guidelines are separate from but complement the APSU Student Code of Conduct and all other university policies and procedures. All student organization members must comply with these guidelines, the Student Code of Conduct, other applicable university regulations, and all relevant federal, state, and local laws. In the case of conflicting standards, the more restrictive requirement will take precedence.

It is understood that no set of procedures can address every potential situation. When these guidelines do not specifically cover a given scenario, student organizations are expected to act in the spirit of responsible leadership, sound judgment, and adherence to the principles outlined herein.

Article 2: About Student Life & Engagement

Section 1: Mission Statement

Student Life and Engagement's mission is to foster a vibrant and inclusive campus community that empowers students to thrive academically, socially, and personally through engaging programs, supportive services, and transformative experiences.

Section 2: Vision Statement

Student Life and Engagement's vision is to be a leading institution in student life, where every student feels valued, connected, and inspired to make a positive impact and achieve their goals.

Section 3: Core Values

Engagement: Fostering a vibrant campus community where students can connect and participate in meaningful experiences.

Collaboration: Working collaboratively with faculty, staff, and community partners to support student success.

Transformational: Inspiring and empowering students to reach their full potential through innovative programs, supportive services, and transformative experiences.

Student-centered: Prioritizing and advocating for all APSU students' needs, interests, and well-being.

Section 4: What We Do

Student Life and Engagement provides countless opportunities 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 participate in major campus events, including the Engagement Expo, First Fridays, Homecoming, Ziegler Leadership Forum, and the

Wyatt Award. More information about these opportunities can be found throughout the year on Govs Connect.

Section 5: Contact Information

211 Morgan University Center

931.221.7431

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

www.apsu.edu/student-life

sle@apsu.edu

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

Article 3: Recognized Student Organizations

Section 1: 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 active registered student organizations are affiliate groups of Austin Peay State University.

Section 2: 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.

Section 3: Types of Student Organizations

Organizations will fall under one of the following categories:

- A. Governing Councils:** Governing councils, including but not limited to the Govs Programming Council, Student Government Association, Student Organization Council, and Greek Governing Councils, provide oversight, leadership, and advocacy for student organizations. These councils are crucial in policy implementation, event planning, funding allocation, and ensuring organizations adhere to university guidelines.

Governing councils are also considered student organizations and must fulfill all registration, training, and compliance requirements set by Student Life and Engagement. Organizations affiliated with a governing council are encouraged to actively participate in council initiatives to enhance collaboration and campus engagement.

- B. Social Greek Organizations:** Social Greek Organizations are fraternities and sororities that are recognized student organizations that primarily focus on fostering brotherhood/sisterhood, leadership, service, scholarship, and community engagement. These organizations are affiliated with one of the university's Greek governing councils and operate under university guidelines and inter/national organization policies. Social Greek Organizations are student

organizations and must fulfill all registration, training, and compliance requirements set by Student Life and Engagement.

- C. Registered Student Organizations:** Registered Student Organizations are fully recognized student groups actively participating in the university's student engagement framework. These organizations must have executive boards, complete annual registration, and are eligible to receive funding and support from the university. Opt-in organizations can host events, fundraisers, and other programming on campus.
- D. Sports Clubs:** Sports Clubs are student-led recreational or competitive teams that promote physical activity, skill development, and teamwork. These clubs may engage in intercollegiate competition, scrimmages, or instructional practice and often represent the university in regional or national sports club leagues. Sports Clubs are student organizations and must fulfill all registration, training, and compliance requirements set by Student Life and Engagement and any additional requirements set forth by University Recreation.
- E. Opt-Out Honor Societies:** Opt-Out organizations are limited to honor societies and other academically focused groups that do not operate as traditional student organizations. These organizations are not eligible for university funding and exist primarily to recognize student achievements in specific academic disciplines. Opt-out organizations may hold induction ceremonies or recognition events, but do not actively engage in campus programming.

Article 4: Expectations of Student Organizations

Section 1: Re-Registration Process

Each fall, 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. Additionally, organizations will be required to review and update their organization information on Govs Connect in the spring. If it is determined that an organization is ineligible for registration, 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 Govs Connect and have its President and Vice President attend the required training. Dates, links, and deadlines will be communicated by email to organization presidents and advisors. Dates, links, and deadlines will be posted on Govs Connect. Failure to re-register your organization will result in the organization being frozen until re-registration is completed on Govs Connect and both the President and Vice President attend a training. If an organization does not regain active status after one semester, the organization will become inactive.

Section 2: Membership of Student Organizations

Membership in registered student organizations must be open to all persons without regard to race, color, religion, creed, national origin, sex, disability, age, status as a protected veteran, genetic information, or any other legally protected class. Title IX of the Educational Amendment of 1972 exempts fraternities and sororities from requiring membership in their groups to be open to all persons regardless of sex. Policy number/TCA

Membership should be composed only of currently enrolled students. Only currently enrolled APSU students may hold office, apply for funding, apply for recognition of a new organization, or be responsible for any activity.

Section 3: Constitution Requirements

All recognized student organizations at Austin Peay State University are required to maintain a current constitution that outlines the organization's structure, purpose, and operating procedures. The constitution must be reviewed and updated at least once per academic year during the re-registration process and submitted to the Student Organization Council (SOC) through Govs Connect. Any amendments or revisions must also be provided to SOC at the time they are adopted.

Organizations must use the APSU Sample Constitution for Student Organizations as a template when drafting or revising their constitution. The sample contains required language, indicated within the document, which must remain word-for-word in all submitted constitutions. Additional sections may be customized to meet the needs of the organization but must not conflict with university policy, state or federal law, or SOC guidelines.

Article 5: Organization Status

Section 1: Active Status

Once your organization has completed the required registration process, attended training, and the president and advisor have 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 allows your group to utilize university services and facilities.

Section 2: Frozen Status

A student organization may be frozen at any time. A frozen group loses all university privileges until reactivation procedures are completed. The Office of Student Life and Engagement governs the termination of an organization.

Freezing of a student organization may occur for the following reasons (non-exclusive list):

- Failure to attend the required annual training(s)
- Failure to complete the organization's re-registration annually
- Failure to submit post-semester reports
- Failure for the president and advisor to sign the Anti-Hazing Statement annually
- 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 eight active members
- Opt-out organizations are exempt
- Greek organizations overseen by Student Life & Engagement should meet with their FSA liaison to discuss exemption.
- Evidence of non-APSU membership
- Failure to adhere to the organization's constitution and/or bylaws
- Outstanding debts
- By a voluntary decision of the organization's leadership

Section 3: Inactive Status

A student organization is considered inactive when it fails to meet the requirements for active status or has not engaged in university activities. Inactive organizations lose all privileges, including access to university resources, funding, and event hosting. Organizations that are inactive for less than three years must work with the Student Organization Council to become active. Organizations that are inactive for three years or more must complete the requirements of a new organization to become active. Additionally,
Updated on: September 22, 2025

any organization that has been inactive for three or more years and has an agency account will have any funds turned over to the Student Organization Council.

Organizations may become inactive due to, but are not limited to:

- Failure to meet re-registration or training requirements
- Lack of student leadership or members (fewer than eight active members)
 - Opt-out organizations are exempt
 - Greek organizations overseen by Student Life & Engagement should meet with their FSA liaison to discuss exemption.
- Voluntary dissolution by organization leadership
- Extended inactivity with no events or engagement
- Greek organizations that are not meeting the foundations under the Greek Pillars of Excellence.
- Greek organizations not participating in the Greek Pillars of Excellence
- Any violation of university policies, guidelines, procedures, or local, state, or federal law by any organization or members acting in a manner consistent with organizational goals and/or philosophies.
- Outstanding debts

Section 4: Reactivating an Inactive Organization

Organizations that are inactive for less than three years must work with the Student Organization Council to become active. Organizations that are inactive for three years or more must complete the requirements of a new organization to become active.

