# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter to Advisors</td>
<td>1</td>
</tr>
<tr>
<td>Office of Student Activities Overview</td>
<td>2</td>
</tr>
<tr>
<td>Important Contacts</td>
<td>4</td>
</tr>
<tr>
<td>Advising Student Organizations</td>
<td>5</td>
</tr>
<tr>
<td>Advisor Expectations and Checklist</td>
<td>6</td>
</tr>
<tr>
<td>Student Organization Policies</td>
<td>8</td>
</tr>
<tr>
<td>Risk Management</td>
<td>27</td>
</tr>
<tr>
<td>Finance</td>
<td>29</td>
</tr>
<tr>
<td>Programs and Planning</td>
<td>30</td>
</tr>
<tr>
<td>Leadership</td>
<td>31</td>
</tr>
<tr>
<td>Appendix</td>
<td>32</td>
</tr>
</tbody>
</table>
Dear Advisor:

Thank you for agreeing to serve as a student organization advisor. By taking on this role, you have already made a significant contribution to campus life at Belmont University and for its students. Advising is a unique opportunity to interact with Belmont students in a co-curricular context. This experience provides students the opportunity to get to know faculty and staff as “real” people, and often leads to long term mentoring and life-long connections.

Advising student organizations provides opportunities to challenge students to be better than they were yesterday and to support them when they find themselves unprepared to perform the task set before them. A good advisor will use their personal and professional experience to motivate individuals, as well as the group, toward a common goal. Good luck and enjoy your opportunity to make a difference!

This handbook was designed to serve as a resource for you in your role as an advisor and in conjunction with the Student Organization Handbook, addresses many of the questions and issues that seem to arise from year to year. However, please contact our office if you need more information or your questions are not being addressed – we are here to serve you as well as the student organizations.

It is our hope that being a student organization advisor will be a rewarding experience. Please contact us if you have questions or are feeling overwhelmed. Please also refer any new faculty or staff to our office if they are interested in serving as an advisor. Thank you again for accepting this role and contributing to the co-curricular experience.

Appreciatively Yours,

Amy Coles
Director of Student Activities
615.460.6407
amy.coles@belmont.edu
Office of Student Activities Overview

Learn the Lessons ~ Make the Memories ~ Forge the Relationships

The Office of Student Activities at Belmont University exists to support and promote campus engagement through leadership development, campus traditions and programming, and organizational activity in order to ensure a vibrant and engaging campus community that enhances the student co-curricular experience. Through a learning-lab environment, Student Activities develops students while they lead, serve and develop key relationships with other Belmont students, faculty, staff and administration. Student Activities is also responsible for housing and enforcing all campus policies and procedures regarding student organizations.

Learn the Lessons (Leadership Development)

Student Activities provides broad oversight of leadership development programs for the Division of Student Affairs. The Office of Student Activities believes that when students engage in leadership roles and experiences outside of the classroom, they are able to develop a greater self-knowledge of their talents and strengths as well as improve their leadership competence. Student leaders are provided with opportunities characterized by real power and responsibility, genuine opportunity and choice. Leadership roles are designed not only to influence and shape the life of the campus community, but to reveal and refine the character of those who serve in them, thus providing opportunities to learn difficult and challenging life lessons in a safe and productive learning lab environment.

Make the Memories (Traditions & Campus Programming)

Campus traditions and general campus programming play an important role in supporting campus engagement and ensuring a vibrant campus community. The Office of Student Activities works to ensure that all students are aware and involved in campus traditions such as Homecoming, Fall Follies, First on the Floor, Greek Week, Life Beyond the Tower, etc. Belmont traditions become a part of a student’s overall Bruin experience thus providing them with life-long memories that while initially influenced their time on campus, ultimately provide cherished life-long memories. Additionally, the Office of Student Activities provides substantial campus-wide activities and programming that help build community and creates opportunities for students to connect to one another as well as the overall campus community.

Forge the Relationships (Student Organizations)

Student Activities affirms the choice of Belmont students to engage in the campus community by choosing to get involved in opportunities outside the classroom and student organizations provide an important avenue to engage in the co-curricular experience as well as providing unique opportunities where they are able to exercise their passion and their strengths with other students that share in a common interest.
The Office of Student Activities directly advises two of the organizations recognized by the university as Chartered organizations: Student Activities Programming Board and Student Government Association. These Chartered organizations serve as a direct extension of the university. Their overall purpose is to support and enhance the mission of Belmont University and the Office of Student Activities. These organizations have university funded budgets and are expected to provide significant programming/contributions to the campus community.

Student Activities is also responsible for overseeing Belmont’s eight nationally affiliated Greek organizations, the three Greek governing councils (Interfraternity Council, Panhellenic Council and the National Pan-Hellenic Council), and the over 120 affiliated and recognized student organizations that exist to either directly assist a department or program in achieving their institutional objective or that are simply started by a community of students that share a common interest.

Student Activities is responsible for broad oversight of leadership development within the Division of Student Affairs. Some examples of leadership development programs include a cross-departmental leadership training week called Week One, Student Organization Leadership Training, Risk Management Training, on-going Advisor training and individual mentoring between advisors and student leaders.

Finally, the Office of Student Activities is responsible for the oversight and administration of the University’s signature Convocation program.

**Philosophy for Co-curricular Involvement**

Co-curricular involvement is a vital part of the overall collegiate student experience. It provides students the opportunity to apply what they are learning inside the classroom to their lives outside of the class. Co-curricular involvement enhances student learning and cognitive, psychosocial, moral and ethical development. ¹ Students develop greater self-knowledge of their talents and strengths as well as improving their leadership competence and the capacity to mobilize themselves and others to serve and work collaboratively. ² This involvement through student activities prepares students for personal and professional success beyond graduation. We affirm the choice of our students to be involved in the campus and community, and student organizations provide an important avenue to engage in the co-curricular experience.

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## Important Contacts

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Advising Student Organizations

What is a student organization advisor?

A student organization advisor is a full-time faculty or staff member that assists in supporting the co-curricular learning environment through mentoring and role modeling for student organization leaders and members. The advisor shares insight, gives advice, advises on policy, holds leaders accountable, provides insight from a varying perspective, and supports the organization members.

Why be a student organization advisor?

Advising student organizations provides many rewards. It allows both faculty and staff who advise student organizations the opportunity to interact with students in a different context. It also offers students the ability to learn in a co-curricular environment from various campus entities.

What are rewards and challenges of being a student organization advisor?

Rewards

♦ Impact on students’ development and engagement in campus life
♦ Serve as a mentor to students
♦ Serve as a liaison between University administration and students outside of your day to day role
♦ Network with colleagues within the University and at other institutions
♦ Participate in an organization whose purpose you enjoy

Challenges

♦ Balancing time in relation to work responsibilities
♦ Clarifying your role with student organization leaders and members
♦ Being aware of decisions and actions taken by organizational leadership
♦ Understanding the learning lab environment present within student organizations at Belmont
♦ Avoiding the desire to control the organization rather than support and encourage

Best Practices in Advising Student Organizations

Every student organization will differ and may require a different approach by the advisor. The following information can serve as tips and resources for advising your student organization.

1. In the beginning of the advising relationship, agree on clear expectations about the role of the advisor
and the role of the student organization. Discuss mission, vision, and purpose of organization and reach a consensus.

2. Be familiar with the organization’s constitution

3. Get to know the members, attend events when you can, and make yourself available so that they know who you are.

4. Be knowledgeable of the University and Office of Student Activities policies and procedures.

5. Assist in the establishment of responsibilities for each officer and member.

6. Develop a strong relationship with the president and other leaders. These students will be your main connection within the organization.

7. Remember to praise in public and to offer feedback and constructive criticism in private. Discuss concerns with a leader’s performance in a one-on-one setting. Whenever someone does something extremely well, be sure to let others know.

8. Be honest and open with all communication. The students need to know that they can trust you and that you have their best interest at heart.

9. Realize that you have the power of persuasion, but use this judiciously. The students sometimes need to learn how to fail. Know the balance between failure and success when it ultimately affects the student organization’s success long-term.

10. Help the organization see alternatives and provide an outside perspective.

11. Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet that you will hold them accountable.

Adapted from Lenoir-Rhyne College’s Advisor Handbook

Advisor Expectation Checklist

Listed below are requirements by the Office of Student Activities for student organization advisors.

