

# **Student Organization Handbook 2022-2023**



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# LETTERS FROM THE DIRECTOR

*Dear Student Leaders,*

*Thank you for your willingness to step up as a campus organization student leader. You are serving as an example of leadership and character to your peers, and representing the mission and vision of your organization to our campus community. Thank you for taking on this challenging and rewarding role on our campus. Because of you and the work you do, our campus is made vibrant with a close community, and your peers' college experience is made meaningful and memorable!*

*I am confident your work will be ever more meaningful as you engage and serve others during a difficult time in our world. Thank you for saying "yes" to taking on this work and for your continued flexibility as we face these challenges together.*

*Please do not hesitate to reach out to my office with any questions, concerns, or recommendations regarding the smooth operation of your organization. I look forward to working with you!*

*Have a wonderful year!*

*Sincerely,*  
Jarred Cadwallader  
Director of Student Activities  
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*Dear Advisors,*

*Thank you for serving as a campus organization advisor for our students. I recognize your role goes far beyond signing some forms – throughout this year, you will educate, guide, coordinate, challenge, laugh, listen, share, and support. Thank you for saying “yes” to this challenging and rewarding role. Because of you, our campus organizations can thrive and our students will develop leadership skills and real-life experiences that will be foundational to their future success.*

*During an especially challenging year in higher education and in our world, I deeply appreciate your willingness to push on with the important work of educating students holistically and supporting their endeavors both in and out of the classroom. Please know that I am here to support you, and remember that your students are what makes Carson-Newman a special place to be. Give them grace, give yourself grace, and remember that you are fulfilling a special and unique purpose in your work.*

*Please do not hesitate to reach out to my office with any questions, concerns, or recommendations regarding the smooth operation of your organization. I look forward to working with you!*

*Sincerely,*  
Jarred Cadwallader  
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# Organizational Values Statement

## Carson-Newman University

*The Student Activities department is committed to creating inclusive and innovative opportunities for students to engage with the Carson-Newman experience, invest in the sociocultural fabric of their community, and grow spiritually, intellectually, culturally, and socially through intentional development of their God-given talents and purpose to reach their full potential.*

*Chartered organizations at Carson-Newman must be consistent with the mission of the University and the office of Student Activities. They enrich campus life, promote student growth, and advance the purposes of the institution. These organizations reflect the following values, central to the University'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.*
- **Service**: *A commitment to the welfare of others is central to the purpose of Carson-Newman University. 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 people 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 University'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 Suite 1014 of the Maddox Student Activities Center. Student Activities is a department of the Division of Student Services. University 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 University in any way.

Student organizations must register every academic calendar year, and the ideal time to do this is in the spring prior to the new academic year. The registration forms are available on the Student Organizations section of the Student Activities website. Simply complete all required information and submit the online form.

## **Chartered Organizations:**

For an organization to be chartered, the following criteria must be met and agreed upon:

1. An annual application for charter must be submitted for approval to the Director of Student Activities. Final approval will rest with the Vice President for Student Services. Application forms are available on the Student Activities webpage.
2. The petition for charter should clearly state the purpose of the organization.
3. The purpose will be consistent with the mission of the University, the Department of Student Activities and the Organizational Values Statement.
4. The organization must have an updated Constitution with all required items listed in the Constitution Writing Guide.
5. Each organization must have a minimum of five (5) student members to be eligible for charter.
6. The organization must have an advisor who is a member of the University faculty/staff to sign the Advisor Commitment Card.
7. **All activities for the year must be scheduled with the Office of Student Activities.** Events can be registered using the online Event Request form on the Student Activities web page.
8. Chartered organizations will not plan programs that are a duplication of or are in competition with the Big Four or any Tier 1 or 2 events without the approval of the Director of Student Activities.