Section 5: National/International Organizations

Organizations affiliated with national/international organizations must meet the requirements and get approval from the institution and the national/international organization.

Article 6: Benefits and Privileges of Student Organizations

Section 1: Benefits and Privileges

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 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 Govs Connect.
- 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 student organization and leader awards

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

Section 2: Organization Post Office Boxes

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.

Article 7: Resources for Student Organizations

Section 1: Resource Room

Recognized student organizations may use the Student Life and Engagement Resource Room for organizational purposes ONLY. Please adhere to the following guidelines to maintain organizational privileges.

- Hours of operation are Monday-Friday, 8:30 a.m.-4:00 p.m. Please ensure 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 the 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.

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 a student ID at the time of checkout. Items must be returned to SLE within 24 hours of the conclusion of the event. Student Organization will assume the replacement cost of damaged or lost items. SLE may add additional items throughout the year.

For a list of items available for check out, please contact the SLE office at 931-221-7431 or sle@apsu.edu.

Section 2: Limited Quantity Services

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 the 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.

Article 8: 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.

Section 1: Steps to Create a New Student 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 the remainder of the semester to complete the remaining steps.
2. Find seven other currently enrolled students who are interested in starting the organization. Membership in registered student organizations must be open to all persons without regard to race, color, religion, creed, national origin, sex, disability, age, status as a protected veteran, genetic information, or any other legally protected class.
3. Find a full-time APSU faculty or staff member willing to serve as your Advisor.
4. Encourage four students willing to take on a leadership role in the organization. This is a good experience and looks great on your resume. All organizations must have a President, Vice President, Treasurer, and Secretary. Organization Presidents must maintain a 2.5 cumulative GPA. As a student starting the organization, you can serve in an officer position, but you are not required to.
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 Govs Connect Documents).
6. Complete a New Student Organization Registration on Govs Connect.
7. The SOC VP will contact you with any corrections that may need to be made to your information or constitution, and will notify you of approval status.
8. Complete the mandatory Officer Training. Officer training will cover our policies, procedures, resources, and Govs Connect.

Section 2: Hosting Informational Events During Process

To assist students in their efforts to advertise, plan, and organize a new student organization, students may use University Facilities. Please meet with the SOC President to discuss reserving a table or room for interest meetings. Once a student organization becomes active, SOC can no longer reserve spaces on the organization's behalf.

Article 9: Governing Councils and Organization Governance

Section 1: 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.

Section 2: Student Organization Council

The Student Organization Council (SOC) is the governing body for student organizations. It is responsible for the recognition process, funding allocation, and training student organizations on changes in policies or procedures. Student organizations elect the SOC President, while the rest of the executive board is chosen via an application process. The executive board holds weekly meetings. Organizations are welcome to attend and provide feedback regarding the 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.

Section 3: Student Life and Engagement Oversight

The Department of Student Life and Engagement, to include the Office of Fraternity & Sorority Affairs, 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 vital information may come directly from the Department of Student Life and Engagement office staff or the Division of Student Affairs.

Article 10: Organization Advisors

Section 1: Faculty/Staff Advisor

Student organizations are required to have an Advisor who is a faculty or full-time staff member of Austin Peay State University. Organizations are permitted to have more than one advisor but must provide one to serve as the primary contact for the Office of Student Life & Engagement. Each advisor approaches their 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 the organization's activities, the members, and the students in officer or leadership positions. The advisor assumes responsibility for advising officers and members of the organization on the appropriateness of activities and ensures that the following policies and procedures are followed.

A. Term of Office

An Advisor position is not a permanent one. Advisors should assume they would be in their role for one academic year, unless asked to serve again by the organization. The organization officers and the Advisor are responsible for discussing continued service each year. Should an advisor decide to leave their position mid-year, they are expected to 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.

B. Responsibilities of the Faculty/Staff 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 Govs Connect.
- Advisors are expected to attend any and all mandatory trainings. Training dates will be communicated to the advisor ahead of time.

C. Responsibilities of the Organizations to the Faculty/Staff 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 organizational 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 on 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 dissatisfaction. If these cannot be resolved, the Office of Student Life and Engagement can be asked to mediate.

Section 2: Off-campus Advisors

While all registered student organizations at Austin Peay State University are required to have a faculty or full-time staff member serve as their official advisor, some organizations—particularly those affiliated with religious institutions, national associations, or professional societies—may also work closely with an off-campus advisor. These individuals often serve as spiritual leaders, alumni mentors, national liaisons, or content experts who provide additional guidance and support. Off-campus advisors can be valuable resources, particularly in offering organizational continuity, professional insight, or mission-based mentorship.

Off-campus advisors do not replace the required APSU faculty or staff advisor and are not recognized as official university representatives for the purposes of registration, compliance, or institutional communication. However, organizations are encouraged to inform the Office of Student Life and Engagement (SLE) of all individuals serving in advisory roles, including off-campus advisors. Organizations must submit contact information for all advisors so that the university can ensure appropriate communication and support.

Off-campus advisors are expected to support their affiliated student organization in alignment with university expectations and to encourage responsible and ethical behavior. While their role may vary depending on their relationship with the organization, off-campus advisors should maintain awareness of the group's activities and ensure that their involvement promotes a safe, inclusive, and compliant environment. All advisors—on-campus and off-campus—share responsibility for helping student organizations operate in accordance with APSU policies, procedures, and applicable laws.

Off-campus advisors have a duty to report any concerns regarding potential violations of university policies, organizational procedures, or local, state, or federal laws to the Office of Student Life and Engagement. They are encouraged to communicate regularly with the faculty/staff advisor to ensure coordinated support and compliance oversight. While off-campus advisors may attend events or provide specialized guidance, they should not make administrative decisions, sign official university forms, or act on behalf of the organization in matters requiring university approval.

Student organizations are responsible for ensuring their off-campus advisors understand the expectations associated with their role and the limitations of their authority. SLE is available to provide guidance or clarification as needed to support the effective collaboration between student leaders and their advisory teams.

Section 3: Interim Advisor Assignment

If a student organization does not secure a faculty or full-time staff member to serve as its advisor, a Student Life & Engagement (SLE) staff member may be temporarily assigned to fulfill the advisor role. This interim assignment is intended as a short-term measure to ensure that the organization remains in compliance with university requirements and can continue its operations.

- **Length of Assignment:** An SLE staff member will serve as the organization's advisor for a maximum of one semester.
- **Transition Requirement:** During this period, the organization is expected to actively recruit and confirm a qualified faculty or staff advisor.
- **Formal Agreement:** If the SLE staff member wishes to continue beyond the interim period, they must agree to serve formally as the organization's designated faculty/staff advisor.
- **Responsibility of Organization:** It is the responsibility of the organization's officers to identify and secure a permanent faculty/staff advisor before the conclusion of the interim semester. Failure to do so may result in the organization being placed on frozen status until compliance is achieved.

Article 11: Organization Officers

Section 1: 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 to remain in office. If a president falls below this GPA, they must work with a full-time SLE staff member to develop a plan to stay in office and improve academically.

Section 2: Officer Transitions

By prioritizing smooth officer transitions, student organizations can ensure their continued success and growth, empowering future generations of student leaders to make a positive impact on their organizations. Benefits of officer transitions can include:

- **Continuity:** Ensures a seamless transfer of knowledge, responsibilities, and resources between outgoing and incoming officers. This minimizes disruptions to organizational activities and operations.
- **Improved Efficiency:** Incoming officers can quickly understand their roles and responsibilities, allowing them to hit the ground running and maximize their impact.
- **Knowledge Preservation:** Prevents the loss of valuable institutional knowledge, organizational history, and best practices. This ensures the organization's continued success and growth.
- **Improved Communication:** Fosters better communication and collaboration between outgoing and incoming officers, promoting a sense of shared responsibility and accountability.
- **Increased Sustainability:** Smooth transitions contribute to the overall sustainability and longevity of the organization by ensuring a consistent level of leadership and effectiveness.