- Explain and support University policies when relevant to the discussion
- Be responsible for encouraging leadership development through attendance at Student Activities’ workshops
- Be familiar with University resources, especially those available through the Office of Student Activities and the procedures that affect organizational activities
- Approve all organizational travel prior to submission to Student Activities for approval
- Encourage and support executive leadership attending student organization trainings and workshops
- Expect executive leadership to observe and uphold University policies throughout their time in office
- Actively assist in the orderly transition of responsibilities between old and new leadership
- Submit all appropriate BIC and Convocation forms for approval

Please use the following list with your student organization leaders in order to discuss the expectations between both the organization and yourself in your role as advisor. Please rank the following from 1-5.

1-Essential Function of the Advisor 2-Advisor Does Often 3-Advisor Does Sometimes
4-Advisor Does Rarely 5-Absolutely Not a Function of the Advisor

- Represent the organization in any conflicts with members of the University staff
- Attend all general meetings
- Attend all executive leadership meetings
- Advise organization during discussions in order to encourage good decisions and planning
- Remain silent during general meetings unless called upon
- Initiate ideas or purposes for discussion when necessary
- Be a part of the organization, except for voting and holding office
- Recommend programs, speakers, etc.
- Attend all organizational activities, meetings, events, etc.
- Call meetings with the executive leadership when believed to be necessary
- Meet with executive leadership before each meeting
- Assist executive leadership in preparing an agenda before each meeting
- Advise and encourage executive leadership between meetings
- Assist in actively developing outcomes and goals for the organization
- Remind organization of its stated purpose when planning events
- Veto a decision when it violates the organization’s purpose, Constitution and By-Laws, or University policy (including the Student Organization policies)
- Mediate interpersonal conflicts that may arise among members and leadership in organization
- Let the organization work out its problems, allow for mistakes, and doing it “the hard way”
- Insist on an evaluation or program outcomes for each activity
Initiate teamwork development and cooperation

Review the Treasurer’s budget at the conclusion of each semester

Review the Treasurer’s budget proposal at the beginning of each semester

Review and approve the spending of organizational finances

Review all official correspondence prior to sending

Be copied on all official correspondence

House all group paraphernalia and records during breaks and through transitions of leadership

House all official files for the organization

Inform the organization of infractions of Constitution, Bylaws, and Policies (both organizational and University)

Adapted from ACPA Commission for Student Involvement Advisor Manual

Student Organization Defined

A student organization is a group of currently-enrolled Belmont University students who form together for a common purpose, for which they do not receive academic credit. Any group of students which meets regularly, elects or appoints officers, collects dues, conducts a program or in any other way consistently functions as an organization is required to seek university recognition through the Office of Student Activities.

If an organization has a relationship with an outside or inter/national entity the policies and procedures of Belmont will supersede any of the outside affiliation. In no way do the goals, values, or events of an individual student organization represent those of the entire Belmont community.

Student Organization Classifications

The Office of Student Activities utilizes a classification system to clarify privileges, responsibilities, governance and the legal relationship between recognized student organizations and Belmont University. Organizations fit into a particular classification by fulfilling every aspect of the definition for that classification.

The University conveys certain privileges to every student organization it recognizes including:

Recognized Student Organization General Privileges:

♦ Inclusion in student organization campus publications
♦ Reservation and use of university facilities
♦ Scheduling and promotion of events on the online university calendar
♦ Marketing and publicity of events through on-campus postings and promotions
♦ Participation in the annual BruinLink Fair
♦ Exemption from state sales tax when paying for organizational goods with university funds
♦ Organization page and use of all functions within BruinLink

Classifications of Recognized Student Organizations:
1. Chartered Organization Definition:
   • Purpose: Created by the university to directly support and enhance the mission of Belmont University. Considered a direct extension of the University, chartered organizations principally exist to serve or represent the campus community. They provide significant contributions and programming to the campus community.
   • Advisor: A professional staff member from the Office of Student Activities serves as the advisor as a part of his/her official job description.
   • Funding: Provided through the Division of Student Affairs.

Chartered Organization responsibilities:
♦ Attend monthly Presidents’ Council meetings
♦ Individual members maintain a minimum cumulative GPA of 2.5
♦ Meet regularly with advisor
♦ Provide Annual Report, including fiscal details, to the Office of Student Activities
♦ Manage budget in accordance with Belmont’s financial policies and procedures
♦ Participate in annual Leadership training
♦ Register organization annually
♦ Serve on other departmental/university committees as assigned
♦ Anticipate driving personal vehicle for Belmont business
♦ Register all campus-wide events through the online university calendar
♦ Abide by all University and Office of Student Activities policies and procedures

Chartered Organizations additional privileges:
♦ Use of the Belmont University Name & Logo
♦ Use of a University watermark
♦ Receive official organization email on the Belmont server
♦ Serve on University committees
♦ Serve as University student leadership liaison
♦ Provided space in the Beaman Student Life Center
♦ Access to complimentary design services from the Office of Communications
♦ Receive Belmont Business Cards
♦ Receive University name tags
♦ Tax exempt status

Affiliated Organization Definition:
   • Purpose: Created by department or group of students to assist a department or program in achieving their institutional objectives. Sports Clubs and Faith Development Organizations are
considered Affiliated organizations because of their departmental, college or school relationship.

- Advisor: A full time faculty or staff Advisor is required for all Affiliated organizations.
- Funding: Financial and resource support from department or program that they assist provided based on departmental discretion.

Registered Organization Definition:
- Purpose: Initiated by a community of students who share a common interest. Registered organizations are student-created and student-led. Registered organizations are not legally tied to the university.
- Advisor: Not required
- Funding: Does not receive funding from the University.

Registered Organization responsibilities:
- Attend monthly President’s Council meetings.
- Individual members maintain a minimum cumulative GPA of 2.0.
- Meet regularly with advisor(s).
- Register organization annually.
- Anticipate driving personal vehicle for Belmont business.
- Register all organizational programming, both on and off campus, with the Office of Student Activities through BruinLink.
- Abide by all University and Office of Student Activities policies and procedures.

Affiliated Organization additional privileges:
- Use of the Belmont University Name & Logo.
- Receive official organization email on the Belmont server.
- Eligible for an on campus agency account.
- Eligible to petition Student Government Association for grant funding subject to the SGA
- On-going leadership development opportunities provided by the Office of Student Activities.

Affiliated Organization responsibilities:
- Attend monthly Presidents’ Council meetings.
- Individual members maintain a minimum cumulative GPA of 2.0.
- Meet regularly with advisor(s).
- Register organization annually.
- Anticipate driving personal vehicle for Belmont business.
- Register all organizational programming, both on and off campus, with the Office of Student Activities through BruinLink.
- Abide by all University and Office of Student Activities policies and procedures.
Activities
♦ Eligible for an on-campus agency account
♦ Eligible to petition Student Government Association for grant funding subject to the SGA Grant Petition policies

Fraternity/Sorority additional privileges:
♦ Receive official organization email on the Belmont server
♦ Access to on-campus storage space
♦ Access to on-campus common fraternity/sorority and meeting space
♦ Eligible for an on-campus agency account
♦ Eligible to petition Student Government Association for grant funding subject to the SGA Grant Petition policies
♦ On-going leadership development opportunities provided by the Office of Student Activities

Student Organization Behavioral Expectations

Student organization recognition comes with many privileges. With those privileges come expectations related to the behavior of student leaders and organizational members. Leaders and members of student organizations at Belmont University are expected to uphold all facets of the University’s Community Commitments and other policies found in *The Bruin Guide*. As an expression of the institution’s vision, mission and values, student organizations and their members are expected to commit themselves to individual worth; personal integrity; critical thinking; self-control; and community responsibility. Additionally, when engaging in organizational activity, leaders and members are expected to:

♦ Positively represent the overall character, mission and values of Belmont University.
Actions within the group, programs sponsored and the overall reputation of the organization ought to illustrate and advance the mission and Community Commitments of the university and model its highest aspirations for life in community. As a Christian university, we expect our student organizations and their members to behave in a manner that represents the Christian ideals of stewardship, faith, service and honesty.

- **Conduct a consistent life** on and off campus, on and off duty, in real and virtual/on-line contexts because credibility depends on student organization leaders and members acting in congruence with both their personal and university values regardless of the context of their actions.

- **Comply with university policies** regarding expression, discussion and debate. Such activity may not disrupt the orderly functioning of the university.

- **Actively value and honor** the similarities, differences and contributions of every individual as a unique and contributing member of the Belmont University community.

### Organizational Activity

Belmont University affirms students’ opportunities to be involved in the campus and community, and student organizations provide one avenue to enrich the co-curricular experience. Organizational activity significantly influences individual experience and the campus culture in general. For this reason, the activities of student organizations’ members and guests are expected to be congruent with the University’s Community Commitments and to abide by all University rules, policies and procedures. This expectation applies to all organizational activities both on and off campus.