**Chartering Policy for Religiously-Oriented and Ministry-Related Groups:** We gladly welcome and invite students to initiate a Petition for Charter for an organization of their interest. Regarding religiously-oriented or ministry-related groups seeking to be chartered by Carson-Newman University, our policies are as follows:

1. Only student-initiated, student-led organizations will be considered. Non-student-led or non-student-driven groups other than those affiliated with the Carson-Newman Campus Ministries Department will not be approved.
2. Charters may be granted to denominationally-affiliated groups of any evangelical denomination that can confirm their denominational background, orthodoxy and faith practice will not directly conflict or oppose the Baptist Faith and Mission 2000 as well as the mission of the

University. Denominationally-affiliated groups will be chartered at the discretion of the Office of Student Activities along with collaboration with the Office of Campus Ministries.

3. Charters may be granted on a case-by-case basis to para-church ministries. A chartered para-church ministry may have significant adult leadership if it is ministry-giving/off-campus serving and predominately student-led, rather than ministry-receiving/on-campus serving and predominately adult-led.
4. Ministries of local churches will not be chartered.

### **Benefits of Being Chartered**

- Ability to reserve University space.
- Ability to open an agency account in the Treasurer's Office.
- Ability to hold fundraisers on campus.
- Ability to reserve resources from the Student Activities Office.
- Access to resource emails from the Office of Student Activities.
- Receive an organization page on the C-N website.
- Ability to have events posted to the C-N website calendar, C-N app, and LED sign (for open student body events only).
- Eligible to solicit funds through the Grant Petition process, Student Organization of the Month program, and other fundraising opportunities through Student Activities.
- If registration for following year is completed prior to August 1, organizations are eligible to participate in The Big Scoop during Welcome Week for our new and returning students, which is an excellent recruitment opportunity.
- All chartered organizations may request individual meetings with the Director of Student Activities to discuss best practices for running a student organization and receive additional support as needed.

### **Requirements of Chartered Organizations**

- Organizations must submit all annual chartering paperwork to the Office of Student Activities.
- As part of the chartering document, organizations must have a President, Advisor, and at least 5 student members to receive a charter. Organizations must also upload an updated constitution.
- Organizations must adhere to all policies listed in the Student Organization Handbook, Eagle Student Handbook, and given by the Office of Student Activities.
- Organizations must submit documentation requested by the Office of Student Activities, including End-of-Semester reports, event registration forms, event sign-in sheets, etc.
- The President of each organization must attend every monthly Parliament meeting.

### **Conduct Process for Chartered Organizations**

Every organization is subject to loss of charter at the discretion of the Director of Student Activities and the Vice President of Student Services. Cause for loss of charter may include neglecting documentation, lack of attendance at required meetings, or organization behavioral misconduct.

If a report of misconduct of any kind is received by the Office of Student Activities, the organization President will be requested to meet with the Director of Student Activities to discuss the allegations,

determine responsibility, and decide upon appropriate action. The organization Advisor is also welcome but not required to attend. Decisions resulting from this process are final.

**Charter On Hold:** When a meeting or decision is pending, your organization's charter will be placed "on hold." This means your organization is temporarily prohibited from all organization functions, including but not limited to meetings, events, space reservations, etc. until a more permanent decision has been made. A charter on hold is temporary and this status will be removed as soon as a decision has been made.

**Charter On Probation:** Placing your charter on probation may be used as a sanction. This means your organization may continue to function, but any further misconduct of any kind by your organization will result in loss of charter. Organizations who are on probation are ineligible for funding opportunities and award recognitions for the duration of the probationary period.

**Loss of Charter:** Loss of charter may be used as a sanction. This means that your organization loses their University charter and all rights and responsibilities associated with a chartered organization. Loss of charter may be enforced for any length of time at the discretion of the Director of Student Activities and Vice President of Student Services.



# Event Planning

## **Online Event Registration**

All activities sponsored by a Carson-Newman University organization must be registered through the Office of Student Activities by completing the Event Request Form found online. Approval is granted by the Student Activities Director, and the Director will ensure the event is placed on the calendar if requested in the form.

