

Student Organization Manual

Tennessee Technological University
Office of Student Activities & Campus Life
Cookeville, Tennessee

Revised
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Introduction to Registered Student Organizations

Tennessee Tech recognizes and supports student organizations as an integral part of the institution's educational mission and objectives. Student organizations enhance the quality of student life through co-curricular programs, contributing significantly to the education, social, and personal growth of their members.

This manual detail the procedures Registered Student Organizations are expected to uphold and maintain for registration with Tennessee Tech.

Student Organizations are any organization comprised primarily of currently enrolled Tennessee Tech students which have successfully completed the registration process to become a Registered Student Organization at Tennessee Tech. Registered Student Organizations shall follow Policy No. 315 Student Organizations. Registered Student Organization who may be registered to operate on campus include departmental or professional organizations; honor, leadership and recognition societies; social fraternities and sororities which shall be governed by Policy No. 320 Greek Life; and special interest groups such as hobby, political, religious, etc.

General Policies Related to Registered Student Organizations

Procedures Related to Registered Student Organizations

1. No Student Organization may carry on any activities on campus unless the organization has been officially registered by Tennessee Tech.
2. To become a Registered Student Organization, the organization must have at least one faculty advisor. A faculty advisor is a university faculty member or administrator.
3. Tennessee Tech is not be responsible for injuries or damages to persons or property resulting from activities of Registered Student Organizations, or for any debts or liabilities incurred by such organizations.
4. Registered Student Organizations assume the risk and responsibilities of activities of the organization including;
 - a. The actions of each member of the Registered Student Organization
 - b. The actions of invited guest of the Registered Student Organization while acting in capacity of a member or while attending or participating in any activity endorsed by the Registered Student Organization.
5. No Registered Student Organization shall deny membership to any person on the basis of age race, sex, sexual orientation, gender identity, disability, veteran status, religion, national origin, and any other bases protected by federal and state civil rights laws.
6. Tennessee Tech shall not discriminate against any Registered Student Organization or deny recognition to a Registered Student Organization, or deny to a Registered Student Organization access to programs, funding, or facilities otherwise available to another Registered Student Organization, on the basis of;
 - a. The religious content of the Registered Student Organization's speech including, but not limited to, worship or;
 - b. The Registered Student Organization's exercise of its rights as a religious Registered Student Organization may determine the Registered Student Organization's religious mission requires that only

persons professing the faith of the group and comporting themselves in conformity with it qualify to serve as members or leaders.

7. No Registered Student Organization shall engage in, or condone, any form of hazing, any intentional or reckless act on or off the property of Tennessee Tech University 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 in accordance with Tennessee state law (T.C.A. section 49-2-120).
8. Registered Student Organizations shall be responsible and liable for the conduct and actions of members of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
9. No person, group or organization may use the name of Tennessee Tech University in any manner, provided the Registered Student Organizations may use the name of the institution following the name of the organization.
10. Registered Student Organizations must use Tennessee Tech trademarks in compliance with Policy No. 1011 (Trademarks and Licensing), Section XI.

Registration of Student Organizations

A. Criteria for Registration of Student Organizations

1. To become a Registered Student Organization, an organization must be open to all Tennessee Tech students who otherwise meet membership requirements.
2. Membership in the proposed organization shall be limited to currently enrolled students, except organizations may include in its membership faculty, staff, or alumni of Tennessee Tech, and members of the professional and business community.
3. Only currently enrolled students may serve as officers in the proposed organization
4. A proposed organization must represent the interest of the members and the control of the organization must reside with the organization.
5. Tennessee Tech will not recognize an organization which represents or affiliates with an organization that has illegal aims and goals, with a specific purpose to further those illegal aims and goals.
6. The proposed organization must agree to comply with all policies, regulations, and procedures established by Tennessee Tech and with all federal, state, and local laws and regulations.
7. The proposed organization must have a minimum number of ten (10) charter student members. The proposed organization must demonstrate continuous interest in the purpose of the organization sufficient to afford registration on a long-term basis.
8. Proposed organizations may be denied registration if there proposed purposes fall within the scope of a currently registered organization.
9. Proposed organizations may not use the same name, or a name which is misleading and similar to the name, of a currently registered organization.
10. The constitution of a proposed organization must provide for the distribution of all funds and assets in the event of dissolution. Funds must be designated to a Registered Student Organization, Tennessee Tech department, scholarship fund, charity, or national organization.

