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Organizational Values Statement
Carson-Newman College

Chartered clubs, groups, and organizations at Carson-Newman must be consistent with the mission of the college. They enrich campus life, promote student growth, and advance the purposes of the institution. These organizations reflect the following values, central to the college’s purpose, in their programs, activities and events:

- **Scholarship**: The fundamental pursuit of higher education is to acquire the academic foundation for effective citizenship and a productive life. Each chartered organization should contribute to this pursuit by rewarding, encouraging, and supporting the academic achievement of its members.

- **Philanthropy**: A commitment to the welfare of others is central to the purpose of Carson-Newman College. Effective organizations exhibit this commitment through volunteerism, fundraising, and service activities benefiting the campus and community. Members should be encouraged to participate in such opportunities as they provide valuable learning experiences, improve public relations, and build unity among participants.

- **Character**: Carson-Newman prepares men and women of strong character to serve society. Organizations assist in this preparation by setting and maintaining high standards of conduct for members, and by enlisting members in the kind of active leadership, service, and interaction that tests and refines character.

- **Leadership**: The development of Christian leaders is a primary focus of the Carson-Newman experience. Organizations contribute to this process when they invest in the success of their members through developmental programs and activities that recognize, refine, and rely upon effective leadership skills.

- **Community**: A community characterized by cultural awareness, social concern, aesthetic sensitivity, personal responsibility, and a Christian understanding of life is integral to the college’s success. Organizations help create this community when they engage the campus in activities, encourage campus-wide involvement by members, develop partnerships with other campus entities, and celebrate diversity in programs and policies.
Getting your Organization Recognized on Campus

The office serving registered organizations is the Office of Student Activities in 1014 of the Maddox Student Activities Center. Student Activities is a department of the Division of Student Affairs. College policy requires all campus student organizations be registered annually with the Office of Student Activities if they wish to use school facilities for publicity, meetings, events, or wish to associate the group with the name of Carson-Newman College in any way.

Student clubs, groups and organizations must register every academic calendar year, and the ideal time to do this is in the spring prior to the academic year. The registration forms are available on the Clubs & Organizations section of the Student Activities web page. Simply complete all required information and send the forms to campus box 72001.

Chartered Clubs, Groups, and Organizations:
For a club, group, or organization to be chartered, the following criteria must be met and agreed upon:

1. An annual application for registration must be submitted for approval by the director of student activities. Final approval will rest with the Vice President for Student Affairs. Application forms are available in the Student Activities office as well as online.
2. The application should clearly state the purpose of the club, group, or organization.
3. The purpose will be consistent with the mission of the college and the Organizational Values Statement.
4. All activities for the year must be scheduled with the Student Activities office. Secure the program/activity registration form from student activities, or its website.
5. The club, group, or organization must have an advisor who is a member of the college faculty/staff to sign the Advisor Commitment Card.
6. Chartered clubs, groups, or organizations will not plan programs that are a duplication of or are in competition with recognized organizations without the approval of the director of student activities.
7. All recruitment activities must be documented in advance using the Recruitment Activities Form, available in the Student Activities Office and online.

To become a chartered organization, you must complete a Petition for Charter, Advisor Commitment Card, a Non-Hazing Compliance form, and provide an organizational constitution (or guiding documents).

Benefits of Being Chartered
- Ability to reserve college space
- Ability to reserve college vans (must go through proper training through Safety & Security and be on college’s insurance policy)
- Ability to open agency account in the Treasurer’s Office
- Ability to hold fundraisers on campus
- Eligible to solicit funds through the Student Government Association
- If registration for following year is completed in the spring, organizations are eligible to participate in the Big Scoop Fall Organization Fair for new students, an excellent recruitment opportunity.

Event Planning

Online Event Registration
All off-campus activities sponsored by a Carson-Newman College student club, group, or organization must be registered through the Student Activities department. Advisors may register events by going to the “Event Registration” link on the Student Activities website. Approval is granted by the Student Activities Director and then the event is placed on the campus calendar. The URL for the event registration site is: http://www.cn.edu/studentaffairs/studentactivities.htm.

Reserving College Facilities
The following is a list of campus facilities, and the departments and contact names that reserve this space. This should help your organizations in planning meetings and events.