## **Reserving University Facilities**

University Facilities may only be reserved by on-campus groups and/or organizations at no charge. Spaces may only be reserved for events after the event has been approved by the Office of Student Activities.

The building supervisor and/or reservation contact reserves the right in all cases to decline your reservation request for any reason. Resources for reserving individual spaces may be found on the Student Activities website under Student Activities Resources.

## **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.

### **Define your Purpose**

- Decide the purpose for your event, including target audience, goals, and what organization values this event meets.

### **Choose a date and time**

- 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, athletic events, or academic breaks.

### **Choose a venue**

- Where do you want your event to take place?
- Reserve the space using the directory above.

### **Select 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 CFO may sign contracts that financially bind the University.

### **Get it Approved**

- Submit your Event Registration form via [www.cn.edu/clubs-organizations](http://www.cn.edu/clubs-organizations).

### **Cover your bases**

- Do you need a sound/light tech(s) for your event? If you're having the event in Gentry, Kyle Biery ([kbieri@cn.edu](mailto:kbieri@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](mailto: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 for an on-campus event, you must first get the approval of ARAMark. Please detail this information in your Event Registration Form. You can contact Heather Edwards at [edwards-heather@aramark.com](mailto:edwards-heather@aramark.com) or ext. 3548.
- Do you need a stage or chairs? The maintenance department sets up these items for a small fee. Contact Glenda Bales, [gbales@cn.edu](mailto:gbales@cn.edu) or ext. 3352.
- Do you need other equipment from Student Activities? Fill out the Equipment Request from from the [Student Activities Resources - Carson-Newman \(cn.edu\)](#) page.

### **Don't forget to ADVERTISE**

- Campus-wide announcements for your group can be made via Eagle Net by emailing directly to [studentannouncements@cn.edu](mailto:studentannouncements@cn.edu)
- All clubs, groups, and organizations may use the poster supplies located in the Office of Student Activities (MSAC 1016) 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 (see the Signage Posting Policies online at [Student Activities Resources - Carson-Newman \(cn.edu\)](#))
- Think creatively about ways to advertise your event! Utilize signs, flyers, handouts, social media, and more to get the best turnout.

### **After the Event**

- Clean up all trash and debris. Leave the space better than you found it!
- Return any tools, equipment, or supplies you have borrowed from University departments.
- Call DPS to lock the building when you exit.
- Consider writing "Thank You" notes to all who have contributed to the success of your event.

### **Assess and Document**

- Evaluate the event for next time: What worked? What didn't work? How can it be better next time?
- Document everything you did and your assessment so when your organization gets to next year or under different leadership they can improve from what you learned.

### **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 arranged 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. a 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 numbers 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. ARAMark Dining Services 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. Use your best judgment and if in doubt, contact the Director of Student Activities. When completing the Event Request Form online, you will 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 and prevent being caught off guard in the end. Generally, reserving campus facilities is a benefit of chartered organizations at no cost, but it's best to check.

***Can our group use our own vehicles for transportation?***

In most cases, yes, you can use personal vehicles as opposed to University vehicles. But in **all cases**, those driving must be on the University's insurance policy, even if driving their personal vehicle.

# Money Matters

## **Student Activities Funding**

All organizations registered through the Office of Student Activities via the chartering process are eligible to solicit 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 Student Activities for funding through the process of Grant Petitioning.

If the organization is registered, then they are given a seat on the C-N Parliament. The C-N Parliament meets once a month, and attendance by the President of the organization is **mandatory**. The date, time, and location of these meetings will be determined and disseminated by the Director of Student Activities.

Funding is not guaranteed and will be determined by the Director of Student Activities if the amount and cause for which you are soliciting is something they want to support. Funding also hinges on the amount of money Student Activities allots for Grant Petitions within their budget. There is a deadline to meet when submitting a Grant Petition. Any petitions submitted beyond the deadline will not be reviewed.

