



The University of the South's
Student Organizations
HANDBOOK

2017-18

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The University of the South's policy against discrimination, harassment, sexual misconduct, and retaliation is consistent with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, 34 CFR Part 106, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and 34 CFR 104.7, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, and the Genetic Information Non-Discrimination Act of 2008. In addition to contacting the University's Title IX Coordinator, Kelly Malone, Ph.D. with inquiries regarding the application of Title IX and 34 CFR Part 106 may contact the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region IV, 61 Forsyth Street S.W., Suite 19T70, Atlanta, Georgia 30303.

For the full policy visit: sewanee.edu/provost/general-policies-and-procedures/

Section 1. Student Organizations Defined

Purpose

The purpose of student organizations at Sewanee is to provide opportunities for students to engage, to learn, and to lead, allowing students to pursue their passions and interests with other students while developing leadership and organizational skills. Recognized undergraduate organizations leave a legacy at Sewanee by enhancing the cultural, social, and intellectual life of the University. In granting recognition to student organizations, the intention of the University is to support students who wish to pursue their various interests and talents in ways that are separate from formal course study.

Scope

The student organization handbook governs recognized student organizations. The University through its policies, procedures and practices has the authority to review the conduct, behavior, or actions of *recognized student organizations* or the individual members who act on behalf of these recognized student organizations.

Definitions

A student organization is defined as a group of undergraduate or graduate students who unite to promote or celebrate a common interest. Student organizations provide a learning experience for members through involvement in organization, administration, scheduling, fundraising, public relations, and development of skills directly pertaining to the Organization's focus. Involvement by faculty advisers is essential. The success and strength of an organization is directly proportional to the effective leadership and involvement of the officers and members.

Eligibility for Membership in Student Organizations

The membership of an organization may include any enrolled student from the School of Letters, the School of Theology and the College of Arts and Sciences. Faculty, staff, or community members, as appropriate, may also participate in the organization's activities, but may not hold leadership roles. Only currently enrolled students are permitted to serve as officers of recognized student organizations.

Student organizations are usually one of four types or organizations.

1. University Sponsored Organizations: University Sponsored Organizations (USOs) contribute to the general goals of the University and benefit or serve relatively large numbers of students. University sponsored organizations are required to have a faculty or

staff adviser (and in most cases are assigned a full-time professional staff member as an adviser).

2. **Registered Student Organizations:** Registered student organizations (RSOs) are established by and for students to experience co-curricular learning while participating in activities that are of interest to each organization. RSOs are voluntary associations of students wishing to pursue a common special interest or engage in social activities. RSOs are required to have a faculty or staff adviser.
3. **Fraternity & Sorority:** Fraternities and sororities refer to social Greek-lettered organizations. Membership cannot be held in more than one organization at the collegiate level. These organizations are defined as single sex, selective, and fulfill the Greek pillars of leadership, scholarship, camaraderie, and service. Fraternities and sororities are strongly encouraged to have a faculty or staff adviser, in addition to an alumni adviser.
4. **Club Sports:** Club sport activities range from informal play, regular practice and instruction to intercollegiate and tournament competition.

Special Notice on Club Sports

The Department of Athletics provides guidance, use of athletic facilities, minimal financial support and an administrative framework for the operation of officially recognized club sports. Sewanee's undergraduate club sport teams are student-initiated activities that require students to be responsible for organization, leadership and decision-making.

Any organization that is athletically related should apply to be a club sport rather than an independent student organization. Club sports are made up of organizations that involve the learning or supporting of a physical skill, or to remain physically fit and active. Similar to student organizations, Club Sports must create a constitution, develop a budget, and meet other requirements in order to be considered for recognition by the Department of Athletics. Club sport and recreation activities recognition is separate from the aforementioned student organization recognition through the Student Government Association. Students interested in beginning an organization related to athletics or recreation should review the requirements in the [Club Sports Handbook](#).

Formal Recognition

Recognition of a student organization is not an indication that the University approves or endorses the organization's goals, activities, or points of view. Provided these organizations meet and maintain the University's requirements for recognition, the University is willing to provide them with certain benefits and privileges. However, student organizations are independent and distinct from the University of the South. The University's recognition of, and provision of

benefits and privileges to, a student organization does not mean that the organizations is a unit of the University or controlled by the University.

Benefits Granted to Recognized Student Organizations

Student organizations granted recognition by the Activity Funds Committee and the Student Government may receive many benefits, which include:

- Plan Events and Activities on Campus
 - Ability to reserve campus rooms, auditoriums, and outdoor spaces for events and activities.
 - Permission to publicize and poster on campus including posting on the University Calendar.
- Recruit on Campus
 - Participation in the annual student activity fair during orientation, as well as an opportunity to participate in the activity fair held each spring for prospective students.
 - Inclusion in the online directory of student organizations.
- Use the University Name
 - Permission to use the University of the South name and trademarks, in accordance with media guidelines.
- Manage Finances and Fundraising
 - Organizational funds account through the Dean of Students Office.
 - Ability to apply for and receive funds from University sources, such as the Cornerstone Committee, the Activities Fee Committee, the University Lectures Committee, and other departmental or divisional funding sources.
 - Ability to fundraise with specific permission from the Student Activities Coordinator.
 - Upon demonstration of a useful contribution to the University community through the activities of the student organization, the University may determine that a gift or endowment account controlled by the University, to which tax-deductible contributions may be made, may be established at the University for the benefit of the student organization.
- Access Services and Support
 - Organization E-mail and Google Group accounts through the Office of Telecommunications.
 - Advising and Support Services from the Division of Student Life.
 - Ability to achieve organizational materials in University Archives.
 - Ability to apply for and/or receive a mailbox, office, or storage space in the Bishop's Commons.