Butler-Blanc
Department: First Year Experience
Contact: Tommy Clapp
Phone: 3589

Campus Classrooms
Department: Registrar
Contact: Sheryl Gray
Phone: 3240

Gentry Auditorium
Department: Humanities Dept.
Contact: Anita Newport
Phone: 3292

Holt Field House
Department: Athletics
Contact: Jill Seals
Phone: 3359

Intramural Field
Department: Recreational Services
Contact: Stephanie Newport
Phone: 3440

Phoenix Theatre
Department: Humanities Dept.
Contact: Anita Newport
Phone: 3292

President’s Board and Dining Rooms
Department: President’s Office
Contact: Libby Miller
Phone: 3200

President’s Conference Room
Department: President’s Office
Contact: Libby Miller
Phone: 3200

Provost Conference Room
Department: Provost’s Office
Contact: Melissa Patterson
Phone: 3219

Residence Hall Parlors
<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni, Heritage, Burnett, Swann</td>
<td>Denise Meade</td>
<td>2009</td>
</tr>
<tr>
<td><strong>Seaton Guest House</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department: President</td>
<td>Libby Miller</td>
<td>3200</td>
</tr>
<tr>
<td><strong>Stokely Dining Rooms (Large and Small Cafeterias)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department: Catering</td>
<td>Christy Swann</td>
<td>3550</td>
</tr>
</tbody>
</table>

**Student Activity Center**
Department: Recreational Services
Contact: Stephanie Newport
Phone: 3440

**Thomas Recital Hall**
Department: Music
Contact: Debbie Vineyard
Phone: 3328

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## Event Checklist

**Planning an event for the first time? Here is a checklist to help you think through the details! For best results, begin planning EARLY in the year!**

- **Pick a Date**—When do you want your event to take place?
  - Check the campus calendar online to be sure you aren’t conflicting with any other big campus activities, events, or breaks.
  - Check the athletic schedule for conflicts with sporting events.
  - If planning an event that is open to the entire campus, contact the campus calendar coordinator, Shelia Wiggins (swiggins@cn.edu, ext. 3025) to request your event be placed on the online college calendar.

- **Pick a Venue**—Where do you want your event to take place?
  - **You must reserve the space you want to use!**
  - Call the administrator in charge of the building you would like to use (see previous directory).

- **Pick an Activity**
  - Don’t be afraid to try something new!
  - Brainstorm options for activities.
  - If you are going to bring someone to campus through a contract, remember that only the EVP for Finance/CFO may sign contracts that financially bind the college.

- **Cover Your Bases**
  - Do you need a sound/light tech(s) for your event? If you're having the event in Gentry, Kyle Biery (kbiery@cn.edu, ext. 3293) will schedule techs for you. If you are having an event in another location, technical support is available through Donnie Newman (dnewman@cn.edu, ext. 3220) in Media Services.
  - Do you want food/beverages? All on-campus food must be purchased through ARAMARK. If you wish to utilize off campus catering, you must first get the approval of ARAMARK.
• Do you need a stage or chairs? The maintenance department sets up these items for a fee. Contact Glenda Bales, gbales@cn.edu or ext. 3352.

⚠️ Don't Forget to ADVERTISE!!!
• Campus-wide announcements for your group can be made via Eagle Net.
• All clubs, groups and organizations may use the poster supplies locate in the Student Activities Office (MSAC 1014) for making signs.
• Signs may only be posted on campus with permission from the administrator of the building or area where signs will be hung.

⚠️ After The Event is Over:
• Clean up all trash and debris.
• Return any tools, equipment or supplies you have borrowed from college departments.
• Call Security to lock the building when you exit.
• Write “Thank You” notes to all who have contributed to the success of your event!
• Evaluate the event for next time: What worked? What didn’t work?

Frequently Asked Questions

Can we get food for our events?
Yes, but all on-campus events must make arrangements with ARAMARK for food. Cost, reservations, and timing are between the organization and ARAMARK.

If an organization is going to be off-campus and wants assistance from ARAMARK, they must make such arrangements with the catering manager at least 7 days prior to the event.

Organizations may make arrangements through ARAMARK to allow students to use their meal plans as payment for meals at specific events (e.g. campus wide picnic or Mudball cookout). ARAMARK will provide boxed lunches for students using their meal plan to off-campus events (e.g. floatbuilding at the Fairgrounds) provided that arrangements are made at least 4 days prior to the event. If the group is using a meal-plan exchange, remember to submit a list of the ID #s of all students who will be participating along with your ARAMARK order.