In rare cases, Student Activities may agree to hear a request for funds from an organization beyond the Grant Petition deadline, if there is a dire or unforeseen need for money due to one of the previously mentioned reasons. On this level, funding is on a first-come, first-serve basis and in no way automatic.

## **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
- 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 on the Student Activities webpage.

## **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 **prohibits** the use of outside bank accounts. (Use of outside bank accounts or personal accounts for organization funds 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.

### **Funding After Dissolution of Organization**

If an organization does not renew their annual charter, the organization will be disabled and considered inactive. If an organization remains inactive for a period of one (1) year, any organization funds will be donated to the group outlined in the organization's constitution. If the organization has not selected a specific group to receive these funds, they will be donated to the Student Activities general fund.

### **Statement on Organization Funds**

The following is a statement from the University's Attorney, Jim Guenther, regarding student organizations (referred to collectively as the Club) and the appropriate use and procedure for their funds.

*"Club funds belong to the Club, not to the University 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 University 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 University."*

Jim Guenther, University 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 University policy when relevant to the discussion.
5. Explain University policy to the executive committee and depend upon the officers to carry them out through their leadership.
6. Explain University 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 University.
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 teamwork 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 University employees.
30. Be familiar with University 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.

#### **Some Traits of a Good Advisor**

**Teacher / Educator**  
**Resource**  
**Coordinator**  
**Listener**  
**Accessible**  
**Enjoys students**  
**Trustworthy**  
**Objective**  
**Patient**  
**Consistent**

**Counselor**  
**Administration Official**  
**Sense of Humor**  
**Prepared**  
**Good Communicator**  
**Energetic**  
**Invites Feedback**  
**Flexible**  
**Empathetic**

#### **Effective Student Leadership**

- **Selection of Officers**

Although organizations are student run and directed, it is important that Advisors and Presidents encourage students to not assume too little of what they can accomplish. Many students may doubt their own abilities until someone encourages them to take on a position of leadership and responsibility. Likewise, it is also important, when necessary and appropriate, that Advisors and Presidents encourage students to not assume too little of what is required by a desired leadership role. Many students may obligate themselves to a role, or multiple roles, of leadership that eventually leave them overwhelmed and overcommitted.

Most clubs, groups, and organizations will need to select their officers for the next academic year in the spring of the current year. Observe the membership closely. Make note of the hard working individuals who are sincerely interested in the purpose and future of the club, group, or organization, and encourage those students to consider applying for leadership positions. The process for selection should be outlined in the guiding documents (i.e. constitution or operation manual) of your club, group, or organization. Selection may be made by vote, selection by the current leadership, or selection by an executive committee.

- **Officer Training**

Unless deemed otherwise by the guiding documents of the club, group, or organization, the selection of officers should be made no later than mid-March to mid-April to allow for the outgoing student leaders to train the incoming officers. For sake of ease and continuity, 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 their successive officer. Smooth transitions of leadership allow organizations to have a strong start in the fall.

Part of enabling that smooth transition and strong start is ensuring the new leadership submits the proper paperwork for Charter approval. Submitting the Charter paperwork to the Office of Student Activities at the end of each spring, as opposed to the beginning of the fall, allows clubs, groups, and organizations to request and plan their participation in Orientation, Welcome Week, and other events at the beginning of the academic 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](http://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 and President, you have ultimate responsibility for site management and production of events sponsored by your student club, group, or organization.

**Alcohol:** The presence of alcohol/tobacco/and/or drugs at any student organization-sponsored event, whether on and off campus, is a violation of the University 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 University 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:** If a student group sponsors an event that requires security or police officers, the group is responsible for coordinating with the Department of Public Safety. All coordination with DPS should go through the Director of Public Safety, Adam Watson (Ext. 3588, [awatson@cn.edu](mailto:awatson@cn.edu)).