Responsibilities of Recognized Student Organizations

Recognized student organizations are expected to meet the following requirements to remain in good standing with the University:

- **Compliance**
 - Comply with all local, state, and federal laws and regulations, and with the University's policies and requirements, as set forth in the University of the South Student Handbook, the student organization Handbook, and any other written materials from the Dean of Students Office.
 - Operate in a manner consistent with the goals and standards of the University.
 - Re-register with the Student Activities Coordinator each fall.
 - File a current constitution and bylaws with the Student Activities Coordinator.
Note: Student organization cannot discriminate on the basis of race, creed, color, sex, gender identity, sexual orientation, or physical disability.
 - File non-hazing attestation forms annually with the Dean of Students, take active steps to understand hazing and identify hazing activities, and undertake only team-building activities that do not involve hazing.
 - Submit to the Student Activities Coordinator a complete list of officers and members demonstrating that the student organization meets the requirements listed below. Notify the Student Activities Coordinator promptly when there are changes in the roster of officers.
 - All officers and a majority of the members must be enrolled undergraduates in good standing with the College of Arts and Sciences.
 - A minimum of ten undergraduate members is required.
 - Attend all required training sessions, including those held annually.
 - Secure appropriate insurance coverage, when applicable, for organizational activities, namely for Greek organizations.
- **Communication**
 - Consult with the Student Activities Coordinator when planning any activities for which significant attendance is anticipated (including, for example, outdoor events, conferences, parties, or late night socials) or when planning any other event that involves unusual or potentially risky activities or elements.
 - Provide timely notification to the Student Activities Coordinator of any changes in its constitution and by-laws and submit a copy of the amended documents for approval. Inform the Student Activities Coordinator of any other changes within the organization in a timely fashion.
 - Maintain with the Student Activities Coordinator an accurate and complete list of officers and members

- Communicate with University offices in a timely manner. When services are needed from University offices, student organizations should assume that at least three weeks prior notice is required.
- Leadership
 - Manage University resources wisely, ethically, and according to University and College guidelines.
 - Develop and ensure successful officer transitions including good record keeping and new officer orientation.
 - Manage organization's finances responsibly by maintaining accurate financial records, implementing appropriate procedures, and meeting all financial obligations.
- Accurate Representation
 - Clearly and accurately identify the student organization's relationship with the University in print and electronic publications, on websites, and in promotional materials, fundraising, contracts, and other activities. In all dealings with third parties and written materials, the student organization is required to include the appropriate disclaimers.
 - In all written materials, student organizations should describe themselves as: "A student-run organization at the University of the South."
- Advisers
 - Have an adviser who is preferably an employee or alumnus of the University and preferably one who holds a personal interest or professional expertise that relates to the organization he or she is advising.
 - Consult regularly with the adviser regarding the activities of the organization.

Unrecognized or Non-University Organizations

Regulations for registered student organizations (RSO) and University sponsored (USOs) student organizations require that they maintain local autonomy. This means that all policy decisions must be made without obligation to any parent organization. In this way, the independence and integrity of the University are maintained.

From time to time, undergraduates raise questions about their membership in unrecognized or non-University organizations. It is important that students make well-informed decisions when considering membership in these organizations. Organizations such as Secret Societies or Ribbon Societies are not typically permitted to conduct any activity in University owned facilities or access benefits of recognition by the University.

Becoming a Registered Student Organizations

Students interested in creating a new organization are required to prepare a proposal (see below), which is then reviewed and voted on by the Student Government Association (SGA), comprised of elected undergraduates. The recommendation of the SGA is sent for final approval to the Vice President for Student Affairs/Dean of Students or a designee for student organizations. Students have the opportunity to submit applications for approval once a semester.

The Student Government Association has the authority to recommend official recognition to student organizations.

Students and student organizations also are expected to abide by the designated University policies and by the regulations as described in the *Student Organization Handbook*. The University expects student organizations to comply with all applicable regulations. If the Student Government Association or the Vice President for Student Affairs or his designee, determines that a student organization has failed to do so, it may revoke the organization's charter.

Section 2. Leading a Student Organization

Register Annually to Maintain Recognition

Student organizations must re-register using Engage each academic year in order to continue their recognition. Should a student organization not meet the re-registration deadline, fail to turn in any of the registration documents, and/or not reconcile debts with outside vendors, then the student organization will be placed on probation. During the probationary period, the student organization will be unable to reserve space on campus, advertise for events, use the University name, access their funds, and/or participate in the visiting program or activity fairs.

An organization's request for recognition must contain the following:

- Organizational Proposal addressing each of the student organization Assessment Categories below
- Proposed Annual Budget
- Membership list with signatures
- Constitution
- Signed commitment from adviser(s)
- Signed anti-hazing agreement

Student organization assessment:

Student organization proposals are evaluated by the Student Government Association according to the following criteria:

- Compliance with University policies (Use of the University name and Trademark, Student Organization Handbook, EQB Guide, and the University's hazing policy, etc.)
- Demonstrated non-duplication of the mission of previously recognized organizations and avoids clear similarity with another already-recognized student organization.
- Clearly articulated objectives and goals of the proposed student organization.
- Feasibility of funding the organization's goals, projects, or publications.
- Local autonomy of the organization. The criterion for local autonomy shall be whether the student organization makes all policy decisions without obligation to any parent organization, national chapter, or charter.
- At least ten undergraduate members. All officers and a majority of the members must be registered undergraduates of the College of Arts and Sciences.
- Adherence to the [University's non-discrimination policy](#).
- Demonstrated benefit to the members, campus, and/or wider community.
- Demonstrated need for recognition based on benefits provided to recognized organizations.

Seeking Recognition

How to Charter a Student Organization:

1. Recruit a club adviser, namely a faculty (active or emeriti) or staff (full-time) member.
2. Draft a club constitution/charter that includes:
 - a. The nature and mission of the organization
 - b. Membership requirements
 - c. Leadership roles and responsibilities (including faculty/staff adviser)
 - d. Process for removal of someone in a leadership position and/or filling a leadership vacancy
 - e. Organization operation (how often to meet, policy for quorum in a voting situation, etc)
 - f. Funding strategy and expected expenses
3. Organizations must maintain a minimum of 10 club members.

4. Once the above steps are completed, submit the above information through Engage.
5. Finally, the club leader should contact the Student Government Association (SGA) to officially present for “new club status”.

Marketing and Publicity

University sponsored and recognized student organizations using any reference to the University must be consistent with the University’s [graphic identity standards](#) and student leaders can request to publicize events on the University’s web site can be [submitted through the marketing and communications department](#).

Posters can be designed in partnership with Print Services or independently, but any printing requested of Print Services will be reviewed for compliance with the University’s graphic identity standards.