Additionally, activities planned or hosted by an individual member(s) of an organization may be considered organizational activities. Please note: the degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity. When the act, event, or activity grows out of, or is directly related to, the student organization’s activities or an environment created and knowingly permitted by the organization, or when a member of an organization is violating local, state or federal law, the organization may be held responsible and may be subject to disciplinary action.

The following questions guide consideration of whether an event will be considered organizational activity:

- What is the purpose of the activity?
- Who is attending the activity? Why are they attending? Is it mandatory for members?
- What resources on funding are supporting the event?
- How is the event being publicized or communicated?
- Has organizational leadership (e.g. President, Advisor, Chairperson, etc.) helped to coordinate this activity or is leadership participating?
- Would a reasonable person think this activity is associated with your organization?

Belmont University is not responsible for any injury, damage, debt or other liability caused by the acts or omissions of student organizations that are in violation of the University’s Community Commitments, Student Organization Behavioral Expectations or other university policies found in *The Bruin Guide*.

If your organization needs assistance in determining
if an activity is organizational in nature, a member should contact the Office of Student Activities for clarification prior to the activity.

**University Recognition for New Student Organization Application**

When a group of students meets the definition of a student organization, it is required to apply for formal recognition by Belmont University. Recognition provides Belmont University the opportunity to extend resources and support to student organizations and to manage opportunities to enhance the student experience, enrich the campus community, and advance the mission and vision of the university. After receiving University recognition, student organization must remain in good standing and must annually renew their recognition status. Failure to annually renew recognition status will result in the organization being placed on inactive status. For more information regarding maintaining University Recognition please refer to the Student Organization Handbook. All recognized student organizations must comply with University policies and procedures. These policies and procedures are found in, but not limited to, The Bruin Guide, the Student Organization Handbook, and the Office of Student Activities.

**Intent to Organize Process**

The process for University Recognition starts with a consultation with the Office of Student Activities, typically with the Assistant Director of Student Activities, and the student(s) interested in starting a new organization. This meeting provides an opportunity to dialogue about the intention of the organization, assures that there is not mission duplication with other existing organizations, addresses alignment with the university mission and provides support in navigating the recognition process.

After this consultation, prospective organizations are allowed to hold up to three (3) on-campus group meetings with expressed written permission from the Office of Student Activities. The presiding officer will provide the Office of Student Activities with the date, time and location for each of the three meetings. No official activities or events may be sponsored until a group has received official university recognition. Under no circumstance may an organization going through the recognition process use the Belmont University name or logo.

In order to assure consistent training and education for all student organizations, the University considers new organization request for recognition twice a year. All applications must be submitted by the third Friday of classes after the start of the term to the Office of Student Activities.

The following steps are required after the consultation with the Office of Student Activities in order to apply for University Recognition:

♦ **University Recognition Request Form:** Complete on-line form in its entirety

♦ **Governing Documents:** Provide an electronic copy of the proposed organization's bylaws, constitution, and any other defining or governing documents. (Sample bylaws and constitution are provided at the informational meeting.)
Leadership: Identify organization officers including their email addresses, BUID #’s, and phone numbers. Each student organization must have a Presiding Officer (e.g. president, director, chair, etc), a Vice President, an Event Services Contact, and a Financial Officer. Other suggested positions include, secretary, and historian.

Organization Rationale: Provide a one page rationale that outlines how the organization’s mission and activity will:

- Be congruent with Belmont’s Mission, Vision and Values
- Represent a contribution to the existing campus life and the overall student experience
- Demonstrate how organizational activity will support an environment of inclusiveness and develop community.

Membership: Provide an electronic list of prospective members that have expressed a commitment to join the organization if it is institutionally recognized. Belmont insists that there is enough interest from students that will sustain the organization beyond its initial founders.

Advisor: Provide contact information for the proposed organization faculty/staff advisor. All Belmont faculty and staff members are eligible to serve as advisors of recognized organizations. Please refer to the Student Organization Classifications document to determine if an advisor is recommended or required for your student organization.

Classification: Review the Student Organization Classifications for information for a detailed description of each classification and their privileges and responsibilities. Provide the Office of Student Activities with a recommendation for classification status that best fits the purpose and description of the anticipated organization. Any organization requesting Affiliated status must provide, in writing, confirmation from a University representative from the respective department/college that the organization would be affiliating with.

Final Approval Process

Upon submission of the completed Student Organization Application for University Recognition the Office of Student Activities reviews all provided documents in order to ensure:

- Completion of all required forms
- Consonance with University Mission
- Contribution to Campus Life
- Demonstrated commitment to developing community

For organizations satisfying the initial review, Student Activities will present the application to the Student Life Council, a committee of the Faculty Senate comprised of faculty, staff and students, for review and possible recommendations regarding the purpose and activity of the organization relative to the university’s Mission and Community Commitments.
Finally, the Office of Student Activities considers Student Life Council recommendations and conveys or denies university recognition. Organization Presidents and Advisors, will be notified via email.

Newly-recognized student organizations must participate in the New Student Organization Orientation & Training Session led by the Office of Student Activities. No organizational activity may occur prior to completion of this orientation and training.

**Withdrawal of University Recognition**

Student organization recognition comes with many privileges. As the University grants these privileges upon conveying official recognition, it can withdraw them for cause. An organization found not living into the mission and purpose agreed upon by the organization and the Office of Student Activities, may lose privileges or may be placed on probation. Additionally, any organization found responsible for a major violation of University policies or found responsible for a series of violations of University policies may lose privileges, may be placed on probation, or may lose official University recognition status.

**Anti-Hazing Policy**

Belmont University is committed to the values of individual worth, personal integrity, critical thinking, self control, community responsibility, and providing an atmosphere that nurtures the individual's self-esteem and growth. Hazing or any other activity that is an affront to the dignity and self-respect of any person is strictly prohibited by the university. Additionally, hazing is prohibited by law in the state of Tennessee (TN Code 49-7-123). Any individual or organization found in violation of the anti-hazing policy is subject to university disciplinary action and/or criminal prosecution. Any retaliation against any person who reports, is a witness to, is involved with or cooperates with the adjudication of hazing is strictly prohibited.

The University prohibits hazing by individuals or groups and defines it as follows:

Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected for affiliation and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places individuals in a position of servitude as a condition of affiliation. Prohibited acts of hazing include but are not limited to those covered under Tennessee State law. All students are subject to federal, state and local laws, and rules and regulations of Belmont University.

A person or organization violates the Anti-Hazing policy if they:

- engage in hazing;
- solicit, encourage, direct, aid, or attempt to aid another in engaging in hazing;
- intentionally, knowingly, or recklessly permit hazing to occur; or
- have firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fail to report said knowledge in writing to the Dean of Students or other appropriate officials of the institution.

Though it would be impossible to list all behavior
that may be considered hazing, the following are some examples of hazing and are prohibited:

- any physical act of violence expected of, or inflicted upon, another including marking or branding
- any physical activity expected of, or inflicted upon, another, including calisthenics; sleep deprivation or excessive fatigue as the result of an activity, lines-ups and berating
- any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student
- pressure or coercion of another to consume any legal or illegal substance
- making available unlawful substances
- completing tasks in order to obtain signatures
- required carrying of or possessing of a specific item or items
- servitude (expecting a new member to do the tasks of an experienced member)
- scavenger or treasure hunts
- forced exposure to the weather
- assignment of illegal and unlawful activities
- kidnapping, forced road trips, and abandonment
- costuming and alteration of appearance
- coerced lewd conduct; degrading games, activities or public stunts
- interference with academic pursuits

If an organization has any questions about hazing, or would like education and training regarding the anti-hazing policy please contact the Office of Student Activities.

**Hazing “Myths and Facts”**

**Myth No. 1:** Hazing is primarily a problem for fraternities and sororities.

**Fact:** Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools and other types of clubs and/or organizations. Reports of hazing activities in high schools are on the rise.

**Myth No. 2:** Hazing is no more than foolish pranks that sometimes go awry.

**Fact:** Hazing is an act of power and control over others – it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

**Myth No. 3:** As long as there’s no malicious intent, a little hazing should be OK.

**Fact:** Even if there’s no malicious “intent,” safety may still be a factor in traditional hazing activities that are considered to be “all in good fun.” For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

**Myth No. 4:** Hazing is an effective way to teach respect and develop discipline.

**Fact:** First of all, respect must be EARNED—not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

**Myth No. 5:** If someone agrees to participate in an activity, it can’t be considered hazing.

**Fact:** In states that have laws against hazing, consent
of the victim can’t be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

Myth No. 6: It’s difficult to determine whether or not a certain activity is hazing—it’s such a gray area sometimes.

