

**REGISTERED STUDENT ORGANIZATION HANDBOOK**

---

*UNIVERSITY OF MEMPHIS – Updated February 2023*

TABLE OF CONTENTS

JOIN A REGISTERED STUDENT ORGANIZATION..... 4

**Involvement Fair** .....4

**Social Media** .....4

**Attend Events** .....4

**Visit the Involvement Zone** .....4

**Tiger Zone** .....4

START A REGISTERD STUDENT ORGANIZATION..... 5

**What You Will Need to Start a Registered Student Organization** .....5

**How to Register** .....5

**Registration Pointers** .....5

**RSO Registration Checklist** .....5

**Model Constitution & Bylaws** .....7

**Advisor Terms & Conditions** .....8

RESOURCES FOR REGISTERED STUDENT ORGANIZATIONS..... 10

**EVENT PLANNING**.....10

**TigerZone Event Registration Form** ..... 10

**Security** ..... 10

**University Center Event Scheduling**..... 10

**Form D**..... 11

**Food Exception Form and Guidelines** ..... 11

**Conference & Event Services** ..... 11

**TRANSITIONS** .....13

**Incoming Officer Transition Questionnaire** ..... 14

**Outgoing Officer Transition Questionnaire** ..... 15

**Transition Meeting Check List**..... 16

POLICIES AND PROCEDURES FOR REGISTERED STUDENT ORGANIZATIONS..... 17

**Procedures**.....17

**Organization Registration Policy**.....18

**Criteria for Registration of Organizations** .....19

**Nature and Conditions of Registration** .....20

**Probation, Suspension and Withdrawal of Registration**.....20

**Reports** .....20

**Fiscal Policy** .....20

<b>Solicitation of Funds and Cash Handling.....</b>	<b>21</b>
<b>RSO WORKSHOP .....</b>	<b>23</b>
<b>DEPARTMENT OF RESIDENCE LIFE AND DINING SERVICES – PUBLICITY POLICY .....</b>	<b>24</b>
STUDENT EVENT ALLOCATION .....	24
RESOURCES FOR ADVISORS .....	25
<b>ROLE OF THE ADVISOR .....</b>	<b>26</b>
<b>QUESTIONS TO ASK IN AN ADVISING ROLE.....</b>	<b>27</b>
<b>GUIDE FOR MANDATORY REPORTERS.....</b>	<b>27</b>
<b>CAMPUS SECURITY AUTHORITY .....</b>	<b>29</b>
<b>BYSTANDER INTERVENTION.....</b>	<b>29</b>

## JOIN A REGISTERED STUDENT ORGANIZATION

### **Involvement Fair**

The involvement fair takes place on the first day of classes in Fall semester and during the second week of school in the Spring semester. At the involvement fairs you can learn about the different student organizations on campus and meet students in the respective student organizations. During the involvement fair the organization leaders will tell you about the process of joining their organization.

### **Social Media**

Look for student organizations on Tiger Zone, Social Media, and flyers around campus.

### **Attend Events**

Attending events is one of the best ways to get involved on campus. Here you can learn more about the organizations you are interested in, visit with current members and leadership, and find out how to get involved.

### **Visit the Involvement Zone**

The Involvement Zone is located on the 2<sup>nd</sup> floor of the University Center (UC). The Involvement Zone is home to numerous offices on campus including: Multicultural Affairs, Student Government Association, Student Leadership & Involvement, The Veterans Resource Center and numerous Registered Student Organization offices. Each office can provide you more information on joining different student organizations as well as upcoming events to get involved.

### **Tiger Zone**

Tiger zone is a one-stop shop for different student organizations. Since all Registered Student Organizations do not have offices located in the Involvement Zone, check out Tiger Zone for a complete list of student organizations. Each student has access to Tiger Zone by using their Memphis e-mail and password. Here students can search organizations by type or interest by simply using the search bar on the top of the page and the “categories” feature under the tab titled “organizations.”

## START A REGISTERED STUDENT ORGANIZATION

### What You Will Need to Start a Registered Student Organization

- 10 Current student members
  - If 10 student members cannot be obtained, ask Student Leadership and Involvement about Provisional Status (3+ members)
  - Lambuth campus needs 6 student members
- A constitution and/or bylaws for your organization/chapter (Review the [Registration Checklist and Model Constitution](#) for requirements)
- Faculty/Staff Advisor (this individual must be full time status with the university)
- Meet with the Student Organization Governing Council (SOG) to set up a consultation and review the process of becoming a new RSO

### Before you start registration

- Have a digital version of the constitution and/or bylaws available
- The UofM email addresses of your officers, advisor and members (must be @memphis.edu)
- Your advisor sign the [Advisor Verification Form](#)

### How to Register

- Go to Tiger Zone
- "Sign In" using your UofM username and password
- Click the "Organizations" tab on the side left side
- Click "Register An Organization" on the bottom left
- Fill out as directed
- On "Roster" page you will need to click the "Add Member list" tab and add at least 10 student members (6 for Lambuth and 3 for Provisional status).