It is important that organizations ensure the ID list is correct, that those who sign up have meals available to use, and that individuals are aware that ARAMARK will be deducting meals from their account. **Campus Dining is not responsible for verifying your list. They will deduct any meals available and you will have to pay cash at time of food pick-up for any ID numbers they cannot use.**

Can the general public be invited to programs and/or events?
This is determined on a case-by-case basis. As the advisor, use your best judgment, and if in doubt, contact the Director of Student Activities. You may be required to specify whether the event is closed, open to the campus, or open to the campus & community.
Is there a cost involved in reserving campus space?
Not necessarily. However, if you need the assistance of maintenance in room set-up, stage set-up, additional trash cans, etc., maintenance reserves the right to charge you for those services. Also, some facilities do have reservation fees, so check with each facility contact to find out if there is a fee so you won’t be caught off guard in the end.

How can we reserve college vans?
This is done through the Office of Safety & Security. Safety & Security has classes to train those who would like to drive and reserve the college vans. In order to reserve a van, the driver MUST be on the college’s insurance policy, and the only way to do this is through the training session offered through Safety & Security. There must be a faculty or staff member accompanying any group using college owned vans.

Money Matters

SGA Funding
All clubs, groups, and organizations registered through the office of Student Activities are eligible to solicit SGA for funding. If money is needed for an event, a fundraiser, to compensate for a loss of members and dues, or anything else that might arise, clubs, groups, or organizations may approach SGA for funding.

If the club, group, or organization is registered, then they are eligible for a seat on the senate. Your organization must send a representative to speak to your request at a regular senate meeting. Senate meetings are at 5:00 pm on Wednesdays and are located in the MSAC Grand Hall.

Funding is not guaranteed, even if an organization petitions SGA. Senate will hold a vote to determine if the amount and cause for which you are soliciting is something they want to support. Funding also hinges on the amount of money SGA has in their account to give. On this level, funding is on a first-come, first-serve basis.

Fundraising Policies
The Office of Student Activities encourages fundraising. It’s a great way to make money for the organization, and can be fairly painless if done well. A few examples of successful fundraisers include:

- Poster Sale
- Athletic Tournaments
- Silent Auction
- Jail-A-Thon
- And more!
If your organization decides to pursue fundraising, they MUST get permission from the Director of Student Activities and the Office of Advancement. There is a form available online or in the Student Activities Office.

**Setting Up A Campus Account**

Campus accounts are available through the Treasurer’s Office to aid in an organization’s proper money management. The Office of Student Activities strongly discourages the use of outside bank accounts. This leads to confusion over tax exempt status, out-of-date account names, and ultimately leaves the advisor liable in a sticky situation.

By setting up an on-campus account, organizations will be able to deposit and withdraw money from their account, and the account number will always be in the organization’s name, not an individual’s. These accounts may be set up through the Treasurer’s office, and a form is available for this purpose at the Student Activities website.

**Statement on Club, Group and Organization Funds**

“Club funds belong to the Club, not to the College or to any individual or individuals—certainly not to the faculty advisor. Anyone in control of such funds stands in a fiduciary relationship with the Club members. The integrity of those funds is important to the College and to the Club members.

Club funds should be deposited in an escrow account in the office of the Treasurer. The fund should be clearly identified as funds of the Club. The Club should have in place some understanding regarding the authority of designated persons to access those funds and spend them on the Club's behalf. The name of the person or persons designated by the Club with the Club's authority to access the funds in the Office of the Treasurer shall be provided to the Treasurer by the Club's Faculty Advisor.

The Treasurer's responsibilities are to safeguard the funds for the Club, keep the funds at interest to the extent that is reasonable, and otherwise to disburse funds without inquiry upon application by and to the designated person or persons. It is not the Treasurer's responsibility to determine the use of the funds or whether the designated person or persons are withdrawing funds or using funds upon proper authority of the Club. Once the Club's Faculty Advisor certifies the name or names of persons who may withdraw Club funds, the office of the Treasurer will allow the designated person or persons to withdraw some or all of the funds as the person or persons requests.