Membership Recruitment

Recruiting new members is one of the most important tasks an organization faces. With the high rate of turnover in collegiate settings, an organization must continually update its membership roster to include fresh minds and ideas. Organizations in good standing with the University can request a table at the campus-wide Activities Fair, held the first week of school every year in the Quad. Many organizations recruit new members on this day. Effective organizational leaders spend time throughout the summer preparing for the Activities Fair, in addition to other recruitment activities beyond the activities fair.

It can often be useful for an organization to get in touch with a school department which parallels their own interests (arts organizations with the Art Department, science research organizations with various science departments, political organizations with Politics Department). These formal departments are usually the first place new students will seek information about topics in which they are interested, so creating a partnership with the department can enable you to connect with students who already share a passion for your mission.

Funding (AFC)

A recognized student organization can be given an account number and is eligible for funding through the University.

Money can be requested from the Activities Fee Committee (AFC) by the following process.

1. The AFC request form must be completed using Engage and can be found under Campus Activities.
2. The Student Leader must sign up for a hearing before the AFC.

3. The Student Leader/Representative must appear for his/her scheduled hearing. He/she is given 10 minutes to present a case to the AFC.
4. Once all hearings are complete, the AFC deliberates and responds to the student leaders announcing the funds they have decided to allocate.

Spending

Once the money is allocated, there are a number of ways to access it.

1. Request a Check: Many organizations need to request a check for a speaker, band, etc. Anyone from outside the University must submit a series of forms for the Treasurer's office. As this is a complicated process, please contact the Student Activities Coordinator at least a week before the check is due in order to complete the forms and send all materials to the Treasurer's Office.
2. Request Reimbursement: Oftentimes when spending for a student organization, it is convenient for the student to use his/her own personal funds. If this is the case, please visit the Student Activities Coordinator in the Student Life Office with the receipts to secure a reimbursement form (Form 19). You may then take this form to the Treasurer's Office.
3. PCard: The student life office has a University credit card. To use the credit card for your student organization, contact the Student Activities Coordinator via email in advance to ensure that the credit card will be available for the time period that you are wishing to use it. These credit cards must be used responsibly. It is essential that student leaders keep the receipts from these credit card transactions and bring them immediately back to the cardholder. On the back of the receipt please write the name of the organization, the organization's account number (231xxx), and the reason for purchase.

Section 3. Student Organization Policies

Introduction

[The EQB Guide for Living in Community](#) outlines our community expectations, policies, disciplinary process, and notices for students in the College of Arts and Sciences. Students, faculty, and staff voluntarily enter into membership in the University community and, in so doing, assume obligations of performance and behavior reasonably expected by that community for the purpose of furthering its mission, vision, processes, and functions. Students accept the expectations and policies set forth in this code and other university rules, regulations, and policies when they are admitted to the University (see “Scope” under “Conduct Process”).

Student as leaders and as members of organizations must also adhere to the same community commitments as individuals and as active participants in student organizations. Our Community Commitments include:

- Living with Personal Integrity
- Respecting the Dignity of All
- Valuing Freedom of Thought and Expression
- Demonstrating Self Control
- Developing Trusting Relationships

Any sense of honor requires that each individual living within the community has the responsibility to take action to support the health of the greater community: we all must hold each other to our shared standards of honor.

Beyond the expectations on individuals, *The Student Organization Handbook* outlines additional policies for student organizations and student leaders.

Communication

Graphic identity: Organizations publicizing events with University graphic identity elements must be consistent with the University’s [graphic identity standards](#).

Trademark: The trademark guidelines also apply to student organization promotional materials and related activities. Thus, all brochures, posters, publicity materials, etc. related to any student

organization event or activity, whether taking place in the U.S. or abroad, must clearly identify the event/activity as being hosted by an officially recognized student organization from the University of the South.

Websites: All student organization are listed at:

<http://www.sewanee.edu/student-life/student-activities/student-organizations/> and additional information is available for students by using Engage.

For external websites, if a student organizations choose to register a domain name outside of sewanee.edu, the University requires that the domain name accurately reflect the officially recognized name of the student organization. Acronyms are acceptable in both internal and external situations.

Ownership of external domain names should reside with the student organization and not with an individual. The University reserves the right to require that any domain name with the word “Sewanee” or the words “University of the South” in it and which causes confusion with other university activities, or is otherwise inappropriate, be assigned back to the University.

Student Publications: A student organization publication must bear a statement on its cover identifying that it is a publication of a student organization.

Hazing Policy

Definition

Hazing is any conduct that subjects another person to humiliation, degradation, abuse, intimidation, harassment, or endangerment of mental or physical health or safety as a condition of association with a group, regardless of the person’s willingness to participate and regardless of whether the organization or group is officially recognized. Acts of hazing by groups, individuals, or alumni are prohibited. Apathy or acquiescence in the presence of hazing are not neutral acts but violations of the hazing policy.

New or prospective members of groups and teams can expect to participate in educational and fun activities that build teamwork and camaraderie among all members of the group. Such activities are intended to create a sense of identity and commitment within a group and are generally acceptable and encouraged. Students should check with staff, advisers, sponsors, and coaches if there is any question about an activity constituting hazing. Groups are subject to the policies and procedures of the recognizing or host department. Hazing cases involving groups and individual students may be conducted as combined cases through the University disciplinary process.

Conditions that Create a Hazing Culture

New members often wish to be accepted, either formally or informally, into any group and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Across the

country students have died or been seriously injured as a result of participating in activities to which they have “consented.” The psychological pull to be accepted is so strong that hazing victims cannot be expected to resist hazing, even if the hazing is presented as optional. That this pull can be so coercive should make this need to prohibit this conduct, to any degree, undeniably clear.

1. Any activity that places new members in subservient positions to experienced members creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member.
2. New members in any organization may expect to be trained, oriented, or indoctrinated, but membership in any group that puts a new member in a lesser role, unrelated to the original conditions for membership or mission of the group, is inappropriate and unfair to the new members. Any activities of membership should be equally shared among experienced and new members.

Accountability

Hazing is prohibited and any member failing to comply with this policy may be subject to action through the University conduct processes as articulated in the EQB Guide.

Any student or organization found to be involved in hazing activity may face conduct action and be subject to sanctions including but not limited to warning, educational workshops, service, probation, revocation or denial of recognition or registration for a student group or organization, suspension or dismissal/removal from the university.

