

Registration of Student Organizations

Policy Overview

At The University of Tennessee Knoxville campus, voluntary associations of students are an important part of the educational process. The University has a positive responsibility to encourage such associations as a means by which students can develop full civic and social awareness. In doing so it neither endorses nor disclaims any particular idea, system of thought or point of view. The ultimate testing place for all of these is not in any one office or council, but in the minds of responsible citizenry.

When groups of students wish to have a continuous association causing them to congregate for activities on the campus, requiring from time to time the use of the University facilities and holding themselves out to the general public as a group centered on the campus, it is proper that they be registered by the University. All registered associations shall be accorded the same privileges and bound by the same obligations. Registration by the University does not constitute endorsement of the purposes or activities of an association by the faculty, administration, or student body.

Categories of Student Organizations

With the exception of social fraternities and sororities, whose relationship with the institution requires a more detailed and exacting peer and administrative review, any group of students may seek to register as either a Continuing or Temporary Registered Student Organization.

Continuing Registered Student Organizations

Any group of at least 10 students meeting the requirements contained herein and whose purpose for existing is presumed to endure beyond a given academic semester is considered a Continuing Registered Student Organization.

Temporary Registered Student Organizations

Any group of at least 10 students meeting the requirements contained herein and whose purpose for existing is presumed to be less than 90 days is considered to be a Temporary Registered Student Organization.

Sororities and Fraternities

Any group seeking to establish a social fraternal organization on campus must contact either the Interfraternity or Panhellenic Council for procedures and policies relative to this action. Registration is granted by the Chancellor on the recommendation of the Student Affairs staff. Withdrawal of registration of social fraternal organizations may be initiated by the University administration or the respective governing body with the final decision being the responsibility of the University administration. Social fraternities and sororities shall not be required to reveal their secret rituals provided these rituals do not conflict with local, state or federal law or with University regulations.

Advisory Committee on Student Organizations

The Office of the Dean of Students shall utilize an Advisory Committee on Student Organizations (ACSO) in the procedural review of constitutions of proposed organizations. The ACSO may also formulate and recommend rules, regulations, and policies regarding registered student organizations.

Matters pertaining to policies within an organization shall be the concern of the organization and its advisory council. Matters pertaining to the relationship of an organization to other organizations or to the University shall be the concern of the ACSO.

Student members of the ACSO shall be appointed by the President of the Student Government Association with the approval of the Student Government Association. The Dean of Students will appoint a staff person to serve as committee secretary and liaison with the Office of the Dean of Students.

Registration Process

The first step for a group desiring to become a registered student organization is to submit an Intent to Register a Student Organization Form to the Office of the Dean of Students (413 Student Services Building) and receive a New Student Organization Registration Packet. This packet will contain:

- a) Application Form
- b) Sample Constitution
- c) Request for UNIX/SIMS Accounts (email and website)
- d) Student Organization Registration Policy

When a group submits an Intent to Register a Student Organization Form, the information on the form is entered into the student organization database and the group is marked as pending. In addition a file is created for the group and the hardcopy of the form is placed in the file.

The group must complete and submit the enclosed paperwork as well as three copies of its constitution to the Office of the Dean of Students for review. Local chapters of regional or national organizations will be required to submit their local constitution and, in addition, any statements of their parent organization to which their local constitution refers or which determines local policy above and beyond that which is stated in the local constitution. The local constitution must contain the following:

- a. The name of the organization.
The phrase "The University of Tennessee" is regarded as a trademark and consequently cannot precede the name of a campus organization; however, the phrase may follow the name, e.g., Chess Club at The University of Tennessee, Knoxville.
- b. A statement of purpose.
Said purpose must include aims and activities legal under local, state, and federal law, and this statement of purpose must be in conformity with written University regulations.

It is required that the actual purpose of a student organization conform with the purposes stated within the organization's constitution.

c. Membership eligibility requirements.

Registered student organizations, including those affiliated with an extramural organization, shall be open to all students--unless the organization, by its nature, exists explicitly for a certain subgroup--in selecting its membership. There must be no discrimination with respect to race, sex, handicap, or national origin.

d. Officers.

A listing of the names and titles of all officers as well as the names of at least ten (10) petitioning members shall be submitted with the constitution. This information should be completed on a form provided by the Office of the Dean of Students. Officers must be full-time students, except for organizations where membership is composed of both faculty and student members, and a faculty member may serve as an officer. To be eligible to serve as an officer of a registered student organization, a student must be in good academic standing at the time of his/her election or appointment and during his/her term of office. In addition, a student may be judged ineligible for the office if found guilty by a Student Disciplinary Board of a violation of Student Standards of Conduct. When an election is held in a registered student organization, the names of the new officers must be transmitted to the Dean of Students Office within one (1) week.

e. A statement of the terms of officers and the time and method of election.

f. Frequency of meetings.

g. Financial statement.