Club funds should not be deposited in bank accounts in the name of the Club, or in the name of the Faculty Advisor, officers of the Club or otherwise. The legal nature of Clubs is ambiguous. Banks are required to attach to accounts social security numbers or employer identification numbers and to make certain reports on accounts to the Internal Revenue Service. Banks are obliged to establish contractual arrangements with depositors and, when the Bank is dealing with a Club, confusion is likely to occur. Thus, such bank accounts create ambiguities and problems for individuals whose name appears on the account, the bank, IRS, Club members and ultimately the College.”

Jim Guenther, College Attorney
The Role of the Advisor

The relationship between the organization and the advisor works best if both parties discuss the expectations they have for each other and negotiate any they do not agree upon. Below are expectations of roles and responsibilities you may want to consider.

The Advisor May Be Expected To:

1. Attend all general meetings.
2. Attend all executive committee meetings.
3. Call meetings of the executive committee when he/she believes it necessary.
4. Explain College policy when relevant to the discussion.
5. Explain College policy to the executive committee and depend upon the officers to carry them out through their leadership.
6. Explain College policy to the entire membership at a general meeting once a year.
7. Help the president prepare the agenda before each meeting.
8. Speak up during discussion when he/she has relevant information.
9. Speak up during discussion when he/she believes the group is likely to make a poor decision.
10. Exert his/her influence with officers between meetings.
11. Take an active part in formulating the goals of the group.
12. Initiate ideas for discussion when he/she believes they will help the group.
13. Be one of the group with the exception of voting and holding office.
14. Attend all group activities.
15. Require the treasurer to clear all expenditures with him/her before services and procedures, which affect group activities, are paid.
16. Request to see the treasurer’s books at the end of each semester.
17. Check the secretary’s minutes.
18. Check all official correspondence before it is sent and request a copy for your personal files.

19. Keep the official files in his/her office.

20. Inform the group of an infraction of their bylaws, codes, and standing rules.

21. Keep the group aware of its stated objectives when planning events.

22. Veto a decision when it violates a stated objective, the bylaws, codes, or standing rules of the college.

23. Mediate interpersonal conflicts that arise.

24. State what you believe are the advisor’s responsibilities at the first of the year.

25. Let the group work out its problems, including making mistakes and “doing it the hard way.”

26. Insist on an evaluation of each activity by those students responsible for planning it.

27. Take the initiative in creating team work and cooperation among the officers.

28. Let the group thrive or decline on its merits; don’t interfere unless requested to do so.

29. Represent the group in any conflicts with members of College employees.

30. Be familiar with College facilities, services, and procedures which affect group activities.

31. Recommend programs, speakers, services, and procedures.

32. Take an active part in the orderly transition between old and new officers at the end of the year.

33. Approve and verify all candidates for office which may include GPA, Class Standing, and more.

**Traits Of An Advisor**

<table>
<thead>
<tr>
<th>Teacher / Educator Resource</th>
<th>Enjoys students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>Trustworthy</td>
</tr>
<tr>
<td>Good Listener</td>
<td>Objective</td>
</tr>
<tr>
<td>Accessible</td>
<td>Patient</td>
</tr>
<tr>
<td></td>
<td>Consistent</td>
</tr>
</tbody>
</table>
Effective Student Leadership

- Selection of Officers

Although clubs, groups and organizations are student run and directed, it is important advisors encourage students who show potential to reach the outer edge of their circle of promise. Many students may doubt their own abilities until someone encourages them to take on a position of leadership and responsibility.

Begin the process of officer selection in the spring semester of the current year by observing the membership closely. Look for hard working individuals who are sincerely interested in the purpose and future of the club, group or organization. Encourage those students to consider applying for leadership positions. The process for selection should be outlined in your club, group or organization constitution or operation manual. Selection may be made by vote, selection of the current leadership, or selection by an executive committee.

- Officer Training

Selection of officers should be made no later than mid-March to mid-April to allow for outgoing student leaders to train incoming officers. Each student leader should compile a notebook with checklists and notes pertaining to their area to pass on to the incoming officer. It is important to encourage student leaders to leave clear direction and instruction for the next year’s officer. Smooth transitions of leadership allow organizations to have a strong start in the fall. It is beneficial to fill out and turn in a Petition for Charter to the Student Activities office at the end of each spring for the following academic year. This allows clubs, groups and organizations to participate in Welcome Week and other events at the beginning of the school year.