Individuals who participate in acts of hazing are personally accountable under the EQB Guide and the hazing policy, regardless of the outcome of any related case brought against a student group or organization.

Amnesty

It is in the best interest of this community that students choose to report hazing, and that witnesses come forward to share what they know. To encourage reporting, students who report possible hazing activity and who cooperate as witnesses in an investigation or disciplinary process will not be subject to university sanctions for their own conduct, unless the reporting students' conduct contributed to causing harm.

Anonymous Reporting

Incidents of hazing, in addition to other kinds of reports, can be reported anonymously at: <http://www.sewanee.edu/student-life/dean-of-students-office/report-an-incident/>

Responsibility

All members of the Sewanee community share the responsibility to challenge and address hazing. At Sewanee, where community members look out and care for one another, any alleged hazing incident should be reported; students can report anonymously or privately. Reporting individuals' names will not be shared with other members of the group. Good faith efforts made by groups and individuals to self-report and stop hazing will be considered mitigating circumstances during conduct processes.

Hazing Prevention

You can help make Sewanee free from hazing by doing the following:

1. Before joining a group/organization, be certain that you and the organization's leadership have signed the University's Hazing Prevention Pledge.
2. If you think you have been asked to participate in an activity that may be considered hazing, please report the situation by completing the [Hazing Report Form](#); this can be done anonymously.
3. Step up and take action to help end inappropriate behavior before a bonding activity escalates into hazing activity.
4. Speak out against hazing by discussing concerns with a group leader, a group adviser, or other Sewanee staff member who can assist.
5. Contact the Sewanee Police Department (available 24 hours a day) if you encounter activities that put others in physical or psychological harm or discomfort.

How to Identify Hazing

When evaluating if an activity involves hazing, use the following questions as a guide. A negative response to a question may indicate hazing and the activity should be changed if necessary.

- Is this activity an educational experience?
- Does the activity uphold and promote the purpose, goals, and values of the group?
- Will this activity increase respect for the group and current members?
- Is it an activity new and current members participate in together?
- Does the activity have value in and of itself?
- Would you be able to defend the activity in a court of law?
- Would you be willing to allow family members to witness this activity? The university president? Your professors?
- Does the activity meet both the spirit and letter of the standards prohibiting hazing?

Examples of Hazing

The Hazing Policy prohibit many activities that may be associated with hazing, such as illegal alcohol use and abuse, vandalism, theft, verbal or physical abuse or threat of harm, sexual harassment, and other forms of harassment. In addition to those activities and conduct expressly prohibited, examples of prohibited individual/group activities that may constitute hazing include but are not limited to the following, examples are listed by severity:

Level I Violations

- marching in line
- road trips
- wearing apparel which is conspicuous and not normally in good taste, and/or inappropriate for the time of year
- calisthenics
- lineups
- pledge/signature books
- periods of silence
- standing for a length of time
- personal servitude
- activities that would not normally construe hazing but because of time, place, or manner make them inappropriate

Level II Violations

- sleep deprivation or interruption of consecutive sleep hours
- expected or forced consumption of food, drink (including alcohol), or other substance
- acts of humiliation or degradation (including streaking or wearing degrading or humiliating apparel)
- restrictions on eating or bathing
- acts that disrupt academic instruction or learning of others
- interruption or interference of academic commitments

Level III Violations

- branding
- paddling in any form
- compromising (sexual) situations

Complicity in hazing may include:

- Witnessing hazing taking place as a group member, affiliate or guest
- Participating in or being present in person or via technology in discussions where hazing is planned

Retaliation

It is a violation of university policy to retaliate against any person making a complaint or perceived to be making a complaint of hazing, or cooperating in an investigation or hearing of alleged hazing. An individual reporting hazing is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not substantiated based on the available evidence. For the purpose of this policy retaliation includes, but is not limited to, behaviors or actions (including on-line activity) which intimidate, threaten, or harass, or result in other adverse actions threatened or taken, or that may reasonably be perceived to affect adversely that person's educational, living, or work environment.

Sanctions for retaliation may include, but are not limited to, warning, probation, suspension, or dismissal from the university.

Examples of Retaliation

- Spreading negative rumors about an individual because the person reported hazing
- Not allowing a person to participate in usual activities because of a perception the person reported hazing
- Pressuring a person to not report hazing
- Threatening a person to make the person drop or not support a complaint
- Suggesting to or encouraging a person to provide false or misleading information

Policy adapted from Duke University, Washington University, *Fraternity Executive Association, the North American Interfraternity Conference, Inc,* and Willamette University.)

Contracts

The University's contract policy applies to all university employees, students, and student organizations who seek to enter into any type of agreement that obligates the university to provide payment, services, goods, or use of university property or facilities to a third party. Contractual agreements governed by this policy include, but are not limited to, consulting services, software licenses, design/engineering/construction contracts, employment agreements, equipment leases, and any other arrangement that obligates university funds to pay for services such as speakers, bands, research projects, etc. The full policy is available at:

https://www.sewanee.edu/media/provost/Contract_Policy.pdf

Planning and Hosting an Event

Organizations are required to adhere to the University's Social Host Guidelines, which are embedded in the Engage registration process. Student organizations must also comply with the the Planning Activities and Events section of this Handbook (see next section.)

Vehicle Use Policy

Students are permitted to use vehicles for their activities according to the University's vehicle use policy, available at: <https://www.sewanee.edu/media/provost/Vehicle-Use-Policy.pdf>

Section 4. Student Organization Advisers

Student organizations are encouraged to have an adviser who is an employee of the University and preferably one who holds a personal interest or professional expertise that relates to the organization he or she is advising. This requirement serves to promote student/staff/faculty interactions and allows faculty and staff to stay connected to students' extracurricular lives. The organization should consult regularly with the adviser regarding its activities.

Simply having your adviser(s) sign the annual agreement saying that he or she will serve as your adviser is not harnessing the contributions that he or she might offer your organization. It is important for student organizations to select advisers who will help the organization meet its goals and provide guidance along the way. Each year, student organizations should determine what role they might want their advisers to assume for the upcoming period and to have a conversation with their advisers about these expectations. Similarly, each adviser may have their own expectations for the organization or for the role they are willing to play. It is a two-way street and both advisers and student organizations should ensure that they are well matched for one another and if not, to find a more appropriate fit. Your organization may select new advisers at any time. Please notify the Student Activities Coordinator of such changes.