Article 12: Anti-Hazing

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)

TCA definition: (1) “Hazing” means any intentional or reckless act in this state on or off the property of any higher education institution by one (1) student acting alone or with others that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger the student's mental or physical health or safety. “Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

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 including but not limited to:

Physical

- paddling
- kidnapping
- 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
- road trips (involuntary excursions)
- spraying, painting or pelting with any substances
- burying in any substances
- requiring or compelling activities creating unnecessary work, duties, detention or any duties which impair or do not allow adequate time for study
- requiring or compelling the forced consumption of any liquid (including alcohol) or solid substance
- 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
- binding or restricting any person's arms or legs in any fashion that would prohibit that person's ability to move them
- requiring or suggesting prospective members or members obtain articles that are either illegal to obtain or possess (e.g., items for a scavenger hunt)

Psychological

- 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
- confinement in any room or compartment
- nudity at any time
- requiring or compelling exposure to uncomfortable elements
- verbal harassment
- requiring or compelling the wearing of apparel which is not in good taste
- depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum)
- 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
- carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier
- 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.

Article 13: Govs Connect

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. The engagement platform allows student organizations to post on the Community Wall to communicate with students, track attendance at events, message students, and more. We strongly encourage organizations to keep their pages up to date as possible for potential new members to get the best snapshot of their options for involvement.

One of the best marketing tools an organization can utilize is the event calendar on the platform. All campus-wide events must be posted in Govs Connect.

Article 14: Event Guidelines and Facility Requests

All on-campus events sponsored by recognized student organizations must be registered with the Office of University Facilities (MUC 207) and must be in the student engagement platform. Off-campus events that are open to other APSU students and/or the public should be listed in the student engagement platform.

Section 1: Facility Requests

All on-campus events hosted by recognized student organizations must be registered through the online room reservation system and listed on the engagement platform. The online room reservation system is managed by the Morgan University Center & Event Services office, located in MUC 207. Only organization presidents are authorized to submit reservation requests. A list is provided to the Morgan University Center & Event Services office at the start of each semester. Additional organization officers may be granted access at the discretion of the Morgan University Center & Event Services office, with verification from the SLE Coordinator of Leadership and Student Organizations.

Room requests are not considered officially reserved until you receive a confirmation email from the Morgan University Center & Event Services office approving or confirming your reservation. Registered student organizations can use campus spaces, available for booking, during established operating hours at no charge. However, fees may apply for events requiring equipment, setup, security, custodial services, or other resources. To avoid unexpected costs, consult with the Morgan University Center & Event Services staff before making your reservation. Requests submitted within 24 hours of the meeting time may not be approved. For events requiring special setup or staffing, please submit these requests at least two weeks in advance to allow adequate planning and arrangements.

Student organizations planning events in the Morgan University Center or Clement Auditorium must include a list of requested equipment and a detailed description of any necessary setup when submitting their online request form to the Morgan University Center & Event Services office. Events in other campus buildings may require additional work orders or approvals. For specific facility requirements, contact the Morgan University Center & Event Services office when submitting your request.

The Morgan University Center & Event Services office reserves the right to move groups to a room more suitable if the anticipated attendance increases or decreases.

Decorating within the Morgan University Center or Clement Auditorium must adhere to the following guidelines:

- No Adhesives on Walls or Furniture –Tape, staples, nails, or adhesives on walls, doors, tables, or chairs are not permitted. Thumbtacks may only be used on carpeted walls and bulletin boards. White sticky tack may be used on approved surfaces.
- No Glitter, Confetti, or Fog Machines – These items are not allowed due to cleanup and safety concerns.
- No Open Flame Candles – Use LED or battery-operated candles instead.
- Do Not Block Exits or Emergency Devices – Emergency exits, stairwells, fire alarm pulls, fire extinguishers, AEDs, and other emergency devices must remain visible and accessible at all times.
- Secure Hanging Decorations Properly – Use approved hooks or stands; do not hang anything from ceiling tiles, lights, or sprinkler heads.
- Clean Up All Decorations – All decorations must be taken down and removed immediately after the event to prevent additional charges.

Events and tabling reservations may be cancelled by University Facilities in alignment with campus closures.

Section 2: Events with Alcohol

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.

General Guidelines

- In order to host events with alcohol, organizations must first attend in-person training once per academic year and a follow up training the following semester (August-July) with a minimum of 75% of members in attendance prior to hosting any events with alcohol.
- Organizations must be active and have no judicial sanctions preventing the chapter to host an event.
- Organizations must comply with all APSU, organization, local, state, and federal guidelines, policies, and laws.
- There must be at least 1 sober monitor for every 15 attendees including organization members.
- One Lead Sober Monitor; must be part of the organization's executive board.
- New members should only be sober monitors as part of an equitable system and there should be a maximum of 50% sober monitors being new members for an event.
- The ratio to guests from members must not exceed 2 guests per member in attendance.
- Guests should be allowed to enter the event through 1 entrance.
- Professional security may be required by the University for your event.
- If your chapter is sponsoring an event with alcohol, your organization is responsible for the behavior of any guest, regardless of their organization affiliation.
- You must do something to prevent illegal or immoral behavior.
- If co-hosting an event, ALL organizations must adhere to all guidelines above and must have completed the required trainings.

Third-Party Vendor Events

Student organizations may host events involving alcohol in partnership with a licensed third-party vendor (e.g., a catering company or establishment with a liquor license). Third party vendors must be properly

licensed and insured. The following guidelines apply in addition to all other university, local, state, and federal laws:

- **Sober Monitors:** Even when alcohol service is provided by a third-party vendor, organizations are still required to designate and train sober monitors.
- **Guest Ratio:** For events with a third-party vendor, the guest-to-member ratio may not exceed **five guests per one member** in attendance.
- **Local Establishment Events:** If an organization hosts an event at a local establishment (e.g., restaurant, bar, or banquet venue) with professional security and licensed bartenders provided by the establishment, the guest ratio will be determined through an agreement between the organization and the establishment. This agreement should be documented and made available to SLE upon request.
- **Responsibility:** Regardless of the presence of a third-party vendor, organizations remain responsible for ensuring compliance with all university policies, guest ratios, and behavioral expectations of members and guests.

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

Section 3: 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 the facilities reservation system 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.

Section 4: 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 the facilities reservation system.

- 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 facilities reservation system.
- 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.

Section 5: 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 apccatering@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.

Section 6: Events with Contracts

Contracts are required for any of the following events/services if using institution funding. For example, speakers, workshop leaders, musicians, food trucks, etc. These cannot be paid with cash or a simple check. Students are not authorized by the University to negotiate contracts on behalf of the University.

If your organization wants to hold this type of event and is not using institutional funding, you are not required to have a contract; however, it is encouraged as it helps secure services. Using funds from your organization's Agency Account is not considered institutional funding. Below are helpful details to have prepared when negotiating contracts:

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

The following is 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 the 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.

Article 15: Security at Events

To ensure the safety and security of all attendees at large-scale campus events, this policy outlines the minimum security requirements based on event size, public accessibility, and perceived risk level.

Section 1: Policy

Definitions:

- **Large-Scale Event:** Any event anticipated to attract **500** or more attendees.
- **Public Event:** An event specifically marketed to the **general public**, including non-students and non-employees of the institution.
- **High-Risk Event:** An event that, due to its nature, location, or the presence of high-profile individuals, poses a significant security risk.