- Advisor/ Student Leader Meetings

The advisor should meet regularly with the student leadership to plan programming, hold students accountable for treasury, and discuss any organizational problems. The executive board of the club, group or organization should also schedule regular meetings to discuss business before it comes before the general meeting.
Important Legal Issues

Definitions (cited from www.law.com)

This section includes definitions and information that should be helpful in managing risk as you advise student organizations. As the Faculty Advisor to a student club, group or organization, you should be familiar with the liability associated with your position.

1. Liability
   n. liability means legal responsibility for one's acts or omissions. Failure of a person or entity to meet that responsibility leaves him/her/it open to a lawsuit for any resulting damages or a court order to perform (as in a breach of contract or violation of statute). In order to win a lawsuit the suing party (plaintiff) must prove the legal liability of the defendant if the plaintiff's allegations are shown to be true. This requires evidence of the duty to act, the failure to fulfill that duty and the connection (proximate cause) of that failure to some injury or harm to the plaintiff. Liability also applies to alleged criminal acts in which the defendant may be responsible for his/her acts which constitute a crime, thus making him/her subject to conviction and punishment.

2. Tort
   n. from French for "wrong," a civil wrong or wrongful act, whether intentional or accidental, from which injury occurs to another. Torts include all negligence cases as well as intentional wrongs which result in harm. The most common tort related to advising is negligence.

3. Negligence
   n. failure to exercise the care toward others which a reasonable or prudent person would do in the circumstances or taking action which such a reasonable person would not. Negligence is accidental as distinguished from "intentional torts" (assault or trespass, for example) or from crimes, but a crime can also constitute negligence, such as reckless driving. Negligence can result in all types of accidents causing physical and/or property damage, but can also include business errors and miscalculations, such as a sloppy land survey. In making a claim for damages based on an allegation of another's negligence, the injured party (plaintiff) must prove: a) that the party alleged to be negligent had a duty to the injured party-specifically to the one injured or to the general public, b) that the defendant's action (or failure to act) was negligent-not what a reasonably prudent person would have done, c) that the damages were caused ("proximately caused") by the negligence. An added factor in the formula for determining negligence is whether the damages were "reasonably foreseeable" at the time of the alleged carelessness.

Important Note: Most cases of negligence arise from personal injuries or property damage sustained by persons attending events sponsored by student groups or students using school-owned vehicles or equipment. As advisor, it is important to help
provide a safe venue and atmosphere for events. You should take all normal precautions to protect students and guests from danger.

4. **Duty of Care**
   n. a requirement that a person act toward others with the watchfulness, attention, caution and prudence that a reasonable person in the circumstances would use. If a person's actions do not meet this standard of care, then the acts are considered negligent, and any damages resulting may be claimed in a lawsuit for negligence.

5. **Reasonable Care**
   n. the degree of caution and concern for the safety of himself/herself and others an ordinarily prudent and rational person would use in the circumstances. This is a subjective test of determining if a person is negligent, meaning he/she did not exercise reasonable care.

**Event Planning**

As the advisor, you have ultimate responsibility for site management and production of events sponsored by your student club, group or organization.

**Alcohol:** The presence of alcohol and/ or drugs at any student organization-sponsored event, whether on and off campus, is a violation of the college code of conduct.

**Contracts:** Be sure to negotiate contract liability back onto artists, cross out any objectionable content on rider, include a reverse rider on the contract and specify that any disputes that arise will be settled in your home town, not the artist’s. REMEMBER: only the Executive Vice President for Finance/CFO may sign contracts that obligate the college to any amount of money. If you have questions about a contract, contact the Director of Student Activities.

**Copyright Laws:** Student clubs, groups and organizations are expected to abide by all copyright laws including those covering printed materials, music, movies, etc.

**Equipment:** Be sure that students operating school-owned equipment are trained in how to properly transport, set up and operate it. Sound equipment is available for check-out through Media Services and Student Activities but must be reserved at least two weeks in advance. Only the approved sound technicians may operate the Student Activities sound equipment. These technicians must be available to work the event for which the equipment is being reserved. If the technicians are not available, the equipment cannot be reserved for that event. Additionally, any student group planning to utilize the Student Activities sound equipment must plan to pay the approved sound technician(s) working the event.
Money: Ensure that all money raised either through fundraising or ticket sales is secured the day of the event and after the event is over. More than one person should be responsible for the handling of money. Please see the section on “Money Matters.”