The following are questions that your organization may want to consider for selecting a faculty adviser and that they may want to consider before serving as an adviser:

1. How much involvement is expected or needed?
2. How often does the organization meet and do you expect your adviser to be present for these meetings?
3. How many major activities does your organization execute each year?
4. How experienced are the officers of the organization?
5. What are some ways that your organization could use the advice of an adviser? Is there someone at the University who has particular interest or experience in this area?
6. What skills would your proposed adviser bring the organization? How do these skills match those of your organization?
7. Are there areas in which you need specific assistance from your adviser and/or are there areas that are hands-off for your adviser?
8. If you want your adviser to let you know when they believe you are making a mistake as an organization, how do you want them to express this concern?

Expectations Advisers Should Have of Student Leaders

Student organizations should be sensitive and limit expectations placed on advisers; however, at the same time, it is perfectly acceptable (and encouraged) that you involve your adviser in your

activities. An adviser may be a hands-on director or simply an overseer, but *the best balance lies somewhere between*. Here are some possible expectations your advisers might have about working with your organization:

1. Give notices of meetings – You should always give notice of meetings to your advisers and try to include and invite their participation on a mutually agreed upon level of involvement.
2. Develop relationship with officers – This will help communication flow easily and establish a base from which to work together.
3. Send invitations to events – Events are a great way to keep advisers informed. Try to give enough advance notice to allow advisers to plan to attend.
4. Consult on problems – advisers should be notified of problems. Their experience and knowledge could be invaluable in helping you to solve the issues productively and quickly.
5. Provide copies of minutes – advisers should regularly receive any document produced by your organization (e.g. minutes, agendas, etc.)

Expectations Student Organization Leadership Should Have of Advisers

Advisers should be familiar with the Student Organization Handbook and Engage to track organizational activities. In general, advisers are expected to:

- 1) Re-confirm their advisory capacity annually, during student organization re-registration at the start of each fall semester, using Engage.
- 2) Provide support to student leaders on University policy and procedures
- 3) Review the organization's funding proposals, allocation and account balances prior to approving any requests for resources/payments
- 4) Monitor spending throughout the year
- 5) Report concerns about hazing, harassment, discrimination, sexual misconduct or any other University violation or concerning behavior. Reports can be made at: <http://www.sewanee.edu/student-life/dean-of-students-office/report-an-incident/>



Section 5. Planning Activities and Events

Event Planning

Only recognized student organizations in good standing with the University may host events on campus.

Restricted Dates

Permission will not be given to hold concerts, dramatic performances, debates, meetings, rallies, contests of any kind, etc, during examination periods. In addition, restrictions may be placed on

events during reading day if they interfere with residential areas and libraries where exam preparation is underway.

Scheduling

Student organizations are required to set dates for parties and other events on campus. Student leaders are expected to use the Engage calendar to identify acceptable dates. If too many events are proposed for the same day, the dean's office will determine priorities based on purpose of the event, congruence with University mission, and quality planning.

Reserving Space on Campus

Recognized student organizations in good standing may reserve rooms on campus for their activities and events. These room reservation privileges are non-transferable. Therefore, non-University organizations and individuals may not hold events on campus by using a student organization as a vehicle to stage an event on campus property or to reserve a campus room for a function (i.e. running a workshop about the organization or product, or hosting an event aimed exclusively at recruitment).

Information about how to reserve a room can be found on the [Sewanee calendars website](#) or directly by using the [room scheduling system \(EMS\)](#). Organizations that do not abide by these regulations will have their room reservation privileges suspended.

Event Registration and Approval

Depending on the complexity of your event, you may need to be connected to various resources, both on and off campus. These resources and offices include Sewanee Police Department, Academic Technology Services, Facility Management, and the Dean of Students Office, among others. The event registration form on Engage will connect you with the necessary resources and advises you with various aspects of event management, including but not limited to social host guidelines, publicity, contracts, and appropriate staffing levels.

Your organizational activity should be registered at least two weeks in advance, and preferably a month, if it meets any of the following criteria:

- Attendance of 100 or more;
- Admission or program fees will be charged;
- Alcohol will be served;
- It will occur between 10pm and 2am on a Friday or Saturday;
- It is a fundraiser;
- Cash will change hands;
- Anything, including food, will be sold;

- The venue is outdoors;
- A raffle will be held.

Events are registered by filling out an Event Registration Form on Engage. No advertising is permitted until your event registration is reviewed and approved. If you have any questions about registering your organizational activity, please contact the Student Activities Coordinator, at sjiippo@sewanee.edu or at ext. 1386.

Alcohol

Alcohol use must be controlled at events that are open to the entire campus community, especially if the activity is in an outdoor location. Student organizations that wish to have alcohol at events open only to members of their organization or invited guests must have a social host and follow the [Social Host Policy](#). Other exceptions to this policy will be considered on a case-by-case basis, depending on event plans. Student organizations should complete the Event Registration Form to receive permission for the inclusion of alcohol at the event.

Food

Student organizations may wish to have food at events. Please keep in mind that any food can potentially cause a foodborne illness. Foods high in protein—meat, fish, poultry, shellfish, cheeses, eggs, milk—and carbohydrates can support rapid bacterial growth if they are not prepared or served at a proper temperature. The situation can be made even more hazardous if a food handler fails to properly wash his/her hands, sanitize cutting boards, or uses contaminated utensils.

As these conditions can present a serious risk of liability for a student organization, the Dean of Students Office recommends that student organizations serve food prepared by licensed food service establishments or those that are pre-packaged. Organizations may choose to serve homemade food at events limited to their membership, although they take on a significant liability in doing so.

Food Safety Resources

If you have questions regarding food safety, please refer to the [Tennessee Food Codes](#) for guidelines.

Catering Resources

Could add local Catering Options and Sewanee Dining

Inviting Speakers, Guests and Honorees

When extending an invitation to any speaker, award recipient, or guest, it is important that a student organization accurately represent its relationship with the University. Therefore, from the initial correspondence onward, organizations should clearly articulate that they are a student organization at the University of the South.