Security Requirements:

1. Event Assessment:

- a. A comprehensive security assessment should be conducted for all large-scale events, regardless of public accessibility.
- b. The assessment should consider factors such as:
 - i. Expected attendance
 - ii. Nature of the event (e.g., concert, conference, sporting event)
 - iii. Presence of high-profile individuals or dignitaries
 - iv. Potential for protests or demonstrations
 - v. Historical security incidents at similar events

2. Security Personnel:

- a. Minimum Staffing: For all large-scale events, a minimum number of trained security personnel should be deployed based on anticipated size:
 - i. 500-750: 2 security guards/campus safety/
 - ii. 750-1,250: 4 security guards
- b. Additional Staffing for High-Risk Events: High-risk events may require additional security personnel, such as law enforcement officers or private security contractors.
- c. Security Personnel Responsibilities: Security personnel should be responsible for:
 - i. Monitoring entrances and exits
 - ii. Controlling crowd flow
 - iii. Identifying and responding to potential threats
 - iv. Assisting attendees with questions or concerns
 - v. Coordinating with emergency services

3. Security Technology:

- a. Surveillance Systems: The use of surveillance cameras and other security technologies may be necessary, especially for high-risk events.
- b. Metal Detectors: Metal detectors may be deployed at entrances to large-scale public events.
- c. Bag Checkpoints: Bag checkpoints may be implemented to inspect bags for prohibited items.

4. Emergency Response Plan:

- a. A detailed emergency response plan should be developed for all large-scale events.
- b. The plan should include procedures for:
 - i. Evacuation
 - ii. Medical emergencies
 - iii. Active shooter situations
 - iv. Natural disasters
- c. The plan should be shared with all event staff and security personnel.

5. Coordination with Local Law Enforcement:

- a. For high-risk events, coordination with local law enforcement agencies is essential.
- b. Law enforcement may provide additional security personnel, conduct threat assessments, and assist with crowd control.

By implementing this policy, the institution can significantly enhance the safety and security of its large-scale events, providing peace of mind for attendees and staff alike.

Section 2: Security Staffing Matrix

Factors that may increase the staffing matrix (Applies to all events)	High Risk (Activity & Attendance)	Medium Risk (Activity & Attendance)	Low Risk (Activity & Attendance)	Factors that may decrease the staffing matrix (applies to all events)
<ul style="list-style-type: none"> • Requests for personal security for speakers, performers, or guests. • Patrons are to be searched at door. • Prior events of similar nature have evoked problems • Anticipation and evidence of protest, demonstrations, disruptions, etc. • Anticipation of large ticket sales at box office. • Anticipated traffic control/direction. • Advance notice of problem. • Outside agency costs to University/regional impact. • Outdoor event • Multiple events same day. • Timeliness of scheduling events. • Other risk factors as determined by Police Department • Alcohol service • Amplified sound. • Non-APSU affiliation • Bomb sweep requested. • Regional advertising. • DJ/Live Band 	<ul style="list-style-type: none"> • Dances (1000+) • Speakers (2000+) • Sporting Events (2000+) • Musical/ Staged performances (2000+) • Ceremonies (4000+) • Fairs/ Festivals (2000+) 	<ul style="list-style-type: none"> • Dances (201 – 999) • Speakers (1500 – 1999) • Sporting Events (500 – 1999) • Ceremonies (1000-3399) • Fairs/ Festivals (up to 1999) • Competition Events i.e. Pageants Step shows (600+) • Bon fire 	<ul style="list-style-type: none"> • Dances (Up to 200) • Speakers (up to 500) • Sports Events (up to 499) • Classical/Pops/Staged Performances (up to 600) • Ceremonies (up to 999) • Conferences (up to 2999) • Small Concerts (up to 600) • Receptions (up to 1000) • Awards programs (up to 1000) • Pageants (up to 600) 	<ul style="list-style-type: none"> • Poor ticket sales historically. • Competing event elsewhere will affect ticket sales and attendance. • Early release of staff may occur at the discretion of the police supervisor. • Age consideration of audience (e.g., Seniors and supervised children) • APSU affiliation of audience. • Local campus advertising only. • Bring on own staff/chaperones, school resource officers. • Daytime event • Availability of other officers
Must call Police for Assistance	On- Site Police required	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)	On-duty and/or augmenting Student Patrol members on-site	Must call Public Safety for exception

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.

Article 16: Funding for Organizations

Section 1: Event Funding

The Student Organization Council has funds to support campus-wide events sponsored by registered student organization. Finance committee guidelines, opportunities and deadlines are posted on the student engagement platform on the SOC page as well as Appendix A. 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.

Section 2: 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 a minimum of four weeks' notice of travel. Travel Funding Guidelines and application are found on the SOC Govs Connect page as well as Appendix B.

Section 3: Agency Accounts

Active student organizations are allowed to have an on campus account to hold their funds. For procedures and guidelines pertaining to Agency Accounts, please see Appendix C.

Section 4: 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's project, money should be used in strict accordance with the stated purpose and goal originally used to raise the funds.

Section 5: General Funding Provisions

A. Gambling

The use of poker tournaments and raffles are often desired as a form of fundraising activity for organizations.

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.

Article 17: General Guidelines

Section 1: Date Auctions

The office of Student Life and Engagement prohibits “date” auctions 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.

Section 2: Scavenger Hunts

Scavenger hunts have value, if properly conducted as educational experiences. Staff members and registered student organization (RSO) offices should adhere to the guidelines below. However, RSOs also need to ensure that activities of this nature are safe and useful for students who participate in them. Scavenger hunts must ensure positive experiences for the students involved, save resources, be safe, enhance participants’ learning, and cast Purdue University in a positive light.

Scavenger hunts that are not within these recommendations may violate University policies on hazing. RSOs whose parent organizations (i.e. national sorority or fraternity) ban or discourage scavenger hunts may not have them at all regardless of this policy/guidelines.

Scavenger hunts should:

- be written in advance
- be conducted at reasonable hours of the day
- be registered on as an event if conducted by a RSO
- encourage participants to collect useful knowledge/information about their organization/University
 - have no time limitation to determine a “winner”
- augment participants’ learning about their organization, field of study, educational enterprise, or the University
- encourage participants to work as a team to completed the objective
- provide a wrap-up period immediately post-event for discussion among participants

Scavenger hunts should not:

- be conducted between midnight-7:30am
- be a requirement for membership or initiation
- permit participants to collect items or property beyond a small number of brochures from a University of community agency
- permit participants to obtain signatures of any person
- be in the nature of a race against time or other teams
- permit participants to dress oddly or uniformly
- disturb the peace or peaceful enjoyment of students, staff, or community residents
- permit participants to trespass
- permit any person to travel alone after dark
- permit participants to place themselves at risk
- involve alcohol or any controlled substance
- interrupt the normal, daily business of any office

Section 3: Liability & Waivers

Organizations hosting events or activities through Austin Peay State University should be aware that APSU does not assume responsibility for bodily injury or death arising from participation in voluntary activities, including but not limited to athletics, recreation, or off-campus group outings

To help mitigate risk, organizations may need to have participants sign liability release or waiver forms. APSU's Legal Affairs office provides guidance and sample forms, and emphasizes that:

- Each participant should execute an appropriate form before participating in the activity.
- Original signed waivers must be retained according to the University's record retention schedule.

Waivers are particularly advisable when organizing activities beyond routine educational settings (travel, intramurals, adventure programs, etc.), or where minors are involved.

If you're wondering whether your event requires a waiver or needs access to sample forms, visit APSU's releases & waivers page:

<https://www.apsu.edu/legal-affairs/releases-waivers.php>

Section 4: Showing Films

Event sponsors wishing to show any portion of a film or video on campus or in other public places will be required to have proper licensing from a licensing agency (e.g., Swank). 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 publically 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: <http://www.swank.com/college/copyright.html>
www.criterionpicusa.com and/or www.swank.com

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

Section 5: 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.

Section 6: Working with Minors

All student organizations at Austin Peay State University are required to comply with APSU Policy 2:039 – Minors on Campus. This includes adhering to all guidelines for hosting events or activities involving individuals under the age of 18, ensuring the safety and well-being of minor participants.