**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 University Code of Conduct.** The legal definition of hazing includes "any intentional or reckless act in Tennessee on or off the property of the University, 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 University prohibits illegal hazing.

Further, **the University's prohibition of hazing is broader than the law's prohibition.** The University's policy grows out of the University'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 University 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 University 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

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 University, community University 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 University Alcohol and Drugs Policy**

Carson-Newman University is an alcohol and drug-free community. A violation of alcohol or drug laws while enrolled at the university will subject the student (or student organization) to disciplinary action by the university. In addition, the university prohibits the possession, use, distribution or manufacture of alcohol or of illicit drugs and drug paraphernalia, and the misuse or abuse of prescription medications, over-the-counter drugs, and synthetic drugs on its property or as a part of any of its activities, including but not limited to off-campus activities sponsored by the university or engaged in by any recognized student organization. Any student (or student organization) who violates the university’s policy is subject to the university’s disciplinary sanctions and to applicable criminal penalties.

## **STUDENT ORGANIZATIONS**

*from **Eagle Student Handbook***

*Student Life at Carson-Newman is overseen by the Division of Student Services. It includes both curricular and co-curricular programs to help students develop holistically in preparation for life after college. Student development at Carson-Newman is based on the wellness model, which has six dimensions: spiritual, intellectual, social, physical, emotional, and vocational.*

*Approximately 50 student organizations are chartered each year which provide opportunity for student learning, leisure, and leadership development. Each organization must be chartered through the Student Activities Office on a year-to-year basis. Campus wide events must be scheduled a minimum of one week in advance through the Student Activities Office. These events must be registered online via [www.cn.edu/clubs-organizations](http://www.cn.edu/clubs-organizations), and approved by the Director of Student Activities. The Office of the Provost and appropriate professors should be informed of activities which could affect class attendance.*

*When planning campus wide events, reservation of dates, times, and places must be coordinated through the Student Activities Office. Any change must receive the approval of the Student Activities Office and notice of cancellation of any event must be submitted at least 24 hours in advance of the event. This allows for utilization of the facilities on that date and time by another group. Activities involving the securing of outside musical groups or professional acts must be arranged with the approval of the Student Activities Office.*

*Each student organization is listed in the Directory for Chartered C-N Organizations provided by the Student Activities office annually. To be listed in the Directory, an organization must keep its yearly registration current. Chartered organizations will be allowed to meet in university facilities, receive organizational information from the Student Activities Office, apply for grant money from SGA, be invited to participate in activities, and be included in publications associated with the co-curriculum.*



## **ORGANIZATIONAL VALUES STATEMENT**

*Chartered organizations at Carson-Newman must be consistent with the mission of the university. They enrich campus life, promote student growth, and advance the purposes of the institution. These organizations reflect the following values, central to the university'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 identity of Carson-Newman University. 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 test and refine 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 university'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.*

## **CLASSIFICATIONS of ORGANIZATIONS**

What is an organization? An organization reflects a special interest or purpose. It is a chartered entity that meets regularly for this specific purpose. Organizations may not conflict with the university's values and mission. All such student entities are required to be chartered with the Student Activities Office and must do so to use campus email, reserve a room on campus, set up an agency account, or put up posters and flyers on campus. All organizations must be advised by a University staff/faculty member.

What are the "Big Four"? The "Big Four" are chartered entities operating with funds designated by the university or Baptist denomination and advised through the division of Student Services. These organizations contribute to the development of students in conjunction with Student Services. Baptist Collegiate Ministries, Eagle Production Company, Student Ambassadors Association, and Student Government Association are currently the four chartered and recognized "Big Four" organizations at Carson-Newman University.