Fact: It’s not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions:

♦ Is alcohol involved?
♦ Will active/current members of the group refuse to participate with the new members and do exactly what they’re being asked to do?
♦ Does the activity risk emotional or physical abuse?
♦ Is there risk of injury or a question of safety?
♦ Do you have any reservation describing the activity to your parents, to a professor or university official?
♦ Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is “yes,” the activity is probably hazing.

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Addendum to the Substance Free Campus Policy

Belmont University has a Substance Free Campus Policy, located in The Bruin Guide, which addresses the specific rules and expectations regarding the use of alcohol and illegal drugs. Student organizations are required to be congruent with the Substance Free Campus Policy, the University’s Community Commitments and to abide by all other rules, policies and procedures of the university found in The Bruin Guide. These expectations apply to all organizational activities both on and off campus.

In addition, student organizations may not host or participate in events held at establishments whose primary purpose is selling alcohol.

When fundraising student organizations may not partner, receive funds or goods from venues or vendors whose primary purpose is selling alcohol. Organization members should at no time serve or dispense alcoholic beverages. All student organization fundraising activity must be in compliance with the Student Organization Fundraising policy.

Contractual Agreements Policy

The Office of Student Activities utilizes a classification system to clarify privileges, responsibilities, governance and the legal relationship between recognized student organizations and Belmont University. Involvement in a student organization often presents opportunities to work with off-campus third parties, such as vendors, venues and booking agencies. Most of these working relationships utilize professional agreements in the form of a contract. Contracts are binding agreements between two parties in which one party agrees to provide specific products or services in return for action or remuneration from the other. Student organizations do not have the authority in themselves to make any commitments on behalf of Belmont University and enter into
contractual agreements only on their own behalf.

Chartered & Affiliated Student Organizations
Belmont University views Chartered organizations as “extensions of the University” and Affiliated organizations as organizations that “assist university departments in achieving their institutional objectives”. Thus, Chartered and Affiliated organizations are permitted to enter into contractual relationships with external third parties only if contracts are signed by the Office of the Dean of Students. The Office of the Dean of Students requires the signature of the Chartered or Affiliated organizations’ advisor prior to its endorsement.

Please allow for five to seven school days for approval. Contracts entered into without the prior written approval or endorsement from the Office of the Dean of Students are the exclusive responsibility of the student organization and/or its outside or inter/national entity.

Registered & Fraternity/Sorority Student Organizations
Registered and Fraternity/Sorority organizations are considered to be independent from the university and thus they do not have the authority to commit the university to any contractual agreements. Therefore, any contract between the student organization and the outside party binds only those parties and must not include Belmont University.

In cases where an organization incurs an expense by entering into a contractual agreement, it is the responsibility of that student organization to give an official written statement to the outside party indicating that the outside party may not rely upon Belmont University to fulfill the obligations of the contract in the event that the organization is unable to or unwilling to do so.

Below is the written statement that must be included in all Registered, Fraternity/Sorority Organization contractual agreements:

___________________________________ (name of student organization) is not owned, controlled, or managed by Belmont University. Belmont University assumes no responsibility for the contractual obligations of ______________________ (name of student organization).
Travel Policies

Vehicle Travel
In order to ensure the safety of everyone, reduce the risks, loss and liability involved in using and occupying motor vehicles and to prevent harm to Belmont property, staff, students and the public the university has created the following policies.

Chartered and Affiliated Student Organizations
Student groups recognized by the university as Chartered or Affiliated Organizations must provide the following information to the Office of Student Activities. Chartered Organizations must do so on an annual basis. Affiliated Organizations must do so any time organizational activity requires travel greater than 50 miles from campus. Organization Travel Registration Form (applicable to Affiliated organizations only)

♦ Proof of acceptable Motor Vehicle Record (MVR) for all drivers dated no more than one year before the date of the scheduled event (see below for MVR procedure)
♦ Copy of drivers license for all drivers
♦ Copy of proof of auto insurance for all drivers
♦ Medical Information Form for each traveler (must travel with copies in case of emergency)
♦ Signed copy of Personal Vehicle Safety Form

Note: If a Chartered or Affiliated organization travels overnight, their Advisor must accompany the organization.

Registered and Fraternity/Sorority Student Organizations
Student groups recognized by the university as Registered or Fraternity/Sorority organizations must submit to the Office of Student Activities a completed Organization Travel Registration form and the following supporting documents each time organizational activity requires travel greater than 120 miles one-way, or overnight

♦ Proof of acceptable Motor Vehicle Record (MVR) for all drivers dated no more than one year before the date of the scheduled event (see below for MVR procedure)
♦ Copy of complete travel itinerary including arrival/departure time, mode of transportation, schedule of activities and lodging
♦ Copy of drivers license for all drivers
♦ Copy of proof of auto insurance for all drivers
♦ Medical Information Form for each traveler (must travel with copies in case of emergency)
♦ Completed Assumption of Risk Form for each traveler

Air and Mass-Transit Travel
In any case that a recognized student organization is traveling by air or mass transit, the student organization is required to submit to the Office of Student Activities a completed Organization Travel Registration form with the following supporting documents:

♦ Copy of complete travel itinerary including arrival/departure time, mode of transportation, schedule of activities and lodging.
♦ Assumption of Risk Form for each traveler
♦ Medical Information Form for each traveler (must travel with copies in case of emergency)
Chartered & Affiliated
Personal Vehicle Driver Safety
& Release Form

The purpose of this form is to ensure the safety of everyone using and occupying a personal vehicle on Belmont University business, reduce the risks, loss, and liability involved in such use, and prevent harm to Belmont University student organizations by reducing the likelihood of accidents.

The following are personal vehicle safety requirements as identified by Belmont University Office of Safety Programs:

♦ Must have proof of acceptable Motor Vehicle Record on file with Advisor
♦ No other driver is allowed to operate the vehicle other than those assigned for the event scheduled.
♦ The possession of alcoholic beverages, firearms, or illegal drugs is prohibited inside the vehicle(s).
♦ Driving, operating, using or occupying a vehicle on Belmont University business by anyone who has consumed or ingested alcohol, any controlled or illegal substance, or drug is strictly prohibited, unless the drug has been prescribed by a physician having knowledge that a vehicle may be operated or used by that person while under the influence of the controlled substance or drug.
♦ Drivers are prohibited from operating a vehicle on Belmont University business when their judgment is impaired by any circumstance, such as fatigue or taking over-the-counter medications causing drowsiness.
♦ The driver of the vehicle must announce to the vehicle passengers before starting the vehicle that the passengers are required to put on their seat belts.
♦ The driver of the vehicle must obey all local and state traffic rules, laws and regulations at all times. Belmont University will not be responsible for any moving violations or parking citations received by the driver.
♦ Drivers are prohibited from picking up hitchhikers or giving rides to strangers.
♦ All passengers must be in a seat that has a working seatbelt.
♦ Drivers are prohibited from using mobile devices while driving. Usage includes, but is not limited to, texting, emailing, or talking on the phone.

Accidents

In the event of an accident involving a vehicle on Belmont University business, several requirements must be met. These requirements are:

♦ Call 911.
♦ If possible, move all passengers away from the vehicle.
♦ Call Advisor, if not present. Organization Advisor will contact the university.
♦ Have a police report made on the accident. Get the Accident Number and Reporting Officer’s name.
♦ Obtain the names of other drivers involved, how they can be reached, and their insurance information.
♦ Write down everything you can remember about the accident, including the names and phone numbers of all the vehicle occupants.
♦ Upon returning to Belmont, deliver all the above information to the Office of Student Activities.
Driver Release Statement

I agree to follow all the above-mentioned rules while on Belmont University business. I agree to hold Belmont harmless from and indemnify it against any injury or harm arising out of my failure to observe these rules. I confirm that my vehicle is in sound mechanical condition and safe to operate and occupy.

__________________________   ______________________________
Print Name                              Signed Name

_________________________
Date

Branding Policy

Organizations recognized by the University as Charted and Affiliated Organizations have the privilege of using the Belmont University name and logo and, when approved, an additional mark as identified by the Office of Communications.

The Belmont University logo signifies the university’s endorsement and should be placed on all Chartered and Affiliated organization materials used as the official identifier.

The logo consists of the image and the text as one entity and may not be manipulated/separated in any way. The logo may only be reproduced in blue (PMS 281) or black. The logo may also be reversed out in white from 100% of the background color. For visuals and complete branding guidelines go to:


Film Policy

Public Performance Exhibition

The University has a copyright policy that addresses appropriate behavior regarding copyrighted works. (http://www.belmont.edu/studentaffairs/bruinguide/conduct_code/copyright.html)

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials (such as film) may be used. Buying a film, in most cases, does not give one the right to show the film outside
of one’s home or residence hall room. Any public showing requires a license.