Article 18: Advertising and Publicizing on Campus

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

Section 1: Advertising Opportunity Table

<i>The All-State</i>	Student Newspaper	(931) 221-7376 studentpublications@apsu.edu
Campus Engagement App	All events should be posted in Govs Connect from your organization page.	www.govsconnect.apsu.edu
Spirit Rock	Utilizing their own supplies, the Spirit rock is available for student organization use. <i>See full guidelines on page 24 prior to use.</i>	Located at the corner of Drane St. and Marion St. in the lawn of Memorial Health Building.
Flyers and Banners	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
University Housing areas	See “Guide to Posting in the Residence Hall/Apartments” in this handbook	Office of Residence Life, Housing and Dining Services Miller Hall

APSU-TV (University television)	The channel showcases student-created content and can be found on CDE Lightband channel 9, Spectrum channel 192, and U-Verse channel 99 throughout the middle Tennessee region.	Department of Communication Kathy Lee Heuston <i>APSU-TV General Manager</i> leek@apsu.edu
WAPX-FM / Magic 91.9	WAPX-FM and Magic 91.9 are Austin Peay State University's noncommercial radio station and broadcast service of the Department of Communication.	Contact David Von Palko at (931) 221-6364 vonpalkod@apsu.edu
Post office boxes	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

Section 2: Guide to Posting in the Residence Halls/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 at Emerald Hill Apartments. 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. 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. You can also email flyers to houseing@apsu.edu to be posted on their social media accounts.

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 that 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.

Section 3: Use of Sidewalk Chalk

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

- 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).
- Under no circumstances may groups or individuals advertise on an organic surface such as grass or soil.

- Only water-soluble chalk may be used and must be approved by the office of University Facilities.
- Chalking that is offensive, degrading, or inappropriate will be removed and a fee may be assessed to cover the cost of any damage/removal.
- Inappropriate messages are subject to disciplinary procedures outlined in the Student Code of Conduct.

Section 4: Spirit Rock Guidelines

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.
- A fee may be assessed to cover the cost of any damage/removal of inappropriate messages and art.
- 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.
- 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 72 hours before being painted over. Those who paint the rock should write the date and time of painting so the next group knows when they can paint.
- To help ensure fair use, there is no limit to how many times an individual, organization, or department may paint the rock; however, it is expected that all groups make a good faith effort to share the opportunity equally and avoid monopolizing the space.
- 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.

- Student Life & Engagement (SLE) reserves the right to paint the Spirit Rock outside of the 72-hour parameter for campus-wide initiatives such as Welcome Week, Homecoming, and Hazing Prevention Week.
- 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

Section 5: Use of 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.

No organization can alter any logo or unit identifier including the Austin Peay logo or Governor. If an organization would like to request a logo/unit identifier may request through Public Relations and Marketing or email gilbertj@apsu.edu.

Guidance on the use of the logos and trademarks is available through the office of Public Relations and Marketing at 221-7459. Guidelines on university branding can be found in the university [brand guides](#).

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.

Article 19: Student Organization Travel

Section 1: Travel Policy

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

Section 2: 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 office of Community Care and Standards immediately.
- APSU assumes no responsibility for medical coverage of student travelers. It is recommended that each student 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 Student Affairs and campus police prior to traveling.
- For international travel, contact the office of the Vice President for Academic Affairs

Section 3: Travel Emergency Procedure

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.

Article 20: Grievance and Conduct Process

Section 1: Grievance Process

Students with concerns or grievances related to the conduct, leadership, or operation of a registered student organization should follow the process below:

A. Informal Resolution

Individuals are encouraged to address concerns directly with the organization's leadership and/or advisor when appropriate.

B. Formal Grievance Submission

Submit a written grievance to the Coordinator of Student Organizations and Leadership via email or in-person.

The grievance should include:

- Name and contact information of the complainant
- Date and location of incident(s)
- Description of issue(s) or concern(s)
- Any supporting documentation (emails, screenshots, etc.)

C. Investigation and Resolution

Student Life and Engagement will review the complaint and may consult with the office of Community Care and Standards for a formal investigation of the complaint.

Section 2: Violating Govs Guide

Organizations found to be in violation of these guidelines may be subject to review by the University, Community Care and Standards, and the Office of Student Life and Engagement. Consequences may include educational interventions, loss of privileges, or formal conduct proceedings, including the potential loss of recognition. Violations can be organization-wide, individual, or both.

Article 21: Changes to the Govs Guide

Student Life and Engagement has the right to edit or alter any portion of the Govs Guide at any time. Any changes will be communicated to organizations and advisors via email.

Appendix A: SOC Event Funding Guidelines

SOC Event Funding Guidelines

Updated August 2025

I. Intent of Funding

The Student Organization Council has been given the responsibility of allocating funds to support student organization-sponsored events. Events should seek to enhance the personal development of students, connect students to campus resources and/or encourage engagement and interaction. Finance committee guidelines, opportunities and deadlines will be posted on the SOC organization page on Govs Connect. The SOC will provide training for student organizations regarding the allocation process. All allocation decisions are made by the finance committee and subject to approval of the SOC Advisor, who has authority over the use of SOC funds.

II. University Policies for SOC Event Funding

- All events approved to be funded by SOC are subject to the rules and regulations that apply to the University
- Funds are provided through the Student Life and Engagement department facilitated by purchasing or issued via reimbursement for approved purchases. Following the conclusion of the approved event, with completed post-event forms submitted following **ALL** guidelines and including original receipts. **No tax will be reimbursed.**
- Direct payments to vendors and/or contracted individuals for rendered services are made by the University Business Office, and no payments will be made without required supporting documentation. No cash payments, advanced or deposits may be made. No tax will be paid, and no payments will be paid without prior approval from the SOC advisor.
- Reimbursements cannot be made to the faculty/staff advisor. If the advisor is planning on purchasing materials for an approved event, they need to reach out to the SOC advisor immediately.
- The F&M Bank Arena is eligible for locations when creating an event

III. Eligibility

SOC event Funding is available to, and all student organizations must:

- Be an active organization
- Be in good standing with the Office of Student Life and Engagement.
- Must have completed SOC annual trainings.
- New organizations and/or restarted organizations previously on inactive status must be registered active for at least two months prior to requesting funding.

VI. Requirements

- To be considered for funding, the event must be predominantly student-determined and student-directed, with the primary audience of APSU students.
- All funded events must be held on the Clarksville Campus and follow all local, state, national and University policies
- Events **MUST** benefit the student body as a whole
- Events **MUST** be free to attend, unless the event is for a philanthropy
- Events should enable **ANY** APSU student(s) to participate.
- Events **MUST** be open and advertised to **ALL** currently enrolled Clarksville Campus Students
- If your event is going to have any professional speakers, performances, professional service etc. applications **MUST** be submitted at least 6 weeks prior to the event date.

- If you are requesting more than \$700.00 you **MUST** send a representative to the SOC Finance Committee meeting; you will have to present your application and answer questions from the committee.
- Organizations **MUST** submit separate applications for each individual event.
- It is **REQUIRED** that the organization advertises the event on Govs Connect a minimum of 7 days before the event.
- It is **REQUIRED** that the organization track attendance using Govs Connect.
- Organizations may only apply for 3 events of the same type during a single semester.
- Organizations may apply and receive funding no more than five times each semester.
- Allocated funds may only be used for COKE Products. This includes any items that Coke offers including water, juice, energy drinks, etc.
- May only request funding for food and beverages at a cost of \$15.00 per person. Exemptions may be made for formal catering costs per person.
- You **MUST** list Student Organization Council as a sponsor on all advertisements.
 - This can be worded by funded by SOC, sponsored by SOC, etc. If you have any questions, please contact the SOC Advisor and/or the SOC Vice President of Finance.

IV. Budget cycle

There will be at least five finance committee meetings per semester.

- Applications **MUST** be completed and received by the posted deadlines in order to be considered.
- Notification of the committee decisions will be sent within 24 hours by the SOC Vice President of Finance.
- Requests under \$700 must have applications submitted at least two weeks prior to the event.
- Requests over \$700 must be submitted with the next Finance Committee meeting held at least two weeks prior to the event.
- Requests involving any contracts must be submitted a minimum of 6 weeks in advance.