B. Procedure for Obtaining Registration of Student Organizations

In addition to meeting the requirements described in Part A, Registered Student Organizations must provide the following documents to the University through the Office of Student Activities and Campus Life:

1. A Request for New Student Organization form (located at www.tntech.edu/studentactivities/orgs) must be completed and signed by the requestor and faculty advisor of the organization.
2. A statement justifying the need for such an organization on campus.
3. An electronic copy of the proposed constitution in Microsoft Word format.
4. The names, signatures and T Numbers of the charter members (minimum of ten).
5. A statement of compliance of all Tennessee Tech, local, state and federal regulations.
6. A letter from the faculty advisor(s) of the proposed organization stating their willingness to serve in the capacity as a faculty advisor as defined in this manual. The name(s) and signature(s) of the faculty advisor(s) are required.
7. Names of off-campus organizations with which the proposed organization intends to affiliate, or a statement that no affiliation with other groups is contemplated. In the event of future affiliation, the petition must originate with the Registered Student Organization and must be approved by Tennessee Tech before commitments to the off-campus organization are made.
8. All required documentation must be submitted to the Office of Student Activities and Campus Life for review. Proposed Student Organizations which have met the criteria for registration and submitted the required documentation as described in this policy will be referred to the Dean of Students for approval.
9. Proposed Student Organizations are required to appear before the Student Affairs Committee to present the nature and purpose of the organization and to answer any questions regarding the organization.
10. All required documentation must be submitted to the Office of Student Activities and Campus Life no later than one month prior to the meeting of the Student Affairs Committee. Meeting dates for the Student Affairs Committee

may be found on the Tennessee Tech Administrative Calendar located on www.tntech.edu.

11. The Student Affairs Committee and/or its Sub-Committee on Organizations may require the sponsors to clarify any materials or information provided in the registration process, to resubmit the registration documentation or request with non-conforming materials, or with provisions deleted.
12. Upon presentation of the organizations with the Student Affairs Committee, the proposed Student Organization will be referred to the Dean of Students for final approval.

C. Nature and Conditions for Registration of Student Organizations

1. Registration of a Student Organization will be on an annual basis only and will be subject to annual renewal for each ensuing year.
2. Annual renewal of an organization shall be dependent upon the Registered Student Organization's demonstration of compliance with the following:
 - a. The Registered Student Organization must adhere to the purpose, aims and activities as stated in the approved constitution.
 - b. The Registered Student Organization must continue to meet all requirements for initial registration;
 - c. The Registered Student Organization will be withdrawn if it fails to maintain the nature and conditions of registration, if the membership declines below ten (10) members, or purpose deviates substantially from the registered purpose.
 - d. The Registered Student Organization must remain in compliance with all rules and regulations of Tennessee Tech and all federal, state and local laws;
 - e. The Registered Student Organization must submit all changes in the constitution to the Office of Student Activities and Campus Life for approval. Substantive revision will be referred to the Office of Student Activities and Campus Life and the Dean of Students for approval;
 - f. The Registered Student Organization must maintain a current list of officers, faculty advisors, and affiliations with organizations not affiliated with Tennessee Tech on file with the Office of Student Activities and

Campus Life.

- g. The Registered Student Organization must submit an electronic annual report from to be completed by the faculty advisor as requested by the Office of Student Activities and Campus Life.
3. The Registered Student Organization must follow procedures for any fundraising activity on campus which shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of the Registered Student Organization for personal profit or gain.
4. Tennessee Tech will not approve fund raising projects by an individual student except when the student is acting on behalf of a Registered Student Organization; this includes but is not limited to advertising, selling, soliciting and the distribution of free materials.
5. Registered Student Organizations may be required to meet with University Advancement regarding fundraising.