Motion picture titles are listed with certain corporations that license them for public viewing for colleges, hospitals, airlines, etc. These corporations have the authority to give customers the legal right to show movies. Films cannot be shown at meetings, events or in residence hall lounges without obtaining a public performance license, even if no admission fee is charged. If done “willfully and for purposes of commercial advantage or private financial gain,” they are a federal crime (Section 506). Even innocent or inadvertent infringers are subject to substantial civil damages (ranging from $500 to $20,000 for each illegal showing) and other penalties such as court costs and attorney’s fees (Sections 501-505).

“Face-to-face” teaching exemption: The “face-to-face teaching exemption” is valid only in situations where a teacher is present in a classroom, using a film for the purpose of teaching to students in a so-called “face-to-face” manner. This educational exemption is narrowly defined and only applies to full-time, nonprofit academic institutions. This would include classroom and Convocation programs but does not include recreational activities.

If you are planning a Convocation program that involves showing a movie, you MUST limit attendance to Belmont students, faculty and staff. Copyright laws do not allow non-university affiliated people to be in attendance for these types of programs. You will be required to obtain a public performance license on Convocation film programs that are open to the public.

**Film Policy FAQ**

- **What is a Public Performance Exhibition?** Any public showing of a copyrighted film that is not within the privacy of one’s home or residence hall room is a public performance.

- **How do we legally show a movie to a large group of people?** You have to pay for a license to show it.

- **If we don't charge any admission or if I own the film, can we show it without paying for the license?** No, that still constitutes a public performance and it is illegal to have a public performance of a film if you have not secured the rights.

- **If I download or rent the movie can I show it as a public performance without paying for the license?** No, the “home use” versions of movies, obtained from film stores, retailers, etc., are not cleared for public performance use by colleges, schools, etc. because proper licensing fees to the copyright owners have not been paid for such use.

- **Who does Belmont typically use when ordering film?** Belmont uses SWANK Motion Pictures, Inc. for most of its movie needs including Program Board’s Monthly Movie Night Program and other public viewings.

- **Does Belmont receive a discounted rate to order movies from SWANK since Program Board has a contract with them for their Monthly Movie Nights?** No, the Program Board contract is completely separate and if an individual group/student organization wants to show a movie, they have to order their film selection with SWANK directly.

- **How much does it cost to show a movie on campus for a group of students?** Movies vary
in cost. Belmont qualifies for the small school pricing level, but it still costs between $175-$600 to show a movie for public viewing.

**Multiple Student Leadership Policy**

As we aspire to be exceptional at engaging and educating students, the Division of Student Affairs believes that in order to maximize the students potential and to ensure the success of each organization, a student may hold only one concurrent executive leadership position, as defined by the Division of Student Affairs, at a time.

Executive leadership positions as defined by the Division of Student Affairs include the following positions within the following organizations:

- SGA (SGA) President, Vice President, Treasurer, Director of Campus Communication
- Student Activities Programming Board (SAPB) President and Vice Presidents (2)
- Orientation Council
- Resident Assistants
- IFC, NPC, NPHC Officers (President, VP & Secretary/Treasurer)
- Fraternity & Sorority Chapter Presidents & Recruitment Chairs
- Beaman Leadership Team
- Towering Tradition Leaders

**Presidents’ Council Attendance Policy**

Presidents’ Council is a monthly informational meeting led by the Office of Student Activities. The purpose of the Presidents’ Council is to coordinate efforts between organizations and relay information about student life. In addition the Presidents’ Council provides a forum for student organization leaders to discuss issues surrounding their specific organizations, campus life, and upcoming events.

All organizations recognized by the University as Charted, Affiliated and Fraternity/Sorority are required to have representation at all Presidents’ Council meetings. Organizations recognized by the University as Registered organizations are required to have representation at monthly Presidents’ Council meetings if planning to participate in the Student Government Grant Petition process.

Recognized Graduate Student Organizations are not required to attend the monthly Presidents’ Council Meetings due to the nature of their academic schedules. If student leaders from these organizations are able to attend, they are strongly encouraged to do so, but are not required.

All Presidents’ Council meetings are listed on the BIC Calendar and on the Office of Student Activities BruinLink page. Minutes from each Presidents’ Council meeting will be published to the Student Activities BruinLink page following each meeting.

For more questions regarding the meetings and grant petitioning please contact the Office of Student Activities at 615.460.6407.
Academic Preparation Day Policy (Dead Day Policy)

The Office of Student Activities recognizes Academic Preparation Day as a valuable opportunity for Belmont students to prepare for the final examination period at the close of the academic semester. In support of the mission and values of Belmont’s academic programs and in order to best support the overall academic success of all Belmont students, student organizations are not allowed to program or sponsor events after the last day of classes.

Belmont University Posting Policy

Belmont University is committed to supporting student engagement in and out of the classroom and to providing a campus environment that is safe, orderly, and aesthetically pleasing. To this end, posting on campus is permitted by members of the university community subject to the guidelines and approval processes below. (Note: Materials associated with specific academic and departmental information and activities may be posted by university personnel on bulletin boards in departmental offices/areas and are not subject to approval via this posting policy.)

General Guidelines, Access, & Privileges

Posting on campus is permitted only by members of the university community. Specifically, current and recognized student organizations, university departments, academic units, faculty, staff, and students are eligible to post on campus.

Posting is permitted only on Bruin Boards and the exterior columns of the Gabhart Student Center. Posting anywhere other than these areas is prohibited. Organizations and/or individuals associated with unauthorized posting may be subject to disciplinary action.

“Chalking” surfaces and taping, stapling, or otherwise affixing materials to painted surfaces and/or glass potentially damages university property and is strictly prohibited. Additionally, flyers may not be placed on vehicles or left in university facilities.

All postings must be approved prior to posting on-campus. Any posted material lacking university approval (denoted by an original, non-reproduced, dated approval stamp) or posted past the noted date will be removed. The university is not responsible for the condition of posted materials and will not return materials that are removed.

All postings within university dining areas, including the Curb Café, must be approved by the Sodexo General Manager. To contact the General Manager for approval, call 460.6461.

Approved materials may be posted on campus for up to 14 days.

Approval Process, Posting Specifications

A maximum of 20 individual posters per event may be posted. Posting materials may not exceed 11x17. Organizations wishing to display a banner must seek separate approval via Student Activities.

Individuals wishing to post on campus must complete a Posting Request Form, available in the Office of Student Activities, and submit all materials (actual posters, flyers, etc.) to be posted.

The approval process typically takes 24 hours during the normal business work week.

In order to be considered, postings must be initiated by a member of the Belmont Community (i.e.
current students, faculty, or staff of the university), announce information applicable and/or events open to the entire Belmont University community, and demonstrate direct connection to a member of the Belmont Community or extension of the university’s life and work.

Postings with subjects or content that is not consonant with Belmont University’s Governing Ideas or the University’s Community Commitments are prohibited. This includes but is not limited to postings that promote the sale or use of alcoholic beverages, the use or sale of tobacco or the use of sexually explicit, obscene, derogatory or inflammatory language.

**Damages and Loss of Privileges**

Any organization and/or individual member of the Belmont community found in violation of the Posting Policy is subject to disciplinary action including, but not limited to, monetary fine, damage assessment, loss of posting privileges, etc.

**Disciplinary Process**

The information provided below is a brief overview of the student organization disciplinary process. For a full review of the process please refer to The Bruin Guide. Additionally, the university has the authority to take emergency action against an organization for alleged violations of our commitments and policies, which is outlined within this overview.

In addition to addressing violations on an organizational level, Belmont University reserves the right to address individual students through the disciplinary process.

**Reporting**

Any individual inside or outside of the Belmont community may report a possible violation by a student organization of the university’s Community Commitments and policies. Interfraternity, Panhellenic and National Pan-Hellenic Council policy violations are to be adjudicated by the appropriate campus governing councils.

Possible university violations should be reported directly to the Coordinator for Student Conduct & Academic Integrity by emailing studentconduct@belmont.edu. **Reports should include the following information:**

♦ a narrative of the incident that describes what occurred,
♦ name of the organization(s) involved,
♦ names of individual students (if possible),
♦ and contact information of the individual reporting the incident.

Once a report has been made, the Director of Student Conduct & Academic Integrity and the Office of Student Activities will begin a review of the incident report.

**Review**

During the review of the incident report, details will be shared and discussed with the parties outlined below to determine if a possible violation of policy has occurred.

The parties present during a review are as follows:

♦ Coordinator for Student Conduct & Academic Integrity
♦ Director of Student Activities (or designee)
♦ If applicable, a designee from the organization’s governing body or campus advisor will be included.