V. Allocation Decisions

The SOC relies on the finance committee, comprised of student representatives, and advised by the SOC Advisor, to review allocation requests and determine funding based on these guidelines.

- Applying does NOT guarantee funding.
- Due to budgeting limitations, not all requests may be fully funded.

The following factors may be considered in determining allocation decisions:

- Adherence to guidelines and regulations
- Nature of the event
- Accessibility of event for APSU students
- Number of students affected by the event
- Impact and/or service to APSU students
- Collaborations and co-sponsorships
- History of successful similar event(s)
- Planned advertising and promotion for events

VII. Exclusions

Funding will NOT be granted for the following:

- Any events that are intended to fulfill requirements for a class, internship, seminar, for an academic credit or grade.

- Any events where the sole benefit is for members of that organization, specific group of volunteers, specific group of students, or an individual
- Any event where there is less than 75% of the expected audience currently enrolled students. (i.e. any events planned for the community, faculty, staff or others)
- Partisan political events that support or oppose legislation or candidates. (Non-Partisan events that are sponsored through a Partisan Organization may be eligible to apply to funding.)
- Religious events (I.E worship services, or any activities that have the purpose of conversion.)
- Travel expenses for student organizations; there is a separate process and funding source for travel; please contact the SOC President and/or SOC Advisor.
- Direct contributions, such as charitable gifts to non-profits
- Profit making ventures for Student Organizations
- Membership Dues
- Clothing, Uniforms, or other attire for use by the Organization members
- Giveaways that are not part of a larger event
- Recruitment events
- Any events when classes are not in session
- Gift Cards

VIII: Limitations

- Any events taking place of Study days will be required to include academic support or wellness education
- Purchases for G.H.O.S.T will be limited to a max of \$200.00 for candy and a max of \$50.00 for decorations
- Prizes / Giveaways at events will be limited to a maximum of \$250.00 and will require students receiving prizes to complete the gift prize form, and the sponsoring organization must submit this form to SLE within 24 hours following the event
- Events raising philanthropic dollars for non-profit/charitable organizations will be limited to a max of \$500.00 and will require the sponsoring organization to match the requested amount.
- Events showing movies, television or other films requires the student organization to purchase the copyright permissions for these materials. Organizations interested in showing films are required to meet with the SOC Advisor to make proper arrangements following notice received of the finance committee decision.
- Non-food items. Items purchased that are multi use are to be turned over to the SLE office, IE cotton candy machine, speakers, games, etc.
- Non-food supplies associated with the event will be limited to a maximum of \$500.00
- Per University contact, any events taking place at UC Ballroom, surrounding hallways and or Fortera Club Level require the use of Sodexo for Catering Services. Because of this the \$15.00 per person is lifted.
- Other limitations may occur to ensure compliance with institution, state, and federal policies, guidelines, statutes, or laws.

IX. Use of Funds

- If any organization is allocated \$700.00 or more, or their event requires a contract or direct payment, they **MUST** meet with the SOC advisor immediately following notification of funding.
- If the event is for a non-profit we will reimburse half of what you request up to \$500 (ex: request for \$500 you'll be reimbursed \$250)

- If there is a change of date, time, or location of an event, organization must notify the SOC Vice President of Finance at least 1 business day prior to the scheduled event.
- If the event is cancelled and the organization does NOT notify the SOC within one business day prior to the event date, the organization forfeits their eligibility to request additional funding for 16 active weeks.
- In order to process the use of funds allocated, post-event forms must be received via Govs Connect within 7 days of the event. Original receipts for reimbursement must be dropped off to the SLE office within 7 days of the event.
- Student organizations utilizing direct vendor payments by SLE must submit invoices and/or receipts within 24 hours of receiving them.
- Student organizations that fail to submit the appropriate receipts and post-event forms will forfeit their allocation and are liable for all expenses. The organization will lose eligibility to request funds from SOC for 16 active weeks.
- The funds allocated to an organization may be used only for the purpose outlined in the application and designated by the finance committee.
- It is recognized that it may be difficult to accurately estimate all costs for all items. For this reason, the student organization will submit a written explanation with the post-event form that explains any discrepancies.
- If an organization is found to have misrepresented its event in its allocation request, or allotted funds are deemed misused by Student Life and Engagement, the organization will be designated as “not in good standing” and ineligible to apply for funds for 12 months.
- Organization advisors should NOT use their Corporate Card to make purchases for events with SOC Event funding without approval from Student Life and Engagement.
- Purchases from businesses that have agreements with the institution (such as Amazon and Staples) must be purchased through the Coordinator of Student Organizations and Leadership or other designated Student Life and Engagement staff member.

X. Appeal Process

Student organizations have the right to appeal a decision of the SOC Finance Committee

First Appeal

The first level of appeal is to the SOC Executive Board. A written letter of appeal must be submitted to the SOC Vice President of Finance within five (5) business days after allocation decision notifications are sent out and before the scheduled event. Appeals should include the presentation of new or additional information, which was unavailable at the time of the original request, some alteration of the amount requested, or the argument indicating the decision was not within the SOC guidelines. The SOC Vice President of Finance will present the appeal to the SOC Executive Board. The decision made by the executive board will be issued in writing via email to the organization president and advisor.

Final Appeal

The second and final level of appeal is to the Coordinator of Leadership and Student Organizations. The organization must schedule a meeting with the coordinator and present their case in person. The decision made by the coordinator will be issued in writing to the organization president and advisor. This decision is final.

All questions regarding the Student Organization Council Budget Allocation process may be directed to the SOC Vice President of Finance or SOC Advisor.

Appendix B: SOC Travel Funding Guidelines

The Student Organization Council (SOC), in collaboration with the Office of Student Life and Engagement (SLE), provides an opportunity for Recognized Student Organizations to receive funding for organization member travel. Funding is limited and not guaranteed. When approved, funding is in the form of reimbursement after the trip.

Eligible travel

Recognized Student Organizations of APSU sending one or more active members on a trip to represent their organization are eligible to apply for funding.

The following factors will be utilized in determining funding of travel:

- How does this travel opportunity support the mission and/or values of the organization
- In what role will the students traveling represent the organization and APSU
- What opportunities for educational, leadership, and/or personal development are included in this trip
- What will the students traveling gain that will positively impact their organization and the greater APSU community

Limitations

- Allocations are limited to \$500 maximum per organization trip, per semester
- Funds must be used for student expenses only, faculty/staff expenses are not eligible
- Organizations may apply for travel funding up to three times per fiscal year
- Funds may only be requested to assist with registration, lodging and/or mileage costs. Food and other incidentals will not be reimbursed. Mileage rate must be calculated using the GSA rate.
- Any event will only be eligible for funding a maximum of three times each year, no matter the number of organizations requesting to attend that event. An event may be considered as a single event even if it occurs at multiple dates and/or locations during a year.

Exclusions

Funds are not available for:

- international travel
- travel which results in academic credit or that is used to complete the requirements of an academic program or degree
- academic department travel, job placement, or job searches
- personal interest/social trips
- religious or political events
- competitions where there are no academic or development sessions/seminars included

Qualifications

Organizations eligible to apply for funding must be recognized, active, and in good standing with the Office of Student Life & Engagement. New student organizations, or those who have restarted after going inactive, must be recognized for two months before eligible to apply for funding opportunities.

The individual students included on the travel funding application must:

- be a member in good standing with an APSU Registered Student Organization
- be currently enrolled at the time of application and at the time of travel
- have no formal discipline record with the University
- not be a regular faculty/staff member of the University
- will follow the University Travel Policy 4:015

Funding Procedures

Applications will be reviewed by the Student Organization Council executive board officers at their regular bi-weekly council meetings.

All funds must be requested via the online Travel Funding Request application found on the SLE webpage and/or SOC Govs Connect page.

- Organizations will complete one application per trip, including all participating students on one application.

Applications should be submitted approximately 6-8 weeks in advance of departure but may be submitted up to five months prior to the trip. Applications submitted less than four (4) weeks prior to the date of departure will not be eligible for funding.