Freedom of Expression

As an institution of higher learning dedicated to research, teaching, and service, the University is firmly committed to academic freedom and freedom of expression, and will maintain the conditions of freedom of inquiry, thought, and discussion on campus. The education of Sewanee students is guided by the University's commitment to the principles of open communication, open inquiry, nondiscrimination and civility. Students are considered as partners in this endeavor and the University expects all members of the community to be respectful of each other and to contribute in positive ways to an orderly and civil exchange of diverse ideas and opinions.

The University wants all students to feel welcome and safe in an environment dedicated to the critical discussion of complex and challenging ideas.

Meetings open only to members.

A student organization may invite any person to address its members, but organizations must follow normal procedures for reservation of space and demonstrate the ability to pay for associated costs for the meeting or event.

Meetings open to the Sewanee community.

A student organization may invite any person, approved by the majority of its members, who represents a point of view pertinent to the occasion to speak to an assembly of the Sewanee community, provided that the sponsorship of the event is consistent with the purposes of the organization.

Meetings open to the public.

For open meetings sponsored by campus organizations, procedures for reserving space must be followed.

- Procedures for all types of meetings described above include registering in advance, so as to ensure the adequacy of arrangements, minimize schedule conflicts, reserve space, and demonstrate ability to pay for costs incurred.
- Limitations on meetings. The University may restrict the times and places of organization meetings on University premises. A student organization denied

permission to sponsor an assembly may appeal the decision to the Dean of Students or the dean's designee.

- Sponsorship. A registered student organization that sponsors an activity will be responsible for registration, arrangements, publicity, costs incurred, and the conduct of the participants. The Dean of Students, or the Dean's designee, must approve access to University facilities for requests from registered student organizations that wish to use the facilities for a speaker of their choosing.
- Off-campus groups may cooperate with a registered student organization in a campus event, but the campus organization remains fully responsible for the conduct of the off-campus group, and the Dean of Students or the Dean's designee must pre-approve the arrangement. Student organizations' fronting for off-campus groups is prohibited. Off-campus groups or individuals wishing to use University facilities independently must conform to University policies.
- Physical distribution of printed statements or electronic media. Persons who distribute printed materials or materials on electronic media are responsible for the contents. Students may distribute leaflets, informational sheets, compact discs, or similar materials outside the building in which a meeting has been scheduled by another organization, if the distributors position themselves twenty feet from the entrance and avoid restricting access. For outdoor events, distributors may position themselves twenty feet from the reserved lawn or area, again in a manner so as to avoid restricting access. There may be no charge or requested donations for these materials and the name and contact information of the distributing individual or organization must be provided on each piece.

Protest and Dissent

Protest and dissent are necessary and acceptable forms of expression. However, protest or dissent that is disruptive or disorderly conduct is prohibited, particularly that which obstructs or disrupts teaching, administration, University procedures and activities, or other authorized activities on University premises, including programs, events, meetings, or speakers hosted by student organizations, departments, offices, or other entities. Students engaging in this type of disruptive action or disorderly conduct are subject to corrective action through the University's accountability process, and may also be subject to criminal prosecution. Generally, picketing, distributing literature, silent or symbolic protests (e.g., holding signs, wearing certain clothing, standing, etc.), or short and spontaneous verbal reactions to a speaker are acceptable forms of protest and dissent, as long as they do not block, obstruct, or impede, among other things, access to a meeting or activity, passage of persons or vehicles, the audience's view or ability to pay attention, and/or the speaker's communication or ability to speak.

The University expects students to refrain from conduct that threatens, intimidates, harasses, or impairs the security or privacy of another member of the University community. This includes behaviors that violate another person through the use of electronic communications, social media, computers, or data networks. Such conduct is a violation of University policy and may result in corrective action through the University's conduct process.

Accessibility

The University is committed to fostering respect for the diversity of the University community and its individual members. In this spirit, and in accordance with the provisions of Sections 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the Americans with Disabilities Act Amendments Act (2008) the University seeks to provide disabled students with the reasonable accommodations needed to provide equal access to the programs and activities of the University. When planning events that are open to the public, make sure that your organization's events are accessible for students with disabilities. Your organization may want to consider hiring a sign language interpreter, creating large print handouts, or simply making sure that the room you reserve is easily accessible. Please follow the guidelines below with these accessibility needs in mind:

- **Clearly list contact information** - Clearly list on all signs, posters, and event advertisements the contact information for the member of your organization who is aware of and responsible for accessibility concerns: wheelchair accessibility, seating arrangements, audio-visual capabilities, alternative print options, podium access, sign language availability, accessible van and elevator services as they relate to your event. Details can be found below.
- **Wheelchair Accessibility** - Be aware of the physical accessibility of the building and specific rooms in which events are held, as well as the accessibility of nearby bathrooms. Note the presence/absence and locations of functioning elevators and unobstructed ramps. Also observe entrances and exits to the event, reception, and refreshment areas, as well as proximity of bathrooms to these locations. Consider also the possibility of extra-wide wheelchairs. For more information about the accessibility of event locations, please consult the University Wellness Center (UWC). The UWC is the administrative liaison for students at the University of the South who have physical, emotional, and/or learning disabilities and health conditions. More information can be found at <http://www.sewanee.edu/student-life/university-wellness-center/student-accessibility-services/>

- **Seating** - Determine the locations of seats free of line-of-sight obstruction or ambient-noise interference. Try to choose rooms with ramp platforms to most, if not all, parts of the room.
- **Audio-Visual Equipment** - Technological capabilities available include film and video open captioning, FM microphones, printed or print alternative copies of dialogue and scripts of media presentations, monitors and boards fully visible from all seats, and amplification appropriate for particular rooms. For more information, please contact Academic Technology Services.
- **Alternative Print** - Consider print alternatives, including handouts in large print or on discs (for persons who have requested this with advance notice). Please also post printed materials electronically, if possible, for reference after your event.
- **The Podium** - It is impossible to assume in advance the needs of all your participants. If the event includes members of the public as presenters or speakers, be sure to consider access to the podium and all event activities.
- **Sign Language** - Sign language interpreter arrangements must be made in advance and interpreters must be certified.
- **Van Access** - Accessible transportation is available for students with appropriate documentation and with advance registration. For more information, please contact the Motor Pool at motorpool@sewanee.edu.
- **Elevator Access** - Check that the elevators are in working order the day before and the day of the event.