A statement of any membership dues, including amount and frequency of payment; agreement that all funds will be received and disbursed through the Student Activities Business Office if the organization receives University Programs and Service Fee Funds; and a provision for the disposition of funds remaining in the event of the dissolution of the group must be included.

h. Provisions for faculty advisor.

All registered student organizations must choose one or more advisors, and a provision for this selection must be included in the constitution, but the name of the advisor(s) should not be listed. Except for local chapters of national social fraternities and sororities, which may have alumni advisors, the advisor shall be a full-time faculty member or administrative officer. In procuring an advisor, questions regarding faculty or administrative status should be referred to the Office of the Dean of Students. Advisors are responsible for being familiar with the constitution and purposes of the student organization they are advising and with University policies regarding student organizations. Advisors may counsel their organization in the exercise of responsibility, but they do not have the authority to control the policy of the organization. The officers of the organization are responsible for keeping their advisors aware of the policies and actions of their organization. Financial records must be available to the organization's advisors at all times.

The group, as it works on preparing the paperwork in the packet for submission to the Office of the Dean of Students, may reserve space in a University facility to hold up to three (3) meetings for organizational purposes. The Office of the Dean of Students will notify the University Center upon receipt of the Request to Form a New Student Organization in order to facilitate this process.

Once the group submits its application materials, the materials will be reviewed by the ACSO to determine whether the organization conforms to the policies and regulations established for the registration of University student organizations. The ACSO meets on an ad hoc basis and continues to act upon requests to form new student organizations for a 90 day period each fall and spring semester. All requests received after the 90 day period will be held until the next semester and acted upon at that time. The Dean of Students (or his/her designee) may extend a provisional registration to an organization in certain special circumstances. These provisional organizations will be reviewed by the ACSO in the next fall or spring semester.

The members of the Advisory Committee for Student Organizations (ACSO) are provided a list of all organizations seeking to become registered. This list will allow ACSO to document their decision.

Recommendation for Registration

If the ACSO determines that the organization should be registered, it will so recommend to the Dean of Students in writing and provide a copy of said correspondence along with a copy of the approved constitution to the president of the petitioning group. The group may begin operation ten days after receipt of the letter unless notified in writing that the Dean of Students has rejected the Committee's recommendation.

The ACSO decision is filed in the electronic database and a hardcopy is filed in the group's official folder.

Denial of Registration

Groups, whose registration application has been rejected, are notified by letter. The letter will contain a photocopy of the Constitution Checklist Form. This form identifies the specific reason that the organization was rejected. The organization will be encouraged to re-submit their document when the areas of concern have been addressed. A refusal by the ACSO to recommend registration of a student organization or a refusal by the Dean of Students to register an organization must be based on one or more of the following grounds:

- a. The application materials are incomplete or have been filled out improperly.
- b. The statement of purpose is illegal under local, state, or federal laws or does not conform to written University regulations.
- c. The organization would, in the opinion of the ACSO or the Dean of Students, constitute a danger to the continued or proper functioning of the University.

Maintaining Registered Status

To maintain registered status, student organizations are required to submit an Organization Update

Form to the Office of the Dean of Students each Fall and Spring semester. Organizations have until the last day of finals to submit the form. A reminder is emailed no less than 45 days before that date. The Organization Update Form is included with the email as an attachment. **Student Organizations failing to submit a form will lose registered status.** Submitted Organization Update Forms are kept on file in the Office of the Dean of Students in the main file of the Organization.

In addition, the ACSO or the Dean of Students may revoke the registered status of a student organization if:

- a. The organization does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution, as evidenced by membership meetings and other activities. Student organizations are expected to comply when requested to provide a brief report on their year's activities.
- b. The organization violates University regulations, including those governing student organizations, or local, state, or federal laws.

Appeals

Any decision by the Dean of Students or the ACSO to refuse to register or withdraw registration from an organization may be appealed to the Student Affairs Council by the affected organization. In addition, any decision by the ACSO to refuse to withdraw registration from an organization upon request by the Dean of Students may be appealed by the Dean of Students to the Student Affairs Council.

When a decision by the ACSO or the Dean of Students is appealed, the Student Affairs Council shall abide by the following procedures in hearing the appeal:

- a. The ACSO or Dean of Students (depending on whose decision is being appealed) has the burden of proving the charges against the organization, including the presentation of a detailed statement of why the organization should be denied registration or registration should be withdrawn under the University's policy governing student organizations.
- b. The organization may be represented by an advisor of its choice.
- c. The organization may present a defense against the charges. A copy of the charges must have been provided to the organization a reasonable time in advance of the hearing, along with all information available to the ACSO or the Dean of Students in drawing up the charges.