- Only completed applications will be considered, regardless of submission date.

After the Funding Request Has Been Submitted

- Notice of decision will be provided within two weeks of the date submitted.
- Organizations receiving funding will meet with the Student Organization Council President to complete necessary travel financial documentation and review post-travel requirements prior to departure. Organizations that fail to meet with the Student Organization Council President by the deadline set forth in the notice of decision and subsequent communication will forfeit any approved funding.
- Appeals of the SOC allocation decision may be submitted in writing to the Coordinator of Leadership and Student Organizations, who makes the final decision.

During travel:

- The Code of Student Conduct applies to all students and organizations receiving funds for travel.
- All receipts and travel documentation must be kept for the travel claim

Following Travel:

Within 10 days of travel, the Organization Post-Travel Form found on SOC Govs Connect page must be submitted.

- Organizations must meet with the SOC President to complete travel claim for reimbursement within 10 days of return.
- All receipts and travel documentation must be provided in their original format during the travel claim meeting. Receipts must be itemized and show date of purchase.
- Please do not submit any paperwork directly to the business office. All reimbursement paperwork must go through SLE.
- Failure to complete and submit the Post-Travel Form within 10 days will result in a forfeiture of the funding awarded.
- Organizations who fail to follow the guidelines for funding will not be reimbursed.

All allocations are subject to approval by the Coordinator for Leadership and Student Organizations.

If you have any questions about this process, please contact the Student Organization Council President or the Coordinator for Leadership and Student Organizations in the Office of Student Life & Engagement.

If a student fails to meet the guidelines listed above, the student may not qualify to reimbursement of travel expenses.

Appendix C: Agency Account Procedures

Creating an Agency (On Campus) Account for Your Organization

- Active student organizations can have an on-campus account, called an agency account. APSU is hereby authorized to serve as custodian for monies deposited on behalf of the following individual/organization. APSU assumes no liability for expenditures not within the purpose intended for these accounts.
- Organizations that are inactive with the Student Life and Engagement Office for 2 years will have their account closed. Student organization can also close their account if/when the organization goes inactive. When an account is closed, the funds will be dispersed through the method listed in their constitution and listed on the Agency Account Request form.
- To request an account, first check with Student Life and Engagement to ensure your organization does not currently have an active agency account.
- If your organization does not have an account, you can request one be created using the New Agency Request form on Govs Connect.

Checking Account Balance

- Submit an Agency Account Balance Confirmation form via Govs Connect for Student Life & Engagement to review.
- Student Life & Engagement will confirm the account has appropriate funds through Govs Suite and complete the workflow in Govs Connect.
- Once the workflow is completed, Student Life & Engagement will email the organization President, Treasurer & Advisor to notify they can pick up the slip.

How to Make a Deposit into Your Agency Account

- Deposits should be made to the cashier's window in Ellington no later than the next business day after your event, fundraiser, dues collection, or any other monetary collection effort. If this is after hours or on the weekend, any monies should be deposited the next business day, and the funds should be kept in a secure location.
- Complete a deposit slip from Accounting Services. Copies of deposit slips can be obtained from the Cashiers Window.
- On the deposit slip, please indicate what the deposit is from.
- When your deposit is complete, keep a copy for your records. We recommend scanning/taking a picture and storing it electronically in an organization folder.
- Any checks should be made to Austin Peay State University.
- We can only collect/deposit funds via cash or check. We are unable to collect funds via card, Apple Pay, Samsung Pay, Venmo, Zelle, PayPal, Cash App, etc.

Accessing Your Organization's Funds

Organizations can access their funds by the following four methods. Organizations should outline how funds will be approved to be used and document these approvals. We suggest having approvals written in official meeting minutes.

1. Cash Reimbursement

- Prior to submitting the reimbursement via Govs Suite an authorized organization member* must submit an Agency Account Balance Confirmation form via Govs Connect for Student Life & Engagement to review.
- Once the Agency Account Balance Confirmation form is submitted, the organization's President, Vice President, and Advisor must approve the use of the funds. Include documentation that the organization approved the funds and the person to get reimbursed.
- Student Life & Engagement will confirm the account has appropriate funds through Govs Suite.
- Once the Agency Account Confirmation Form has been fully completed:
 - If the reimbursement is for a faculty/staff member, the faculty/staff member must submit the reimbursement request via Govs Suite. Include a screenshot/copy of the completed form showing all the approvals for the reimbursement.
 - If the reimbursement is for a student, Student Life and Engagement will submit the reimbursement request via Govs Suite. Include a screenshot/copy of the completed form showing all the approvals for the reimbursement.
- No funds will be released without these forms being submitted.
- Please allow up to three weeks for the payment to be processed after all documentation has been received by Accounting Services.

2. Paying the vendor directly through check

- Prior to submitting the check request via Govs Suite an authorized organization member* must submit an Agency Account Balance Confirmation form via Govs Connect for Student Life & Engagement to review.
- Once the Agency Account Balance Confirmation form is submitted, the organization's President, Vice President, and Advisor must approve the use of the funds. Include documentation that the organization approved the funds and the person to get reimbursed.
- Student Life & Engagement will confirm the account has appropriate funds through Govs Suite.
- Once the Agency Account Confirmation Form has been fully completed, the faculty/staff advisor should submit the request via Govs Suite. Include a screenshot/copy of the completed form showing all the approvals for the reimbursement. Also include the invoice from the vendor.
- No funds will be released without these forms being submitted.
- Please allow up to three weeks for the payment to be processed after all documentation has been received by Accounting Services.

3. Cash Disbursements (only up to \$100)

- Student organizations should use the [Payment Authorization form](#)
- Once the Agency Account Balance Confirmation form is submitted, the organization's President, Vice President, and Advisor must approve the use of the funds. Include documentation that the organization approved the funds and the person to receive cash disbursement.
- Student Life & Engagement will confirm the account has appropriate funds through Govs Suite.
- Once the Agency Account Balance Confirmation and Request Form has been fully completed, the organization will take a copy of Agency Account Balance Confirmation and Request Form, and any supporting documentation to the Cashiers window to process.

- Email a copy of all documents to yourself and file them in your shared organization folder on Govs Suite.
- No funds will be released without these forms being submitted.

4. Cash advance by check

- Prior to submitting the check request via Govs Suite an authorized organization member* must submit an Agency Account Balance Confirmation and Request Form via Govs Connect for Student Life & Engagement to review.
- Once the Agency Account Balance Confirmation and Request Form is submitted, the organization's President, Vice President, and Advisor must approve the use of the funds. Include documentation that the organization approved the funds and the person/vendor to get the check.
- Student Life & Engagement will confirm the account has appropriate funds through Govs Suite.
- Once the Agency Account Balance Confirmation and Request Form has been fully completed, the faculty/staff advisor should submit the request via Govs Suite. Include a screenshot/copy of the completed form showing all the approvals for the reimbursement. Also include the invoice from the vendor.
- No funds will be released without these forms being submitted.
- Please allow up to three weeks for the payment to be processed after all documentation has been received by Accounting Services.

Appendix D: Fraternity and Sorority Guidelines

Section 1: Membership Invitation Guideline

To promote fairness, transparency, and adherence to council-specific recruitment processes, no Greek-letter organization at Austin Peay State University may extend an invitation for membership (commonly referred to as a "bid") or promise an invitation for membership to any new student prior to the official Bid Day or Informational event designated by their respective governing council.

Definition of a New Student:

For the purposes of this guideline, a new student is defined as any incoming first-year or transfer student who is attending their first semester at Austin Peay State University. Students who previously attended APSU as dual enrollment participants are still considered new students and are not classified as returning students for the purpose of this guideline.

This guideline applies to all chapters under the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), College Panhellenic Council (CPC), and United Greek Council (UGC). Any violations may result in sanctions as determined by the Office of Student Life and Engagement in accordance with university and council regulations.