## **REPORTING RESPONSIBILITIES of ORGANIZATIONS**

Persons may not utilize a student organization meeting for any purpose that is different from or inconsistent with the organization's stated purpose. Compliance is the responsibility of the advisor. Complaints associated with improper use of chartered or recognized entities should be addressed first to the faculty/staff advisor and second to the Director of Student Activities. It is the department head's responsibility to review concerns and discuss them with the organization's advisor and officers. The Director may take appropriate action if deemed necessary. An organization's charter may be revoked by Student Activities if found not to be following the stated purpose for which they were chartered.

## **GUIDELINES FOR ALL ORGANIZATIONS**

1. All members and organizational activities must maintain a standard of behavior that is consistent with university values as stated in the Eagle Student Handbook. Activities that involve hazing or any violation of the University 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. The application must clearly state the purpose of the club, group, or organization. The purpose will be consistent with the mission of the university. A copy of the club, group, or organization constitution and by-laws must accompany the application and be included on a yearly basis.
4. Chartered organizations that are nationally affiliated must submit a current copy of the national constitution and by-laws (if applicable).
5. Each organization shall have an advisor (C-N faculty or staff) who is approved and registered with the Student Activities Office. They may not be chartered 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 any time 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). Organizations may only operate for two weeks without an advisor. Both the organization and the advisor are responsible for keeping the Student Activities Office informed.*

- 6. All activities for the year must be scheduled with the Student Activities Office. The online Event Registration form may be used for this purpose. It may be found on the Student Activities webpage for Clubs and Organizations, [www.cn.edu/clubs-organizations](http://www.cn.edu/clubs-organizations).*
- 7. All pledge activities, and accompanying programs, whether on or off campus, must be approved by the Student Activities Office.*
- 8. The university 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. All fund-raising activities must be approved through the Student Activities Office and then forwarded to the Advancement Office for final approval (a form for this approval is available online at the Student Activities webpage or in the Student Activities Office).*
- 10. Funding designated to student organizations and Student Affairs departments by the university is to be used for purposes related to supporting student life. University funds may not be redirected to other agencies or services not directly related to this designated purpose. Service projects are supported by the university, when appropriate, to raise funds for charitable and service-related needs. (Example: Car wash sponsored to raise funds for earthquake relief efforts.)*
- 11. All registered organizations may set up an agency account through the Treasurer's Office (student accounts window). Agency accounts allow student organizations to accumulate funds derived from fund-raising activities and special gifts or donations for current or future use. Funds provided by the university or ministry associations on an annual basis may not be transferred to 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).*
- 12. Incentives used to entice students to participate in campus organizations must be authorized through the Student Activities Office to ensure that they are appropriate to the mission of the university. Incentives or "giveaways" can become the primary focus of an organization meeting. In such a case, they have become inappropriate and distort the purpose (i.e. mission statement) of that organization. Discretion is given to the Student Activities Director to require any organization to cease any incentive or give-away program if the Director finds it to be inappropriate.*

13. *Activities and meetings associated with 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.*
14. *Chartered 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.*

### ***THE “BIG FOUR”***

*The following criteria must be met by the “Big Four”:*

1. *Must be initiated by the Vice-President for Student Services and/or approved by the University President's executive 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 Services.*
2. *Must have an advisor who is a member of the university faculty/staff and approved through the Student Activities Office.*
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. *Reviewed by the Director of Student Activities*
    - ii. *Reviewed by the Vice-President for Student Services*
    - iii. *If recommended by the Vice-President for Student Services, reviewed by the President's executive 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 Services.*
5. *A copy of the organization's constitution and by-laws must be kept on permanent file with the Student Activities office and the university archives.*
6. *Funding provided to 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 Services.*
7. *The “Big Four” are responsible for submitting reports and minutes and are accountable for their activities and expenditures to Student Services. Dispensing of funds associated with required services will be incremental and may be suspended as necessary to ensure follow-through and services.*
8. *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 Services. 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 Services (e.g. the Dean of Students, Director of Residence Life, Campus Ministries, etc.).*