Security: In the event that a student group sponsors an event that requires security officers, the group is responsible to hire and pay for officers out of their own funds. Vinson Security is the guard service utilized by Carson-Newman.

Vans: All drivers of Carson-Newman vehicles must complete the van driving course through the Safety and Security department and be included on the college insurance. A faculty advisor must accompany any student group using a school-owned van.

Waivers: Even if students sign waiver forms that say they assume the risk involved in participating in a certain activity, the waiver forms do not absolve the student group or advisor from liability associated with sponsoring an event.

Hazing

Hazing is both illegal and a violation of the college code of conduct. The legal definition of hazing includes "any intentional or reckless act in Tennessee on or off the property of the college, by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety." Under the law, "Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization." The college prohibits illegal hazing.

Further, the college's prohibition of hazing is broader than the law's prohibition. The college's policy grows out of the college's belief in the dignity and worth of every individual. Thus, at Carson-Newman, students are prohibited, in any context and anywhere, from engaging in any act, whether the act be physical, mental, emotional or psychological, which subjects another, voluntarily or involuntarily, to anything which may abuse, mistreat, degrade, humiliate, harm, or intimidate.

Individual students and student organizations guilty of hazing will be disciplined individually and as an organization.

Recognition and registration by the college of an organization, which engages in, allows, or condones hazing may be withdrawn or denied.

Fraternal Information Programming Group, a group that promotes risk management within Greek life, defines hazing as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the
following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution."

In order to receive a Campus Charter and the privileges of association attached, an organization must include a comprehensive “No-Hazing” statement in its constitution or primary defining document affirming full support of the above policies.

"If you have to ask if it’s hazing, it is.” ~ Will Keim, Ph.D., “The Power of Caring"

**Examples of Hazing**

The following are examples of hazing by category. It is impossible to list all hazing activities, so this list is not intended to be all inclusive. Each pledge activity can be measured against the definition for each category.

A. **Subtle Hazing**: Actions that are against accepted college standards of conduct, behavior and good tastes. An activity or attitude directed toward a pledge or an act which ridicules, humiliates or embarrasses. Such as:
   1. Never doing anything with the pledge(s)
   2. Calling pledge "pledgie" or any other demeaning name
   3. Silence periods for pledges
   4. Any form of demerits
   5. Initiates writing progress reports on pledges
   6. Requiring pledges to call members Mr., Miss etc.
   7. Scavenger hunts for meaningless objects
   8. Phone duty or house duties, if only assigned to pledges
   9. Requiring pledges to carry Pledge Handbook or paddles everywhere to get signatures
   10. Scaring pledges with what may happen at initiation
   11. Deprivation of privileges

B. **Harassment Hazing**: Anything that causes mental anguish or physical discomfort to the pledge. Any activity or activity directed toward a pledge or activity which confuses, frustrates or causes undue stress. Such as:
   1. Verbal abuse
   2. Any form of questioning under pressure or in an uncomfortable position
   3. Requiring pledges to wear ridiculous costumes or perform ridiculous activities
   4. Requiring only pledges to enter by back door or go up back staircase
   5. Stunt or skit nights/events with demeaning and/or crude skits and/or poems
6. Requiring pledges to perform personal service to actives such as carrying books, running errands, performing maid duties, etc.
7. Requiring pledges to drink/eat unknown substances

**Tennessee Hazing Law**

49-7-123. Hazing prohibited.

(a) As used in this section, unless the context otherwise requires:

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

(2) "Higher education institution" means a public or private college, community college or university.

(b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

[Acts 1995, ch. 500, § 1.]

**Persons with Disabilities**

Section 504 of the Rehabilitation Act of 1973 states: "No otherwise qualified individual with a disability in the United States…shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance" (cited by Kaplin and Lee, 1995).

This law prohibits excluding students from participating in campus organizations and activities. Meetings and activities must be held in buildings accessible to students who use wheelchairs and other mobility aids. If activities require special accommodations for students with disabilities, those accommodations must be provided. For example, a student who has a hearing impairment may require an interpreter.
Carson-Newman Policies Pertaining to Campus Organizations

**Student Organizations**

Student life at Carson-Newman is overseen by the Division of Student Affairs. It includes both curricular and co-curricular programs to help students develop holistically in preparation for life after college. Student development is based on the wellness model, which has six dimensions.