D. Constitutions of Registered Student Organizations

1. The constitution will define the long-term purpose of the Registered Student Organization, provide organizational and membership purpose, direction and guidance.
2. The Registered Student Organizations constitution must adhere to the Sample Constitution Template provided below.
3. The constitutions of Registered Student Organizations will be reviewed by the Office of Student Activities and Campus Life prior to submission to Dean of Students for approval. Any changes required by the Office of Student Activities and Campus Life will be required before moving forward in the approval process.

E. Amendments to Constitution

1. The constitution should only be changed through a clearly defined amendment process. The process should include advance notice, discussion, and more than a simple majority vote. Any change to a Registered Student Organization's constitution will go through the process of approval with the Office of Student Activities and Campus Life and Dean of Students.

F. Sample Constitution Template

Constitution (Organization Name) of Tennessee Technological University

ARTICLE I - Name -

The name of this group shall be ***(Organization Name) of Tennessee Technological University.***

ARTICLE II - Purpose -

The purpose of *(Organization Name) of Tennessee Technological University* is to promote... *what is the purpose(s) or goal(s) of your club? What do you hope to achieve through this organization?*

ARTICLE III - Membership -

Section 1: Membership is open... *(Per the Student Organization Policy (Policy 315), Membership in the proposed organization shall be limited to currently enrolled students, except organizations may include in its membership faculty, staff, or alumni of Tennessee Tech, and members of the professional and business communities). Organizations may limit their membership to only students or only students, faculty, and staff, but may not include additional membership categories (i.e. no alumni, community members, etc.).*

Section 2: Membership will not be denied on the basis of age, race, sex, sexual orientation or gender identity, disability, veteran status, religion or national origin.

If your student organization is religious in nature, you may include the following provision "that only persons professing the faith of the group and comporting themselves in conformity with it qualify to serve as members or leaders of the organization."

ARTICLE IV

- Officers -

Section 1: The Executive Committee (*or Board or Officers*) of this organization are comprised of the following officers: (*list them here/typically they include president, vice-president, secretary, and treasurer*), *but can include other positions as well.*

Only student members can serve as officers.

Section 2: The duties of the officers will be as follows:

- **President**
 - Organize and preside over meetings, activities and events.
 - Be the official representative for the organization.
 - Ensure this Constitution is followed.
 - Have the final word in all decisions where a vote is not specifically called for in this document.
 - In the event of a tied vote, the President will cast the deciding vote.
- **Vice President**
 - Assist the president in achieving his/her duties.
 - Stand in place of the president if he/she is unable to attend.
 - Ensure this Constitution is followed.
- **Secretary**
 - Record the results of all votes taken.
 - Record minutes of each meeting.
 - Collect attendance at each meeting.
 - Process membership requests.
 - Keep a current roster of all members.
 - Keep the organization current with all paperwork that needs to be filed with Tennessee Tech University.
- **Treasurer**
 - Responsible for all financial matters.
 - Responsible for keeping records and possession (on behalf of the group) of all merchandise.
 - Prepare a budget for the following academic term by the last meeting of the current academic term.
 - If there is not an appointed Secretary, the Treasurer shall take on the roles of processing membership requests and keeping a current roster of all members.

ARTICLE V
- Elections -

Section 1: Officers will be elected...*state which semester and when the elections will occur. Example: “during the first 2 weeks of the spring semester” or “during the last week of September.”*

Section 2: State the term of office. *Example: “Officers will assume office immediately upon election and will serve for one year” or “Officer will assume office the following (week, month, semester) after election and will serve a (one semester, two semesters, one-year term).*

Also, state any term limits on officers. Example: “officers may serve one term only throughout their membership in the organization” or “officers may serve an unlimited number of terms provided they are re-elected each year.”