Access Statement

The University requires groups to include the following statement on all posters for events open to the University Community or General Public:

Individuals with disabilities requiring accommodations or information on accessibility should contact Accessibility Services at 931-598-1270 as soon as possible, preferably at least two weeks in advance.

Publicity

Where and how student organizations publicize activities and events should be reflective of who is invited. Groups should consider their targeted population (members only, college community, or public), when formulating their plan for advertising.

All advertising, including posters, at a minimum should include the sponsoring group's name, ticketing information (if applicable), who to contact for more information, and accessibility information. Advertising should also be free of copyrighted materials.

If your event requires registration, do not begin to advertise your event until your registration has been processed.

Advertising Events with Alcohol

Events may mention alcohol in printed and electronic posters, provided they use specific and approved language. The standard language allows for three options:

Non-alcoholic beverages available. BYO beer, wine, and mixed drinks for 21+

or

Non-alcoholic beverages available. BYO beer only for 21+

or

Non-alcoholic event

These are the only acceptable phrases that are permitted on printed and/or electronic materials without prior permission from the Dean of Students Office. Posters may not mention price of alcoholic beverages or specify types of beers, wines, or mixed drinks available. No photos or logos of alcoholic beverages may be used in printed or electronic materials.

Posters

Recognized student organizations in good standing with the University have the privilege of posting on University bulletin boards and kiosks. The following policies govern posting on campus:

- All posters must be submitted and approved using Engage.
- Posters may be placed only on bulletin boards and kiosks reserved by an organization.
- "Restricted" bulletin boards (inside classrooms or buildings) are maintained by departments or offices, therefore posting on these bulletin boards must first be approved by the bulletin board's owner.
- Posters should not be placed on doors, fences, entry posts, gates, utility poles, waste containers, sidewalks, or other similar places.
- Tape, staples, or pushpins should be used. Do not use glue or other adhesives.

Organizations violating these rules can be fined per daily violation and may lose posting privileges by the University.

Screening Commercial Films, Documentaries, and Other Copyrighted Material

Student organizations are expected to be in compliance with copyright laws that govern commercial films and documentaries.

If the copyrighted material will be screened outside of a residence hall program, then the public performance rights will need to be secured by renting the film from a distributor, utilizing a copy of the film with the public performance rights, or obtaining the public performance rights from the copyright holder in writing. If admission will be charged, any surplus revenue must be used to further the educational goals of the sponsoring organization, as outlined in its charter or constitution.

Contracts

Student organizations do not have the authority to sign contracts on behalf of the University or any of its faculties or departments. Therefore, all contracts should clearly and accurately state the organization's relationship with the College. Organizations should ensure the following are present in every contract into which they enter:

- The full, official name of the student organization
- “The parties hereto agree and understand that the University of the South is not a party to this contract and that the University of the South is not responsible, under any circumstances, for performing any obligations of this contract.” (If this language is not included, and as a result there are negative consequences to the University of the South or any of its faculties or departments arising from a contract signed by members of a student organization, the University of the South will seek to hold those students who signed the contract and the student officers of the organization personally responsible.)
- “[Party]’s use of the name “University of the South” (alone or as part of another name) in advertising or promotional materials is not permitted.”

Emergency Protocol for incidents that occur during student organization trips or off-campus activities:

In the event of an accident, emergency, sickness, or hospitalization affecting any student during a student organization trip, it is important that you immediately contact the Sewanee Police Department at 931-598-1111 to notify the University of the incident. The purpose of this protocol is improve communication and ensure that the University can arrange appropriate support for the individual student(s) affected by the incident. Students can also use the LiveSafe mobile app to identify protocol and emergency procedures and to contact the Sewanee dispatch center.

Section 6. Financial Management

There are many elements that contribute to sustainable organizations. Strong financial management, combined with adequate resources, can go a long way toward achieving sustainability for your organization. To emphasize the importance of strong financial controls, the University requires officially recognized student organizations to submit a copy of their previous year's financial report along with the proposed budget for the coming year as a part of annual re-registration in October.

Officer's' Responsibilities: Checks and Balances

Your organization is responsible for its own finances and financial records. The University will provide guidance, if needed, but the responsibility rests with the leadership of the student organization. In order to maintain good financial control, it is necessary for more than one person to hold responsibility for financial transactions. The philosophy of checks and balances is an important one to maintain because the University of the South holds all officers responsible for any debts incurred on behalf of the organization if the organization does not have sufficient funds to pay for an expense.

Planning for the Fiscal Year

The officers of each student organization must determine for themselves an optimal time at which the finances for the organization should be wrapped up for the year. This decision may be based on any number of factors such as the primary activity of the organization, the end of the academic year, or prior to or after the election period of new officers. The University of the South's fiscal year is July 1–June 30.

Periodic Reporting

Officers should and must know the financial standing of the organization (income, expenses, encumbrances, etc.) at all times throughout the year in order for the organization to make accurate decisions about future events and expenses. Depending on the complexity of your student organization, the Treasurer should make no less than one formal report each semester to the other officers of the organization (and/or members, depending on the organization's constitution). The report must be reviewed and approved by the officers. All officers should give signed approval of these reports. (Please note that officers will be held responsible whether or not these approvals are made.) The lack of attention and accountability of financial matters is viewed by the Dean of Students Office as neglect by all officers of the organization. (See below for a sample financial report.)

Budgeting

At the beginning of each fiscal year, the officers should plan the potential activities of the year and create a budget for each of these activities. This budget will then provide a general basis to determine how all funds of the organization will be used in the coming year. Be certain to document the key assumptions you have made in creating your budget, including ticket price, projected number of sales, etc.

The document should include:

- Last year's actual expenses and income.
- The present year's budget (projected expenses and expected income).
- The present year's actual year-to-date-total expenses and income.
- The variance between budgeted and actual expenses and income.

A detailed budget must be submitted to the Student Activities Coordinator once a year as a requirement of re-registration.

Collecting Income

Cash receipts include all revenue collected by your organization including cash, checks, wires and Paypal transactions. Whenever possible, it is important that actual cash not be used by your organization—using cash for transactions prevents accountability of officers and is difficult to track and document. Your organization should request that income to your organization be in the form of a check or cashier's check, made payable to your organization. All revenue must be deposited in the organization's University account and recorded immediately upon receipt. Checks should be deposited frequently (at least weekly or as cash accumulates during a collection week).