It is recognized that the By-Laws of The University of Tennessee as adopted by the Board of Trustees require the approval of the Chancellor on any action of the Student Affairs Council.

Affiliations

Registered student organizations may be affiliated with an organization off the campus, where such affiliation is:

- a. Clearly indicated, either by the title of the organization or its constitution at the time of registration, or by specific statements in connection with any activities growing out of a later affiliation.
- b. Consistent with the purposes set forth in the constitution.
- c. Not such as to change significantly the nature of the organization as primarily an association of students on campus. Affiliation with an extramural organization does not of itself affect the right of a student organization to operate on the campus. When seeking registration, the student organization must make clear those obligations imposed on the local chapter by extramural affiliation.
- d. When there is a conflict between the policies and procedures of the extramural organization and those of the University (e.g., policies pertaining to membership eligibility or voting privileges), the obligation of the student organization is to the University and its policies.

Hazing

Student Organizations are prohibited from engaging in hazing activities.

Constitution and Name Changes

Registered student organizations seeking to change their names or any part of their constitution, including their purpose, must re-submit a new constitution and highlight the proposed changes where they differ from the original document. This document will then be reviewed by the Advisory Committee for Student Organizations (ACSO).

UNIX and SIMS Accounts

All registered student organizations are required to have a student organization UNIX account (webpage) and SIMS account (email). **The application for these accounts must be submitted with the registration application when dropped off at the Office of the Dean of Students.**

Records

Records will be maintained for all student organizations, whether currently registered, inactive or archived within the Office of the Dean of Students. Files that are inactive for a year will be archived. **Archived files will be purged after three (3) years of inactivity.**

SAMPLE CONSTITUTION

CONSTITUTION OF THE AUDIO ENTHUSIASTS CLUB AT THE UNIVERSITY OF TENNESSEE

ARTICLE I Name of Organization

The name of the organization will be Audio Enthusiasts Club at the University of Tennessee.

ARTICLE II Purpose

The purpose of the Audio Enthusiasts Club at the University of Tennessee is to provide an extracurricular activity to those students and/or faculty interested in either car audio electronics or home audio electronics.

ARTICLE III Membership

Membership to the Audio Enthusiasts Club at the University of Tennessee will be open to all students, and faculty/staff members where appropriate, regardless of race, gender, disability, religion, or national origin.

ARTICLE IV Officers

Officers of the Audio Enthusiasts Club at the University of Tennessee must be full-time students or full-time faculty/staff members in good academic standing at the time of their election and continuing throughout their term of office. Any student who is not in good academic standing or according to the Office of Student Conduct, will be ineligible for office.

ARTICLE V Term of Office

Officers of the Audio Enthusiasts Club at the University of Tennessee are to be elected at the beginning of the Fall term of each academic year. Elections are to be held by secret ballot and a majority vote of the members is required for election. Officers elected during the Fall term will take office on the last day of the Fall term and will serve for one year. In the event an officer wishes to step down or at least one-third of the membership requests that an officer resign, a new election will be held within one month.

ARTICLE VI
Frequency of Meetings

Meetings will be held on the First Monday of each month during the Fall and Spring Terms.

ARTICLE VII
Financial Statement

Membership dues for the Audio Enthusiasts Club at the University of Tennessee will be paid at a rate of \$20.00 per year or \$12.50 a semester. In the event the group should dissolve at any time, all remaining monies will be donated to a charitable organization, which will be determined by a majority vote of members.

ARTICLE VIII
Advisor

The Audio Enthusiasts Club at the University of Tennessee will have an advisor who will be a full-time faculty or staff member at UT. The advisor will be elected by majority vote and must agree to serve in this capacity. The advisor will have the responsibility to verify through the Office of Student Conduct that the current officers are in good academic standing and are not on disciplinary probation. The advisor may serve in that capacity indefinitely provided no member of the group requests a reelection and at least one-third of the membership is in agreement. If the current serving advisor wishes to step down, or one-third of the members requests a reelection, a new election will be held within one month. A majority vote and the consent of the full-time faculty/staff member are required for appointment.

STUDENT ORGANIZATION CONSTITUTION CHECKLIST

ORGANIZATIONNAME: _____

ACTION TAKEN: _____ DATE: _____ SIGNATURE: _____

The following is a checklist of the necessary components of the constitution of any UT registered organization. The letters for each section correspond with those listed in Hilltopics, the student handbook (Reference the letter checked below).

A. NAME OF THE ORGANIZATION

- _____ 1. "The University of Tennessee" cannot precede the name of a campus organization.
- _____ 2. "The University of Tennessee at Knoxville" may follow the name. Example: Chess Club at UT.