Section 3: Elections shall occur by secret ballot at a meeting with quorum. *(Suggested wording, but other types of election procedures are acceptable.)*

Section 4: Elections shall be won by a plurality *(or majority, $\frac{3}{4}$, $\frac{2}{3}$, etc.)* of the vote. *Keep in mind if majority vote is chosen and three or more candidates are running for the position, the highest percentage of votes does not always constitute a majority. A majority means more than 50% voted for a particular candidate. Therefore, a run-off election between the top two candidates would be necessary to determine the majority winner. Plurality means less than 50% voted for winning candidate, but they received more votes than anyone else running for the position.*

ARTICLE VI
- Meetings -

Section 1: *State the frequency of the organization’s meetings. Example: “The organization will meet weekly (bimonthly, three times per semester, a schedule of meetings for an academic term must be created prior to the beginning of said term, etc.).*

Section 2: *Optional: Executive Committee (or Board or Officers) may call special meetings at any time for important matters. (24/48/72 hours) prior notice should be given to all members.*

Section 3: Voting may only take place at a meeting.

Section 4: A quorum is 1/2 (50%) plus one of the voting memberships. If a quorum is not present, voting shall be postponed until the next meeting.

ARTICLE VII
- Financial Plans -

Section 1: The Officers, *Executive Committee, or Board (or particular officer such as the treasurer)* will make a proposal to the membership to determine annual (*or semester*) dues and fees assessed on the members. Fees or dues will be approved by (*1/2 or 3/4 or 2/3*) vote of the membership.

Or state initial membership fee and any dues up front. Ex. "The annual (or semester) fee for membership in this organization is (\$XX)."

Section 2: In the event of dissolution, all monetary assets shall be donated to... (*Cite specific student organization, university department or fund, or off campus organization*). *Any off-campus organizations are subject to NCAA rules and regulations. No monetary assets may be given to an off-campus organization if it could benefit prospective students to the university.*

Add more sections as needed to specify what organization funds can be used for and any other financial plans for the organization.

ARTICLE VIII
- Amendments -

This constitution may be amended by a vote of the majority or two-thirds of the enrolled members. Proposed amendments will be presented to the organization for one (*or two*) consecutive meetings and will be voted on at the second meeting. All members will be notified regarding the date on which amendments are to be voted.

ARTICLE IX
- Statement of Compliance -

This organization shall comply with all University, Tennessee Tech Board, and local, state, and federal regulations.

Article X
- Parliamentary Authority –

The latest edition of Robert's Rules of Order shall govern parliamentary procedure to be used in meetings when business matters are in order. Parliamentary authority, (insert officer position) will serve as parliamentary authority.

Standards of Conduct for Registered Student Organizations

Standards of Conduct

1. Any Registered Student Organization may be subject to the student conduct process in accordance with Policy No. 302 Student Conduct Policies.
2. Members of Registered Student Organizations will be subject to the student conduct process in accordance with Policy No. 302 Student Conduct Policies.
3. Complaints regarding the conduct of Registered Student Organizations shall be brought to the attention of the Dean of Students.

Lapse of Registration for Student Organizations

Lapse of Registration

1. Failure to maintain the nature and conditions of registration, if its membership declines below ten (10) members, or purpose deviates substantially from the registered purpose.
2. Failure to remain an active Registered Student Organization will result in registration being withdrawn.
3. Failure to submit required and/or requested reports specifically the Annual Report form submitted by the Registered Student Organization's faculty advisor.
4. The Registered Student Organization request the registration to be withdrawn.
5. Registered Student Organizations will be subject to the student conduct process in accordance with Policy No. 302 Student Conduct Policies.

Fiscal Procedures for Registered Student Organizations

A. Fiscal Procedures

1. Registered Student Organizations shall maintain a sound financial system related to the collection and disbursement of revenues in accordance with generally accepted accounting principles. A Registered Student Organization may be subject to audit by representatives of Tennessee Tech at any time, and appropriate financial records shall be maintained for the purposes of audit.
2. Registered Student Organizations shall designate an officer of the organization who will be responsible for the collection and disbursement of fund and the maintenance of books and records.

B. Designated University Funds

1. Officially Registered Student Organizations shall have the ability to apply for Tennessee Tech funds designated for Registered Student Organizations; SOLO Funding and Chapter 606 Funds.