Section 2: Recruitment & Intake Guidelines by Council

Interfraternity Council (IFC)

- **Recruitment Dates:**

IFC will set official recruitment dates each semester and communicate these with chapters.

Chapters must follow all rules and regulations set forth by IFC and Austin Peay State University in regard to recruitment dates and guidelines.

National Panhellenic Conference (NPC)

- **Formal Recruitment:**

Formal recruitment for NPC takes place each fall semester and is the primary opportunity for eligible students to join. Students must be enrolled at APSU and meet each organization's eligibility criteria (typically GPA, credit hours, and conduct history).

- **Continuous Open Bidding (COB):**

After formal recruitment, NPC chapters may engage in COB if they have not met total. COB opportunities may also be available in the spring semester, depending on each chapter's status.

National Pan-Hellenic Council (NPHC) & United Greek Council (UGC)

- **Membership Intake:**

Intake for NPHC and UGC organizations takes place each semester, but participation varies by chapter. Chapters independently determine whether they will conduct intake in a given semester and will host informational or interest meetings accordingly.

- **Informational Meetings:**

It is highly recommended that students interested in NPHC or UGC organizations attend chapter-sponsored informational meetings to learn more about eligibility requirements, expectations, and the intake process.

Section 3: Greek Pillars of Excellence

The Greek Pillars of Excellence Program (GPEP) is Austin Peay State University's framework for assessing and recognizing chapter performance across six key areas: Chapter Management, Member & Chapter Development, Academic Excellence, Campus & Greek Relations, Recruitment & Retention, and Community & Philanthropic Endeavors. All Greek-letter organizations are required to participate in GPEP annually by setting S.M.A.R.T. goals in collaboration with their Fraternity and Sorority Affairs liaison, aligning their objectives with both their inter/national organization's mission and the university's expectations. Chapters are evaluated on their ability to meet at least 75% of their goals in each pillar and to maintain compliance with foundational requirements, including risk reduction training, academic standards, and active participation in Greek and university events. Underperforming chapters receive targeted support to address deficiencies, with continued lack of progress potentially resulting in a review of their recognition status. The Pillars of Excellence serve as a guide for fostering high standards in leadership, scholarship, service, and community engagement. For more details, visit the [Greek Pillars of Excellence webpage](#).

Section 4: Council Governance

Greek-letter organizations at Austin Peay State University operate under the governance of one of four recognized councils: the Interfraternity Council (IFC), College Panhellenic Council (CPC), National Pan-Hellenic Council (NPHC), or United Greek Council (UGC). Each council is responsible for establishing and enforcing its own constitution, bylaws, and policies, provided they remain consistent with university policies and all applicable federal, state, and local laws.

Authority and Oversight

- Councils are recognized as the self-governing bodies for their member organizations, managing recruitment or intake processes, membership eligibility, event regulations, and other council-specific operations in conjunction with Student Life and Engagement.
- The Office of Student Life and Engagement (SLE) provides oversight to ensure council policies align with university guidelines, risk management expectations, and equity in processes.

Council Responsibilities

- **Policy Enforcement:** Councils are responsible for enforcing their bylaws and council-specific recruitment or intake rules.
- **Representation:** Councils represent their member chapters in matters involving the university, other councils, and external stakeholders.
- **Programming & Collaboration:** Councils coordinate initiatives that foster leadership development, campus engagement, service, and collaboration across the Greek community.

Appendix E: First Friday and SLE Event Guidelines

Section 1: Student Organization Tabling Guidelines

Tabling is a great way for student organizations to promote events, recruit members, fundraise, and engage the campus community. To ensure a smooth, safe, and fair experience for everyone, please follow these tabling guidelines:

Reservation Process

- All student organizations must reserve a table through the appropriate campus platform (e.g., Govs Connect or University Facilities Office).
- Only student organizations in good standing with the Office of Student Life and Engagement are eligible to table.

Table Locations

- Approved tabling locations can be found through the University Facilities reservation site
- Tabling is not allowed in high-traffic hallways or unauthorized areas.

Set-Up & Clean-Up

- Tables must be staffed at all times during the reservation and/or event
- Arrive on time and begin set-up no earlier than 30 minutes before your scheduled time.
- Organizations are responsible for cleaning up their area, removing trash, and leaving the space as they found it.

Selling Items & Fundraising

- Student organizations may sell items (e.g., baked goods, T-shirts, crafts) or collect donations as part of a registered fundraiser.
- All sales and fundraising activities must be approved in advance
 - If a space is through University Facilities, you must notify their office of the fundraiser when reserving
- Cash handling procedures and accountability measures must be followed per university policy.
- Raffles, games of chance, or gambling-related fundraisers are not permitted.

Content & Materials

- All materials (flyers, giveaways, displays) must align with university policies and the Student Code of Conduct.
- No obscene, discriminatory, or offensive content is allowed.

Conduct & Behavior

- Be respectful
- Sound (e.g., music, microphones) must be kept at a reasonable volume and not disrupt classes or nearby events.
- Students should avoid blocking walkways or entrances.

Consequences for Non-Compliance

- Failure to follow these guidelines may result in:
 - Loss of tabling privileges
 - Cancellation of future reservations
 - Student conduct referrals
 - Disciplinary action as deemed appropriate by the university

Section 2: First Friday, Involvement Fairs, and Other SLE Tabling Guidelines

For Vendors, Community Members, and Student Organizations

First Friday at APSU is a monthly event that brings together students, vendors, and the Clarksville community to celebrate campus spirit, promote local businesses, and engage in meaningful connection. Student organizations are expected to also follow all Student Organization Tabling Guidelines in addition to the First Friday Guidelines. To ensure a safe, welcoming, and well-organized event, all participants are asked to follow these tabling guidelines:

Registration & Approval

- All vendors and community members must register in advance through the APSU Office of Student Life & Engagement.
- Space is limited; registration is first-come, first-served.
- Student organizations must be registered and in good standing with APSU to participate.
- Outside community members affiliated with a student organization or a potential student organization are permitted to table alongside the organization. However, if the student organization is inactive or not in good standing with the university, the affiliated community member or group will not be allowed to table on campus.
- Approval confirmation is required before setting up.

Arrival & Check-In

- Check-in begins 30 minutes before the start of the event.
- Vendors and organizations will be directed to their assigned table or space upon arrival.
- Tables not claimed 10 minutes before the event may be reassigned.

Set-Up & Tear-Down

- Set-up may begin no earlier than the designated time set by organizers.
- All participants must tear-down and remove their own materials.
- Participants are responsible for cleaning their area and disposing of all trash.

Selling Items & Business Activity

- Vendors and student organizations may sell products or services with prior approval.
- All sales must comply with university and local business regulations.
- No raffles, gambling, or alcohol sales are permitted.

Display & Materials

- All signage, decorations, and promotional materials must be appropriate for a university setting.
- SLE reserves the right to remove any content that is offensive, discriminatory, or not in alignment with campus values.
- Table setups should not block walkways or entrances.

Power & Special Needs

- Limited access to electricity is available and must be requested in advance.
- Participants must bring their own extension cords, surge protectors, and equipment.
- Accessibility accommodations are available upon request.

Conduct Expectations

- All vendors and organizations must maintain a professional and respectful demeanor toward students, staff, community members, and other participating organizations at all times.
- Behavior that could reasonably be perceived as harassing, hostile, or intentionally disrespectful — including derogatory remarks, personal attacks, or interference with another group's activities — is strictly prohibited.
- Loud music, shouting, or disruptive behavior is not permitted.
- All participants must follow APSU policies and directives from event staff.

Weather & Cancellation

- First Friday is primarily an outdoor event; participants should prepare accordingly.

- In the event of severe weather or a campus emergency, the event may be postponed or canceled. Notices will be sent via email.

Consequences for Non-Compliance

- Failure to follow these guidelines may result in:
 - Immediate removal from the event
 - Loss of future tabling privileges
 - Reporting to APSU or city authorities (if applicable)