Approximately 50 student clubs, groups and organizations are chartered each year which provide opportunity for student learning, leisure, and leadership development. Each organization must be chartered through the Office of Student Activities on a year-to-year basis. Campus wide events must be scheduled a minimum of five days in advance through the Student Activities office. The provost office and appropriate professors should be informed of activities, which could affect class attendance.

In terms of planning events, a first come, first served policy is followed for reserving dates, times, and places for events. Any change must receive the approval of the student activities office. Notice of cancellation of any event must be submitted in writing at least 24 hours in advance of the event. This allows for utilization of another group. Activities involving the securing of outside musical groups or professional acts must be arranged with the approval and through the student activities office. In the spring of each year, a calendar meeting is sponsored by the events committee to allow for clubs, groups, organizations and other members of the college family to plan events for the upcoming year.

Student groups on the campus are classified as “clubs, groups, or organizations” and are listed in the Directory for Chartered C-N Clubs, Groups, and Organizations provided by the student activities office annually. To be listed in the directory, each club, group, or organization must keep its yearly registration current. Chartered organizations will be allowed to meet in college facilities, receive organizational information from the student activities office, be invited to participate in activities, and be included in publications associated with the co-curriculum.

*(Eagle Student Handbook, p. 14)*

**GUIDELINES FOR ALL CLUBS, GROUPS AND ORGANIZATIONS**

1. All members and organizational activities must maintain a standard of behavior that is consistent with college values as stated in the *Student Handbook*. Activities that involve hazing or any violation of the college code of conduct are prohibited.

2. All organizations must comply with federal, state and local laws, including but not limited to all federal and state non-discrimination laws.
3. An annual petition for charter must be submitted for approval through the Student Activities office; final approval rests with the Vice President for Student Affairs and Enrollment Management. The application must clearly state the purpose of the club, group, or organization. The purpose will be consistent with the mission of the college. A copy of the club, group, or organization constitution and by-laws must accompany the application and be included on a yearly basis. All student clubs, groups, or organization's constitution and by-laws must be approved through the Student Activities office and by the Vice President for Student Affairs and Enrollment Management.

4. Each organization shall have an advisor (C-N faculty or staff) who is approved and registered with the Student Activities office. Organizations may only operate for four weeks without an advisor. Organization advisors are to participate in information sessions related to responsibilities and potential liabilities associated with being an advisor. The organization shall keep its advisor fully informed of the organization's activities. The faculty/staff advisor has the prerogative to question the club, group, or organization on its activities related to its mission. If at anytime the advisor feels that he/she must step down, he/she may do so and the organization must secure another approved advisor (subject to approval of the Student Activities office). Both the organization and the advisor are responsible for keeping the Student Activities office informed.

5. Chartered clubs, groups, and organizations that are nationally affiliated must submit a current copy of the national constitution and by-laws (if applicable).

6. All activities for the year must be scheduled with the Student Activities office. The online Event Registration tool may be used for this purpose. It may be found on the Student Activities webpage.

7. All pledge activities, and accompanying programs, whether on or off campus, must be approved by the Student Activities office.

8. The college reserves the right to revoke the registration or deny the operation of any organization that does not abide by the guidelines for campus organizations.

9. Organizations requesting to use campus owned or leased vans or other vehicles must do so with the approval of the Director of Student Activities. Organizations must use these vehicles only for official trips and drivers must take the college’s driving class and then be placed on the college’s insurance list in the treasurer’s office. The organizations and drivers must adhere to all of the college’s rules and regulations related to driving college owned and/or leased vehicles. Copies of the van policies may be obtained in the Director of Safety and Security’s office. Guests or other persons engaged in official college business or other approved activity may be transported in college owned or leased vehicles with the approval of the department chair responsible for the utilization of the vehicles.
10. All fund-raising activities must be approved through the Student Activities office and then forwarded to the development office for final approval (a form for this approval is available in the Student Activities office).

11. Funding designated to student organizations and Student Affairs departments by the college is to be used for purposes related to supporting student life. College funds may not be redirected to other agencies or services not directly related to this designated purpose. Service projects are supported by the college, when appropriate, to raise funds for charitable and service-related needs. (Example: Car wash sponsored to raise funds for earthquake relief efforts.)