C. Fund Raising

1. Registered Student Organizations may raise funds by assessment of its membership or application to designated Tennessee Tech funds.
2. Any fundraising activity shall be for the benefit of the Registered Student Organization as a whole or a charity, and no funds shall be distributed to the officers or members of any Registered Student Organization for personal profit or gain.
3. Approval for fundraising projects will not be given to an individual student except when the student is acting on behalf of an officially Registered Student Organization. This includes, but is not limited to advertising, selling, soliciting, and the distribution of materials.
4. Registered Student Organizations may be required to meet with University Advancement regarding fundraising.
5. Tennessee state law prohibits any attempt to raise money through the sale of “chances” or raffles.

Programs and Activities for Registered Student Organizations

Programs and Activities

1. The use of any Tennessee Tech property or building by a Registered Student Organization shall be subject to the rules and regulations of Tennessee Tech Policy No. 121 (Access to and Use of Campus Property and Facilities).
2. All Registered Student Organizations pursuant to this policy shall be “affiliated organizations” for the purposes of any Tennessee Tech policies concerning the use of campus property and facilities.
3. Except for routine meetings of the Registered Student Organization, all programs, events, or activities must be approved by the faculty advisor and be consistent with Tennessee Tech policies. The Office of Student Activities and Campus Life will provide support to faculty advisors unless such support exceeds the resources of the Office of Student Activities and Campus Life.
4. For events held on Tennessee Tech property, the Office of Student Activities and Campus Life may require the Registered Student Organization to obtain event insurance and a specified number of police/security officers for any event, activity or program.
5. Access to Tennessee Tech facilities or property for an event other than a regular scheduled meeting of a Registered Student Organization’s membership that will include an invited guest speaker and/or be open to persons outside of the organization’s membership must be made through the procedures set for in Policy No. 121 (Access to and Use of Campus Property and Facilities).
6. To reserve space on campus, Registered Student Organizations must complete the Tennessee Tech reservation process online located <https://emsprodweb.tntech.edu/EmsWebApp/Default.aspx>
7. Advertising and display of posters, flyers, banners, or other graphic publicity in the Roaden University Center is a privilege limited to students, faculty, staff and Registered Student Organizations.
 - a. All advertising and displays must be approved by the Office of Student Activities and Campus Life for digital graphics and at the Campus Compass Information Center for flyers prior to display.

- b. All advertising and displays may only be posted on the Roaden University Center bulletin boards located on the ground floor.
- c. All Advertising will only be displayed for ten (10) calendar days and will be stamped with an approval date upon registration.
- d. Only one display per bulletin board per event will be authorized.
- e. All advertising and displays must be in good taste and not contain vulgar, obscene references and must have no reference to personal attacks on individuals.
- f. All advertising and banners must not exceed a size of 2 feet by 5 feet.

Off Campus Events with Alcohol for Registered Student Organizations

1. Tennessee Technological University policy prohibits the possession or consumption of alcoholic beverages on University-owned or University-controlled property. While consumption is legal under certain circumstances, the University does not endorse or encourage the use of alcoholic beverages.
2. All Tennessee statutes on alcoholic beverages must be obeyed with no exceptions. Under Tennessee State law, one must be twenty-one (21) years of age in order to consume, possess, or be served alcoholic beverages.
3. If a Registered Student Organization chooses to host an event where alcohol is present or expected to be present, it is recommended the organization rent a facility that has the capability to legally serve alcohol (i.e. 3rd party vendor), purchase liability insurance for the event, and follow the risk management best practices outlined by the Fraternal Information and Purchasing Group (FIPG). The FIPG risk management guideline and 3rd party vendor checklist are available at fipg.org

Date of Application: _____

**TENNESSEE TECHNOLOGICAL UNIVERSITY
STUDENT ACTIVITIES AND CAMPUS LIFE
REQUEST FOR NEW STUDENT ORGANIZATION**

Name of Organization: _____

Name of Faculty Advisor: _____

Complete description of student organization _____

Requested by: _____ Campus Box: _____ Phone: _____

TTU Email _____

Requestor's Signature: _____

Faculty Advisor's Signature: _____

New Student Organization Checklist
Electronic Copy of Constitution
Faculty Advisor Email Letter with Signature
Justification of Need Statement
Names, T Numbers and Signatures of 10 Charter Members of the Organization

INTERNAL USE ONLY

Office of Student Activities and Campus Life: _____

Date of Approval: _____