9. *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.*

### ***“Big Four” Constitutions***

*Constitutions and their by-laws play an important role in the heritage of student leadership at Carson-Newman University. Changes and/or updates to these constitutions are to be a thoughtful process. Additions, deletions, or corrections are to be discussed with the organization advisor and Student Activities. Consideration related to the purpose of current information, which has already been ratified, is to be given full discussion. A committee of the organization comprised of at least 5 active student members, the organization advisor and Student Activities must oversee the constitution review process. The committee is to be in on-going discussion with the Vice-President for Student Services during such a review. The committee is to submit a formal request for any change in writing. The committee must submit the current ratified constitution and by-laws, which the organization is operating under. A “marked copy” tracking additions, deletions, and corrections is to accompany the proposed new constitution and by-laws. The Vice-President for Student Services may return the constitution to the committee for acceptance, rejection, rewrite, or changes as necessary. Once the draft copy has been approved by Student Services, the committee will then present a copy to the organization for review. A minimum of two weeks between receiving the review and vote for acceptance or rejection is to be provided. A simple majority is required to pass the constitution. The adopted constitution is to be returned to the Vice-President for Student Services for signature and submission to the university archives providing an on-going history and resource for organizations in the future. Generally, the constitution review process should take place in the spring to allow for ratification with implementation to be designated for the next academic year (fall).*

### ***CRITERIA FOR SPEAKERS SPONSORED BY ORGANIZATIONS***

*Speakers may not libel, slander, or facilitate non-truths. Any speaker’s message must be aligned with the mission of the university. All events hosting speakers being brought to the University must be registered as an event via [www.cn.edu/clubs-organizations](http://www.cn.edu/clubs-organizations).*

## **STUDENT GOVERNMENT ASSOCIATION**

### **General Purpose**

*The Student Government Association exists to serve and represent the interests, concerns, and ideas of the Carson-Newman student body in association with Student Affairs. It assists in creating an active Christian campus community. The association seeks to promote the welfare of every student and to create an opportunity for students to practice leadership and assist in determining the policies that shape their university experience. SGA is advised by the Director of Student Activities in conjunction with the Vice-President for Student Services. Funding is afforded through the Division of Student Services.*

### **Membership**

*The Student Government Association is composed of every student who pays a student activity fee. All elected and appointed officials of the association shall be full-time students while seeking office and throughout the duration of their term in office. Specific eligibility requirements and the duties of each position are described in the association's Constitution and Bylaws. The constitution is supervised and supported through Student Services. Copies of these documents are available to any student upon request in the Student Government Association office, the Student Activities office, and Student Services.*

*Information regarding specific officers and representatives is available upon request from the SGA office.*

### **SGA Sponsored Bills/Resolutions**

*The SGA Senate votes on bills as recommendations to the university. If a bill is passed by the Senate, it is then presented to the chief administrator in charge of the area related to the legislation (e.g. Director of Residence Life, Department of Public Safety, Campus Dining). The administrator assesses the validity of the recommendation and may support the bill, ask for further review, make suggestions, or decline support. If support is denied, the bill is returned to the Senate.*

*After review and support of the Chief Area Administrator, the bill goes through the same procedure with the Vice-President for Student Services. If support is denied, the bill is returned to the Senate.*

*If the bill is supported by the Vice-President for Student Services, the bill is considered passed and with the signature of the Vice-President is enacted. However the Vice-President may also submit the bill for review and recommendation to the Executive Cabinet and/or the Student Life Committee of the Board of Trustees. If supported by the Cabinet and/or the Student Life Committee of the Board of Trustees, the bill goes to the University President for revision, rejection, or approval.*

### **Student Generated Petitions**

*While the Student Government Association does not generate petitions, it is the responsibility of SGA as the official student voice to field student petitions. If considered appropriate by the Senate to convert a petition into an appropriate bill or resolution, then SGA will follow the process as indicated above. Petitions should be submitted to the President of SGA for consideration. The President of SGA is not under obligation to present petitions to the Senate unless deemed appropriate.*