12. All registered clubs, groups, and organizations may set up an agency account through the treasurer’s office (transaction windows). This account allows student organizations to accumulate funds derived from fund-raising activities and special gifts or donations for current or future use. Funds provided by the college or ministry associations on an annual basis may not be co-mingled with these student organization agency accounts. Approval for creating accounts and managing them is obtained through the Student Activities office (forms are provided for these purposes).

13. Incentives used to entice students to participate in campus clubs, groups and organizations must be authorized through the office of Student Activities to ensure that they are appropriate to the mission of the college. Incentives or "giveaways" can become the primary focus of a club, group or organization meeting. In such a case, they have become inappropriate and distort the purpose (i.e. mission statement) of that club, group or organization. Discretion is given to the Student Activities Director to require any club, group or organization to cease any incentive or give-away program if the Director finds it to be inappropriate.

14. Activities and meetings associated with student clubs, groups, and organizations are not to be held during the final exam period (Friday through Wednesday). Special approval may be granted by the division of Student Affairs.

15. Chartered clubs, groups, or organizations will not plan programs or set up structures that are a duplication of or are in competition with the club, group, or organization itself or other clubs, groups, or organizations without the approval of Student Activities and the Vice President for Student Affairs and Enrollment Management.

*(Eagle Student Handbook, p. 16-18)*

**Recognized Organizations**
For a chartered organization to hold the additional status of “recognized organization” the following criteria must be met:

1. Must be initiated by the Vice President for Student Affairs and/or approved by the College President’s cabinet. Once the status of “organization” has been obtained, it may be renewed through the annual registration process with the approval of the Vice President for Student Affairs.

2. Must have an advisor who is a member of the college faculty/staff and approved through student activities.

3. Must complete the following process:
   a. Application submitted through the Student Activities office. The application must include a current constitution and copy of the organization’s by-laws.
   b. A review process will take place to consider the organization’s request for recognized status and to review the organization’s constitution and by-laws.
      i. Vice President for Student Affairs
      ii. If recommended by the Vice President for Student Affairs, the President’s cabinet.

4. Changes to the organization’s constitution at any time must be approved through the Student Activities office in consultation with the Vice President for Student Affairs.

5. A copy of the organization’s constitution and by-laws must be kept on permanent file with the Student Activities office and the college archives.

6. Only recognized organizations are allowed to use the College name and seal.

7. Recognized organizations must follow the same guidelines as chartered organizations.

8. Funding provided to recognize organizations is to be used in line with the purpose and mission of the organization as stated in the constitution. Funding is overseen through the Student Activities office and approved by the Vice President for Student Affairs.

9. Student organizations holding recognized status are responsible for submitting reports and minutes and are accountable for their activities and expenditures to Student Affairs. Dispensing of funds associated with required services will be incremental and may be suspended as necessary to ensure follow-through and services.

10. Student organization elections are to operate under the supervision of the Student Activities office with approval of candidate election by the Vice President for Student Affairs. When possible, an electronic or web-based election processes
shall apply. In the event of a paper ballot, a review will automatically be conducted through a third party as designated by the Vice President for Student Affairs (e.g. the Dean of Students, Director of Residence Life, Campus Ministries, etc.). Forms are provided in the Student Activities office for the verification of all elected officers. Cabinet level officers associated with recognized organizations shall be selected through the election process.

11. The makeup of committees related to any chartered organization should include consideration for diversity. A cross-section of class standing, gender, and race, etc. should be taken into consideration in order to insure a representative group.

(Eagle Student Handbook, p. 18-20)

Dear Advisors,

Thank you for your willingness to be advisors to our students. The responsibilities of your role involve more than the occasional signing of the appropriate form. You are an example of leadership and character to these students and will often be viewed as the model by which they should most closely resemble on this campus. So, thank you for taking on such a challenging and yet rewarding role. I am confident that our students will benefit from time spent with each of you.

Regarding those you advise, know that they fulfill a special role on our campus as well. Your group of students is an important part of what enables Carson-Newman College the ability to provide a unique and personal educational experience to each of our students.

Please do not hesitate to call my office or drop me a line with any questions, concerns, or suggestions regarding the smooth operation of your club, group, and/or organization. And again, thank you.

Sincerely,

Brent McLemore
Director of Student Activities
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