The Student Conduct and Academic Integrity Office and the Office of Student Activities will have final authority to determine whether the incident should be formally adjudicated and, if so, will select
the appropriate hearing officer(s). The adjudication process will be guided by fundamental fairness. If
determined that there is not sufficient information to indicate a possible violation, the process will cease to
continue beyond the review.

Notice
Should a review of the report lead to a student organization’s formal adjudication with the Student Conduct
and Academic Integrity Office or Office of Student Activities, the student organization will receive official
notice. A reasonable effort will be made to provide notice to the President and, if applicable, the advisor in
person via a Community Conduct Form. If notice is not given in person, then the student organization
is presumed to have received notice upon the Community Conduct Form being sent to the president’s
Belmont email account. The Community Conduct Form (also known as a CC Form) acts as official
university notice to the student organization. A Community Conduct Form must contain the following to
be considered effective notice: the alleged violation(s), date and location of the Incident, and instructions
that information about the Adjudication Process can be found in The Bruin Guide.

Student Organization Response

Once notice has been provided, a student organization should contact the Director of Student Conduct
or his/her designee within the 3 business days following the issue date of the Community Conduct Form
in order to schedule a hearing. The Director of Student Conduct or his/her designee reserves the right to
schedule a hearing time, date, and location at his/her sole discretion and may take under consideration such
factors as student organization’s schedule, Hearing Officer(s) schedule, prejudice to the student organization
of delaying the hearing date, the time necessary to collect information, nature of the alleged violation(s),
and other factors.

Prior to the commencement of a hearing, a student organization must indicate whether it accepts or denies
responsibility for an alleged violation(s).

A student’s failure or refusal to meet with the Director of Student Conduct or his/her designee within
the allotted 3 business days will be treated as the student organization’s acceptance of responsibility for all
alleged violations and will result in a hearing being scheduled and conducted in the student organization’s
absence.

Adjudication

A student organization may be provided with a hearing in which decisions regarding responsibility and
sanctions will be determined based upon a preponderance of the evidence standard.

There are many Belmont University hearing officer(s) that are trained and capable of conducting a hearing.
The Community Conduct Board is one entity trained to hear student organization hearings. In addition,
other University hearing officers may include a designee of the Office of Student Activities or designee of
the Student Conduct and Academic Integrity Office.
University Response

After a Belmont University disciplinary process, the student organization will receive a response from the university. The response indicates the decision by the University if responsible or not responsible. If the student organization is found responsible, the University will have determined appropriate sanctions, which will be outlined within this response. Additionally, the student organization’s outcome will be communicated with the organization’s governing body or campus advisor, if applicable.

Sanctions

The philosophy behind Belmont University’s sanctioning process is education. It is designed to be developmental. Therefore, when a student organization is called to face the consequences of its actions, the primary focus is on assisting the members of the organization in learning why the behavior is inappropriate. In determining appropriate sanctions for conduct violations, the institution is guided by three considerations: education, restitution, and punishment. More information about the three considerations and sanctions can be found in The Bruin Guide.

Appeal Process

An appeal is not a rehearing of the case, but rather the opportunity for the organization to prove that an error has occurred during the initial hearing process. The basis for an appeal must address one or more of the following criteria:

♦ There is evidence that appropriate procedures were not followed which may have a bearing on the initial decision.

♦ New information that was not available at the time of the original inquiry/conference which may have a bearing on the initial decision.

♦ There is evidence of bias that may have a bearing on the initial decision.

♦ There is reason to believe the sanction(s) is extraordinarily disproportionate to the violation.

The initial University response can be appealed. In order to appeal, a student organization must complete the Appeal Request Form within 1 working day of receiving the university’s written response and submit the Appeal Request Form to the Student Conduct and Academic Integrity Office (located in the Beaman Student Life Center 200).

If you have further questions, regarding the appeal process, please contact the Director of Student Conduct & Academic Integrity at 615-460-6407 or at studentconduct@belmont.edu.

Risk Management

An advisor of a student organization acts as a representative and liaison between the university and the student organization. In this role, it is expected that sound advice be given to organizations when planning programs, including the date, an alternative to the location suggested, or probable liability concerns. While it is important to be concerned about the liability related to student organizations, an advisor must balance between reasonable judgment and the educational process. If you have concerns about a program that your student organization is planning, please contact the Office of Student Activities staff so that they may provide assistance to the advisor and the organization.

When student organizations sponsor programs off-campus, each student is required by the Office of Student Activities to complete both an Assumption of Risk and Release Form and a Health Disclosure Form. These forms ensure proper information is collected for all students who will be traveling. Forms for all students traveling as
a part of a student organization program should be maintained with the advisor on the trip. If, for any reason, the advisor is not traveling with the student organization a student organization leader should have a copy of all of the related information. Advisors can request a travel packet be compiled by the Office of Student Activities at least three days prior to departure. Any travel that is approved by the Office of Student Activities comes with the understanding the organization advisors are aware of the program and the risk involved. Please refer to the Policies section to review the mileage requirements for advisors and student organization travel.

Although there is never the ability to eliminate all risk from a program, there are ways in which to reduce risk for the student organization and the advisor. A few recommendations to reducing liability and risk include:

- Clarify the expectations and needs of the students planning the program, and of the program itself
- Identify the risks involved in relation to the program, including physical activities and travel
- Preparing the organization members in advance to complete all necessary forms
- Planning out all scenarios involved in the program that could lead to potential harm or other risks
- Provide clear and consistent communication with all parties involved

Adapted from ACPA Commission for Student Involvement Advisor Manual

Accident/Incident Report Forms
In the case of an accident or incident, whether on or off campus, a student organization leader is required to complete an Accident or Incident Report Form for injuries or incidents that occur during any official organizational activity, program, or competition. Forms are to be turned into the Assistant Director of Student Activities within 24 hours of the accident/incident. The Assistant Director of Student Activities is responsible for communicating the accident or incident information with the appropriate Student Affairs professionals.

Medical Emergencies Procedures

1. If on-campus, call Office of Campus Security at 615.460.6911
2. If off-campus, call 911
3. Send one person to call for help and always keep at least one person with the injured party to keep them calm
4. When speaking with a Security or Police Officer, you need to:
   - Give exact location and facility of the injured participant. Be as specific as possible. (For example: Soccer Field at Belmont University)
   - Stay on the phone with the dispatcher until help arrives
   - Know the phone number you are calling from

If anyone has to be taken to the hospital because of the accident or incident, an organization leader must notify the following Belmont professionals immediately (please contact in order):

1. Faculty/Staff Advisor
Belmont University Security does not transport injured parties so an ambulance will be called. The ambulance’s expense is the responsibility of the injured party, only if he/she is taken in an ambulance.

**Finance**

**Agency Accounts**

Student organizations are afforded the privilege of housing their funds within the Belmont University Finance and Accounting department in an agency account. Agency accounts allow student organizations to rollover their funds each year, while also transitioning leadership without the added strain of changing bank authorizations if they were to utilize an off-campus bank account. An additional layer of oversight is also a part of an agency account, which allows the Office of Student Activities to oversee the accounts and update the organization’s finance page within BruinLink each month with debits, credits, and current balances.

Agency accounts can be set up through the Office of Student Activities once an organization is recognized by the University. Advisors will be required to sign any requests for funds or deposits to be made which will then be submitted to the Office of Student Activities for approval. If an advisor has a question about the available funds for an organization, they can contact the Assistant Director of Student Activities for a current balance as well. If an organization is interested in opening an agency account on campus, please contact the Assistant Director of Student Activities for the Agency Account form.

**Fundraising**

Often student organizations rely upon fundraising efforts in order to function and operate successfully as an organization. Successful fundraising means being creative with the organization's goals in mind for the program. An advisor should remind the organization why they are fundraising and to continually talk about what the funds raised will go towards. Other thing to consider as an organization fundraises:

- Plan well in advance
- Advertise well and often, especially through the use of social media
- Coordinate with other organization’s if possible to increase awareness

There are various opportunities through local businesses in which student organizations can fundraise with little to no overhead. Please reference the appendix for a list of current opportunities to fundraise.