It is important for individual members selling tickets or other items to understand that they are responsible for the tickets in their possession and for the income generated by the sale of those tickets. Similarly, they are responsible for the cost of these tickets or items if they are not returned.

Treasurer's Forms

Forms for processing financial transactions can be found at:

<http://www.sewanee.edu/offices/treasurer/forms/>.

Paying Bills

Cash disbursement (or "accounts payable") is the process of paying the expenses of your organization and entering those payments in your financial record. Payments or reimbursements

should only be used for expenses that are for the purpose of the organization, as the organization has defined its mission in its constitution. In other words, student organizations are not permitted to use the organization’s bank accounts for individuals’ expenses.

By following some simple guidelines, your organization will be well on the way to good financial management.

| DO | DON'T |
|--|---|
| <ul style="list-style-type: none"> ● Pay bills with checks, not cash. ● Require two signatures to make a check valid. ● Keep good documentation of bills received and paid. ● Pay within the vendor’s terms and avoid interest charges. ● Stamp or mark invoices “paid” to avoid double payments. | <ul style="list-style-type: none"> ● Pay for personal expenses with organizational funds. ● Pay bills twice (always mark invoices PAID once payment is sent). ● Pre-sign blank checks. ● Write checks payable to cash (except in the case of petty cash). |

Financial Reporting

The Organization’s treasurer must prepare a financial report at least each semester and at the end of the term of office. The financial report provides information about that period’s financial activity and a year-to-date summary. One copy should be submitted with the student organization’s fall re-registration with the Dean of Students Office. The financial report should include the following:

- Balance sheet as of the end of the previous month.
- Statement of income and expenses for the entire fiscal year or fiscal year-to-date.
- Comparison of budget and actual income and expenses.
- Explanation of significant variances from budget.

Transition of Officer, Namely Treasurers

The outgoing Treasurer should complete the following checklist prior to leaving office:

- File all financial records for the past year (receipts, monthly statements, etc.). Student organization records should be kept a minimum of five years.
- Complete the financial report.

- Review the financial report with the new Treasurer; submit one copy to the Office of Student Life upon annual re-registration. Discrepancies and resulting actions should be documented in writing.
- Reconcile all debts or have a written plan on file describing how any debts will be settled in the future.
- Change co-signers on the organization's bank accounts at Harvard University Employees Credit Union.
- Deliver all bank statements, checkbooks, and other financial information to the new Treasurer.

One of the most important ways of supporting an organization is through the maintenance of good financial records. Clear financial records and procedures help to ensure that the funds are used in accordance with the goals of the organization and ensure that officers of your organization prioritize the activities for the year. The documents can also act as historical records, providing information on which past events were successful, which vendors had the best prices, and when activities took place.

Section 7: Organizational Conduct Process & Sanctions

Philosophy and Process

Sanctions are intended to educate organizations on the effects of their behavior and invoke change in future decision making. A dean of students or the Student Disciplinary Board may implement any of the sanctions listed in this section, pursuant to the conduct process set forth in this or the EQB Guide.

Sanctioning Options

Sanctions that may be issued include the following:

Organizational Warning – official disciplinary action conveying to the organization that their behavior was unacceptable and that any future violation of this Code may result in more severe disciplinary action, including Organizational Probation, Organizational Suspension, or Revocation of University recognition. Notification will also be sent to any national or regional organization with whom the group is affiliated.

Organizational Probation – pre-suspension period in which the organization’s behavior is under University review, conveying that the behavior was unacceptable and that any future violation of this Code may result in more severe disciplinary action, including Organizational Suspension or Revocation of University recognition. Notification will also be sent to any national or regional organization with whom the Recognized Student Organization is affiliated.

1. Organizational Probation shall be imposed for a period no less than the remainder of the current semester.
2. A Recognized Student Organization that has violated this Code while currently on Disciplinary Probation shall be suspended as a minimum sanction.
3. A Recognized Student Organization that has violated this Code and has previously been on Organizational Probation, but is not currently on Organizational Probation, *may* be placed on Organizational Probation as a minimum sanction.

Organizational Suspension – suspension of official University recognition for a period no less than the remainder of the current semester. Notification will also be sent to any national or regional organization with whom the University Recognized Student Organization is affiliated.

1. Suspension may be effective immediately or deferred until the end of the current semester.

2. During the period of Suspension, the Recognized Student Organization will have all benefits of University recognition suspended. A suspended Recognized Student Organization may not participate in University Sponsored Activities, participate in events and activities as an organization, use or schedule University facilities and cannot use Sewanee's name or marks in any manner for any purpose.
3. The suspension and all associated documentation shall be maintained in the Recognized Student Organization official University records maintained by Campus Activities.
4. A date at which time the Recognized Student Organization may request to be cleared by and returned to good organizational standing can be established contingent upon fulfillment of all requirements set forth by an Organizational Conduct Review Officer or the Board.
5. A Recognized Student Organization that has violated this Code and has previously been suspended shall be suspended as a minimum sanction.

Removal of University Recognition – permanent revocation of University recognition subject to the right to petition for reinstatement as described in this section.

1. Shall be effective immediately.
2. All benefits given to a recognized student organization shall be permanently removed.
3. A notation of Removal and all associated documentation shall be maintained in the former student organization's official University record maintained by Campus Activities.
4. The former Recognized Student Organization may petition the Vice President for Student Affairs/Dean of Students to rescind the removal no earlier than two (2) years after the effective date of the Removal. The Vice President for Student Affairs/Dean of Students' determination regarding reinstatement shall be based on the former Recognized Student Organization petition and relevant documentation supporting or opposing the rescindment. If the Removal of Recognition is rescinded, the organization must follow the established procedure for the establishment of a new student organization under the appropriate governing body.

Additional Sanctions – sanctions that may be given in addition to this Sections include, but are not limited to, the following:

1. loss of all privileges granted as a part of recognition for Recognized Student Organization
2. restitution for loss, damage, or actual expenses incurred as a result of the Recognized Student Organization behavior;
3. participation of Recognized Student Organization (its officers, other members or full membership) in educational programming, including alcohol and other drugs counseling or reflection activities;

4. ban for a definite or indefinite period of time from all or a portion of any University premises or University-sponsored activities;
5. any other sanction determined appropriate as a result of an Informal or Formal Resolution.