B. PURPOSE

- _____ 1. The purpose must include aims and activities, which are legal under local, state and federal law.

C. MEMBERSHIP

- _____ 1. Membership must be open to all students, and faculty/staff members where appropriate, regardless of race, gender, disability, religion, or national origin. This statement must be presented verbatim in the constitution.

D. OFFICERS

- _____ 1. Officers must be full-time students except in organizations where membership is composed of both University employee and student members.
- _____ 2. A student officer must be in good academic standing at the time of election or appointment and during his/her term of office.
- _____ 3. A student will be judged ineligible for office if said student is on disciplinary probation for violating any Student Standards of Conduct.
- _____ 4. The names of officers should not be included in the constitution..

E. TERM OF OFFICE

- _____ 1. A statement of term of officers as well as time and method of election should be included in the constitution. Example: Officers shall serve for a one-year term and election shall be at the beginning of fall semester each year. A majority vote of the membership is required for election.

F. FREQUENCY OF MEETINGS

- _____ 1. A statement regarding the organization's frequency of meetings should be included in the constitution. Example: Meetings of said organization shall be held every two weeks.

G. FINANCIAL STATEMENT

- _____ 1. Any membership dues, including amount and frequency of payments must be stated.
- _____ 2. A provision for the disposition of funds remaining in the event of the dissolution of the group must be stated.

H. ADVISOR

- _____ 1. A provision for the selection of an advisor must be included.
- _____ 2. The advisor must be a full-time faculty or staff member at UT.
- _____ 3. The name of the advisor should not be listed in the constitution.
- _____ 4. It is the advisor's responsibility to verify through the Office of Student Conduct that the officers are not on disciplinary probation and are in good academic standing.

COMMENTS: _____ (For ACSO Use Only)

THE UNIVERSITY OF TENNESSEE
 ADVISORY COMMITTEE ON STUDENT ORGANIZATIONS
 OFFICE OF THE DEAN OF STUDENTS
 STUDENT SERVICES BUILDING 413

NEW STUDENT ORGANIZATION REGISTRATION

(THIS FORM MUST BE **FULLY** COMPLETED)

(PLEASE TYPE OR PRINT)

DATE: _____

Name of Organization: _____

TYPE OF ORGANIZATION(please check one)

<input type="checkbox"/> Academic	<input type="checkbox"/> Academic & Leadership Honor Society	
<input type="checkbox"/> Government	<input type="checkbox"/> International Student	<input type="checkbox"/> Military
<input type="checkbox"/> Religious	<input type="checkbox"/> Residential Living	<input type="checkbox"/> Social
<input type="checkbox"/> Service/Philanthropy	<input type="checkbox"/> Sports Club	<input type="checkbox"/> Special Interest

MEMBERSHIP CRITERIA: _____

PURPOSE/GOALS: _____

President:

NAME	PHONE	EMAIL
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ADDRESS	STATE	ZIP
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Treasurer:

NAME	PHONE	EMAIL
------	-------	-------

ADDRESS	STATE	ZIP
---------	-------	-----

Advisor:

NAME	PHONE	EMAIL
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ADDRESS	STATE	ZIP
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Signature: _____

ADVISOR

PRESIDENT

Note: This form and four copies of the proposed constitution must be submitted to Suite 413 Student Services Building for review by ACSO. Please list on the reverse of this form at least ten student members of the proposed organization.

NAME	NET ID	EMAIL
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NAME	NET ID	EMAIL
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NAME	NET ID	EMAIL
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NAME	NET ID	EMAIL
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NAME	NET ID	EMAIL
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NAME	NET ID	EMAIL
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NAME	NET ID	EMAIL
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Request for a *Registered Student Organization* UNIX Account

Office of Information Technology

This form is used to request a **Registered Student Organization** UNIX Account. Complete the form and return it to the Dean of Students Office (413 Student Services Building). You will be notified upon approval.

Date: _____

Registered Student Organization Name: _____

Organization President's Information:

Organization Advisor's Information:

Name: _____

Name: _____

UT ID#: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

E-mail: _____

E-mail: _____

I understand that this computer account may only be used for legitimate University related work by students of The University of Tennessee.

Organization President

Organization Advisor

Requested Login ID

(minimum of 2 characters, maximum 8 characters, all lower case, and cannot start with a number):

First Choice

Second Choice

For Dean of Students Office Use Only:

Verification that student organization is currently registered.

Authorization to create account for this student organization using login ID circled above.

Dean of Students Office Representative

Registered Student Organization Webmaster

Date

Date

For CAS Office Use Only:

Project Code: _____

Programmer Code: _____

PH Entry Done: _____

Date Received: _____

Date Created: _____

Quota Set: _____