**Solicitation of Donations**

Student organizations will occasionally seek to have local businesses or vendors donate goods, money or services in order to assist in the organization’s program or marketing. Student organizations are required to submit any requests for soliciting businesses or vendors for donations to the Office of Student Activities. The form can be found in Campus Links on the BruinLink homepage. Once submitted, the form is then reviewed by Student Activities as well as University Advancement & Development in order to maintain good relationships within our community. Student organizations should submit solicitation requests at least four weeks in advance in order to allow adequate time for submission review. Decisions will be rendered to the organization from the Office of Student Activities. For sample solicitation letters, please contact the Assistant Director of Student Activities.
Grant Petitions
Under the guidance and leadership of the Office of Student Activities at Belmont University, the Student Government Association aspires to enable students at Belmont to have an impact on the Belmont and surrounding communities that will outlast themselves. One way SGA is able to accomplish this aspiration is by providing opportunities for Belmont’s recognized student organizations to petition SGA for financial assistance through the Grant Petition process. Requests for programming designed to engage the greater student body through leadership opportunities and campus involvement will be considered priority. Additionally, SGA wants to support the success of newly recognized student organizations by providing modest start up funds through the Grant Petition process. The guidelines and process for SGA’s Grant Petition process can be found in the appendix to this manual.

Programs and Planning
Organizational activity significantly influences individual experience and the campus culture in general. For this reason, the activities of student organizations are expected to be congruent with the University’s Community Commitments and to abide by all University rules, policies and procedures. This expectation applies to all organizational activities both on and off campus.

Where program topic, content or conduct is provocative or potentially divisive to the campus community, the university reserves the right to refuse the program or to require adjustments in the program in the interest of hospitality, critical engagement, and/or consonance with the university’s mission and vision.

All organizational activity must be registered through the organization’s BruinLink page. BruinLink is the premier on-line platform to centralize, organize and advance co-curricular involvement opportunities for Belmont students.

Program Space
When planning a meeting or an event, it is important to consider the many venues that Belmont University has to offer to accommodate your needs. When reserving campus space, please have the organization’s program date, start and end times, attendance numbers and any catering needs. After receiving a confirmation of the space, the organization and program will be assigned an Event Coordinator by Event Service who will assist the organization with preparation and planning for the program. If the program requires a specific room setup or audio-visual, provide the appropriate information when submitting a request for space. The Event Space Request Form is located within an individual’s BIC account under “Services” for students and “Resources” for faculty and staff. Event Services requests at least a two week submission for any booking needs on campus.

Campus Facility Use Guidelines
♦ Student organizations needing meeting space must be registered through the Office of Student Activities before use of rooms may be granted.
♦ It is preferred that the student organization Advisor is present during organization events and he or she will be held responsible for the meeting space during the time scheduled.
♦ Student organizations need to designate an Event Services Contact to make arrangements and remain in contact with the campus booking coordinator and catering. Please notify the Office of Student Activities and Event Services immediately if any changes or cancellations need to be made.
♦ Any items brought into Belmont’s facilities must be removed promptly after event. Any items left behind will be thrown away. All rooms should be left in their original condi-
tion and ready for the next scheduled event or class. Groups using campus facilities will be held responsible for any damages.

♦ Any facility that has been reserved through Event Services and is locked can be unlocked by calling Security at 460-6617.

♦ It is important to have a copy of your event permit for weekend and evening programming in order to verify use of space if needed. This form can be printed off from your organization’s BruinLink page after receiving final approval for your event.

*All individuals using Belmont University facilities are expected to adhere to all university policies, regulations and guidelines and all local, state and federal laws concerning health, safety and public order. Failure to comply with these regulations may result in forfeiture of the privilege of using the university facilities. Anyone using Belmont’s facilities will be held responsible for any damages done to the area during the time of scheduled use.

Following an Event
The Student Activities Programming Board (SAPB) developed an Event Wrap-Up Form for use by student organizations if they so choose. It is not required by Affiliated or Registered Student Organizations; however this form provides final documentation of the program including final costs, attendance, and recommendations for future planning. Please consult the appendix for a copy of the form.

Leadership
Leadership of the organization is vital to the continued success and vibrancy of the organization and its contribution to campus engagement. For that to happen, student organizations are required by the Office of Student Activities to have at least four positions within their leadership structure. These are outlined in the Intent to Organize a New Student Organization process. Prior to the conclusion of the year, when most leadership positions transition, it is suggested that organizations review their Constitution in order to know the proper procedures for elections, appointments, and positions. Organizations should always use their Constitution to govern themselves and define their roles for leadership. Advisors should utilize the student organization leader evaluation forms as a means of reflection and evaluation with students at least once a semester. The student leader self evaluation form and student leader advisor evaluation form are located in the Appendix.

Transition
The transition time for student organization leadership is often found in the midst of a hectic time for students towards the end of an academic year. Successful and intentional transitions are the key to the organization’s continuity and survival. A few key things to remember in transition:

♦ Prepare for the transition with the outgoing leadership before the elections or appointments have been made

♦ Both the outgoing and the incoming leaders should work together in order to set goals for the organization

♦ Ensure that all pertinent unfinished business is communicated to the appropriate individual(s)

♦ Consider a leadership notebook or digital filing system in order to have all documents. BruinLink can house all your organization’s documents for a smooth leadership transition

♦ Set a transition meeting to cover topics, including but not limited to: the Constitution and by-laws, programs and procedures for approval, financial procedures, University policies and procedures, Office of Student Activities requirements, advisor expectations and goal setting for the upcoming year.
Appendix A

Student Leader Self-Evaluation Form

1. What do you see as your strengths?

2. What areas do you see where you can improve your leadership?

3. What were some of your major accomplishments/goals of this year?

4. What are some things that provide learning opportunities this year?

5. How would you rate yourself in the following categories:
   
   - Communication
   - Motivation Skills
   - Dependability
   - Delegation Skills
   - Seeking Guidance as Needed
   - Performance in Relation to Ability
Appendix B

Student Leader Evaluation Form
(to be filled out by the advisor)

1. What do you see as your strengths?
2. What areas do you see where you can improve your leadership?
3. What were some of your major accomplishments/goals of this year?
4. What are some things that provide learning opportunities this year?
5. How would you rate yourself in the following categories:
   - Communication
   - Motivation Skills
   - Dependability
   - Delegation Skills
   - Seeking Guidance as Needed
   - Performance in Relation to Ability
Appendix C

Agency Account Request Form

Please complete this form and submit to the Office of Student Activities

Organization Name: ________________________________________________________________
Student Leaders Name: ___________________________________________________________
Advisors Name: _________________________________________________________________
University Dept.: ________________________________________________________________
Function of Organization: _________________________________________________________
Estimated number of transactions per month: _______________________________________

How do you anticipate accessing your funds:
☐ Check Request
☐ Purchase Order
☐ Credit Card
☐ Reimbursement

As the advisor, I can attest that the organization has been notified that by choosing to set up an agency account it will be required to use the university procedures already in place to access the funds: check requests, deposits, expense transfers, purchasing cards, etc. We understand that the advisor will sign all forms that are submitted and that all transactions will be signed off by an approved Budget Manager according to the University’s Purchasing Authority Matrix.

Organization’s Advisor

Signature  Date

Office of Student Activities Representative

Signature  Date
**This budget is a sample of line items used within University budgets, feel free to use your own account titles/expenses that relate specifically to your organization**

---

**Appendix D**  
Sample Budget (also available in Excel form on BruinLink)

SAMPLE: Budget Allocations by Account

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT TITLE</th>
<th>ACCOUNT BUDGET</th>
<th>EXPENSES</th>
<th>AVAILABLE</th>
<th>PERCENTAGE SPENT</th>
</tr>
</thead>
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<td>$100.00</td>
<td>$100.00</td>
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</tr>
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<td>70060</td>
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<td>$500.00</td>
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</tr>
<tr>
<td>70100</td>
<td>Copies and printing</td>
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<td>$250.00</td>
<td>$250.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>70110</td>
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<td>$200.00</td>
<td>$200.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>70140</td>
<td>Gifts and candy</td>
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<td>$25.00</td>
<td>$25.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>70155</td>
<td>Instructional supplies</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>70170</td>
<td>Keys and Locks</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>70230</td>
<td>Meals and Entertainment</td>
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<td>$50.00</td>
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</tr>
<tr>
<td>70250</td>
<td>Mileage</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>70260</td>
<td>Office Supplies</td>
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<td>$125.00</td>
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<td>100.00%</td>
</tr>
<tr>
<td>70280</td>
<td>Photography, film and developing</td>
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<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>70290</td>
<td>Postage</td>
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<td>$0.00</td>
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<td>70301</td>
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<td>$750.00</td>
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<td>70310</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
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<td>$300.00</td>
<td>$300.00</td>
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<tr>
<td>70362</td>
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<td>$100.00</td>
<td>$100.00</td>
<td>100.00%</td>
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<td>Speaker Fees and Honorariums</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>70440</td>
<td>Transportation</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>71010</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>71030</td>
<td>Offsite Facilities rental and exp</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

**TOTAL:** $2400.00  
**REMAINING:** $0.00  

100.00%
Appendix E

Grant Petitions

Purpose
Under the guidance and leadership of the Office of Student Activities at Belmont University, the Student Government Association aspires to ensure a vibrant campus community by providing opportunities for Belmont’s recognized student organizations to petition SGA for financial assistance through the Grant Petition process. Additionally, SGA desires to show their support for newly recognized student organizations by allowing them to petition for modest start up funds through the Grant Petition process. Since participating in SGA’s Grant Petition process is a benefit for recognized student organizations only, SGA encourages all recognized student organizations to participate in the Grant Petition process. Grant Petitions are available twice a semester; four opportunities within an academic year. Grant Petition dates can be found on both the BIC calendar and SGA’s BruinLink page.

Funding Priorities
SGA budgets up to $20,000 of their $41,000 operating budget for Grant Petition funding. In an effort to support the multitude of requests from student organizations and to stretch the Grant Petition budget as far as possible, SGA gives priority to the following requests with campus-wide programming receiving top priority:

1. **Campus-wide Programming**
   - Programming targeting the majority of campus
   - Students serving as the primary audience
   - Open to all students

2. **New Student Organizations**
   - Modest start up funds in order to get the organization off to a successful start
   - New recognized student organizations only
   - Must petition within one academic year of receiving new recognition status

3. **Physical Resources**
   - Equipment that will benefit student programming or the general student population at large

4. **Conference & Registration Fees**
   - Educational and professional development experiences through conference attendance
   - Must demonstrate potential positive impact to Belmont as a result participation
   - Student presentations at conferences are strongly encouraged
Guidelines
1. Petitions must be for one specific event – not multiple events
2. Petitioning organizations must be able to demonstrate other sources of income for the event (evidence of donations, discounts, fundraising activities, organization dues, etc.)
3. Petitioning organizations must participate in the monthly Presidents’ Council Meetings
4. Petitioning organizations must have representation at the required Grant Petition Information meeting prior to the scheduled Congress/Grant Petition meeting
5. The representative that attends the Congress/Grant Petition Meeting must be the same as the individual who attended the required Grant Petition Information meeting.

Procedure
1. Grant petition dates can be found on the BIC and BruinLink calendars. SGA Grant Petition forms can be completed on-line through SGA’s BruinLink page. Petitions must be submitted on-line by the published deadline found on the BIC and BruinLink calendars or they will not be considered.
2. Once petitions are received, SGA’s Finance Committee will meet to review each petition and will prepare recommendations for funding to be presented to Congress. (Note: The Finance Committee only makes recommendations; Congress makes final decisions for all Grant Petition requests based on recommendations from the Finance Committee and information/rationale provided by organization representatives at the Grant Petition Meeting).
3. At a pre-determined Congress meeting, funding recommendations will be presented to the members of Congress. At that meeting, representation from each petitioning organization must be present for the entire meeting in order to accept or defend the recommended amount. The representative at the Congress/Grant Petition meeting must be the same representative that attended the required Grant Petition Information meeting. The organization representative will be given two minutes to speak to the members of Congress in order to provide adequate rationale for their particular financial request. Congress will then have the opportunity to engage in two minutes of Q&A with the organization representative. Finally, Congress will vote to make a final decision to approve, deny, increase or decrease recommended amount.
4. Once a final decision has been made, the SGA President and Treasurer will sign and give the organization representative a final award letter reflecting the final decision. This letter will need to be completed and signed by the organization President and Advisor. In order to receive the awarded funds, the organization must turn the completed letter into the Office of Student Activities no later than two weeks after the date of the award. Check requests and/or agency account transfers may take up to two weeks to process from when the award letter is turned in.
5. Organizations that receive funding through the Grant Petition process are required to submit copies of all receipts within two weeks after the event to the SGA office.
6. If the organization is petitioning SGA retroactively, copies of receipts must be included in the Grant Petition request process and must have copies of receipts at the actual Congress/Grant Petition meeting.

Post Grant Petition Process
After each Grant Petition meeting, SGA will publish a comprehensive list of organizations that received funding, how much money they received and for what they received funding on the SGA BruinLink page. SGA will also provide a detailed post grant petition report to the Office of Student Activities.

For questions regarding the SGA Grant Petition process, contact SGA via email at sga@belmont.edu or on the SGA BruinLink page.
Appendix F

Student Organization Accident Report Form

Date of Incident __/___/___                     Time of Incident ________ am/pm

**DRIVER PERSONAL DATA**    Gender:    Male     Female
Name ___________________________________________ ID# (BUID/DL) _____________________
Local Address _____________________________________ Date of Birth: ___/___/___
Local Phone _____________ Status: ____Student     ____ Faculty/Staff       ____Guest     ___Other:_____
If under 18, name and phone number of parent/legal guardian: ___________________________________

**PASSENGER PERSONAL DATA**    Gender:    Male     Female
Name ___________________________________________ ID# (BUID/DL) _____________________
Local Address _____________________________________ Date of Birth: ___/___/___
Local Phone _____________ Status: ____Student     ____ Faculty/Staff       ____Guest     ___Other:_____
If under 18, name and phone number of parent/legal guardian: ___________________________________

**DETAILS OF ACCIDENT**
Accident Number: __________________________ Reporting Officer’s Name: _______________

**VEHICLE OCCUPANT INFORMATION**
Name____________________________________ Phone number ___________________________
Name____________________________________ Phone number ___________________________
Name____________________________________ Phone number ___________________________
Name____________________________________ Phone number ___________________________
Name____________________________________ Phone number ___________________________

**INVOLVED DRIVERS' INFORMATION**
Name ____________________________________ Phone Number___________________________
Car Insurance Carrier ________________________ Policy Number ___________________________
Carrier Address/Phone Number ___________________________________________________________
Name ____________________________________ Phone Number___________________________
Car Insurance Carrier ________________________ Policy Number ___________________________
Carrier Address/Phone Number ___________________________________________________________

Describe in detail the accident (attach additional information if necessary):

Name of individual filing report (print clearly) ____________________________________
Signature __________________________________________ Date ___/___/___
Appendix G
Sample of Post Event Wrap Up Form

Additional things to consider are cost per attendee and overall cost of event
Event Name:
Event Organization(s)/Host(s):
Event Date:
Event Location:
Type of Event:
Expected Attendance:
On-site Attendance:
What was the events objective?

What was the best thing about the event?

What was the worst thing about the event?

Would you repeat this event?
What changes would you make to this event?

What were the major issues and how can they be fixed?

Most valuable member:
Appendix H
Writing a Student Organization Constitution (Includes a Sample Constitution)

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the by-laws. University policies that apply to recognition of your organization are included in the outline.

PREAMBLE

This section should be a statement of the group’s establishment and purpose of the Constitution. The preamble should contain the name of the organization.

ARTICLE I. NOTE

Section 1. What is the exact title to be used in addressing this organization?

ARTICLE II. PURPOSE

Section 1. What is the purpose? Is it fostering a broad educational goal? Is it a social, cultural, or political organization? Why was the group founded?

Section 2. This section should include a statement of the group’s willingness to abide by established University policies.

ARTICLE III. MEMBERSHIP

Section 1. Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified?

Section 2. Voluntary withdrawal of membership may be provided for. Can a member remain in the organization if she/he fails to pay dues? Can a member remain if they do not meet the outlined restrictions?

ARTICLE IV. OFFICERS

Section 1. How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? What are the duties of the advisor?
ARTICLE V. OPERATIONS
Section 1. How are officers elected? What type of ballot? When are they elected (month), and for what period? Who is eligible for office? When do officers assume their positions? How may officers be removed? You may wish to clarify the role of your advisor.

ARTICLE VI. FINANCES
Section 1. How will the organization finance its activities? Will the organization use membership dues or perhaps receive funding from SGA Grant Petitions?

ARTICLE VII. AMENDMENTS
Section 1. How are amendments to be proposed and by whom? Do you want to provide for a delay before voting on amendments? How are your amendments to be voted upon?

ARTICLE VIII. REGISTRATION RENEWAL
Section 1. In accordance with established registration procedures, this section should contain a statement that specifies a date for annual registration renewal. This date should be in the month of April for the following academic year.

BY-LAWS (Optional)
Constitutions may also include a “Provision for By-Laws”; Article or a clause pertaining to the establishment of by-laws. The By-Laws might include some of the following items:

♦ Standing committees of the organization.

♦ Ad Hoc Committees of the organization which are established for a single purpose, or 1-year commitment. Such committees will be eliminated from the By-Laws once abolished or defunct.

♦ Policies pertaining to the time, location of organizational meetings.

♦ Election procedures, dates, terms of offices.

♦ Structures/purposes of committees.