### Registration Pointers

- Fields without asterisks are not required. You can go back later and complete those fields.
- Your "Organization Description" will be where the system pulls keywords for searches. The more descriptive you are, the easier it will be for students to find your organization
- When it asks for "Organization Website url", it is asking for what you want to show after the slash "/" in your Tiger Zone url. (example "sac"; the url will be provided, but the "/sac" will be added to the end like so: <https://memphis.collegiatelink.net/organization/sac>)
- When entering your Officers, they will show up twice, once as an Officer and once as a Member. That is ok, but please make sure you are not counting the person twice toward your 10 members.
- The Advisor will also show up as a Member, but should not count toward the 10 members.
- If you have questions or problems, please email [rso@memphis.edu](mailto:rso@memphis.edu) or call (901) 678.8679

### RSO Registration Checklist

#### Online Registration must reflect:

- Organization Profile completed
- Categories completed and appropriate for organization
- Constitution/bylaws uploaded (*see requirements for constitution/bylaws below*)

- Primary Officer
- Secondary Officer
- Financial Officer (cannot be same as Primary Officer)
- Faculty/Staff Advisor
- Minimum of 10 currently enrolled student members (6 for Lambuth organizations, 3 for Provisional Status)
- At least 8 out of 10 questions about Online RSO training answered correctly
- Organization does not propose activities which would violate regulations of the Board or the institution or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution
- Organization does not deny membership to any person on the basis of age, race, sex, religion, handicap or nation origin. (fraternities and sororities exempt regarding sex restricted membership; and religious organizations exempt regarding restricted membership based on professed faith.)
- Organization does not have an affiliation with an organization illegal aims and goals, with a specific purpose to further these illegal aims and goals
- Organization purposes are not within the scope of a current registered organization
- Organization represents the interests of the University of Memphis student member

**Constitution/bylaws must reflect:**

- (see Model Constitution for further detail)

**Constitution and bylaws of the organization should clearly contain:**

- Name of the organization
- Purpose of the organization
- Proposed activities
- Rules of membership (may not deny membership to any person on the basis of age, race, sex, handicap or national origin)
- The officers titles and/or positions
- Length of officer terms
- Methods of officer selection
- Proposed general nature and frequency of meetings and activities
- Financial plans of the organization, including any proposed fees, dues and assessments
- Provision for the distribution of all funds and assets in the event of dissolution
- Organizational purposes are not within the scope of a current registered organization
- Organization represents the interests of The University of Memphis student members
- Control of the organization is within the local campus group

**Organization does NOT:**

- Have illegal aims and goals
- Propose activities which would violate regulations of the Board or the institution or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution
- Advocate incitement of imminent lawless action which is likely to produce such action
- Use the same name, or a name which is misleading and similar to the name of a currently registered organization

## **Model Constitution & Bylaws**

This handout is designed to assist student organizations in developing a Constitution/By-Laws. The document should be kept simple and practical. The ARTICLES can contain various SECTIONS dealing with specific concerns.

### **ARTICLE I – NAME**

Official name of the organization as well as any nicknames that it may go by. It helps if the name of the organization can be readily identified with the purpose of the organization...but this is not necessary.

### **ARTICLE II - OBJECTIVES, PURPOSE, GOALS**

Be fairly specific. (Proposed activities, however, should not be a part of this document).

### **ARTICLE III – MEMBERSHIP**

State: (a.) membership of organization including categories of memberships such as “active” or “associate,” with rights and privileges of each; (b.) qualifications and eligibility including provisions for application; (c.) membership dues and collection procedures.

The University requires a minimum of 10 student members, all who have earned a minimum 2.0 cumulative Grade Point Average. The organization may have associate members. These may be faculty, staff, or community persons who share the objectives and purposes of the organization and thereby enrich the student experience. **Note:** Associate members cannot have voting privileges within the organization and may not hold officer positions. The number of associate members should not outweigh the number of active/student members.

### **ARTICLE IV – OFFICERS**

Name and define the duties of the officers and the advisor; describe how the officers will be selected, length of officer service, when the tenure begins and ends; describe how a vacancy in an office will be filled.

Officers must be The University of Memphis students taking at least six (6) hours during the regular semesters of their tenure. They must maintain a cumulative 2.0 GPA during their tenure. If the organization will be acquiring funds of any kind, it must have a Treasurer.

### **ARTICLE V – MEETINGS**

State specifics regarding meetings including: (a.) regularity of meetings (i.e. once a week, twice a month); (b.) days, times and locations of regularly scheduled meetings if known; (c.) procedures for calling special meetings; (d.) required notice of meetings; (e.) quorum, order of business (i.e. Robert’s Rules of Order) and disposition of minutes.

### **ARTICLE VI – EXECUTIVE BOARD**

Describe the administrative board, cabinet or executive council of the organization that may be entrusted with any administrative authority and responsibilities.

### **ARTICLE VII – COMMITTEES**

Define the committees of the organization including the process of appointment, responsibilities and reporting. Also state if and how ad hoc committees can be formed, chaired and dissolved.

### **ARTICLE VIII – FINANCE**

State the financial plans/expectations of the organization, including any proposed fees, dues, and/or assessments. Explain how the funds will be monitored.

Organizations **MUST designate how remaining funds are to be disposed of by The University if the organization ever becomes inactive and dissolves.** (For example, an organization may decide that the remaining funds of a defunct group go to The University of Memphis Library to purchase books related to the interest or purpose of the organization.)

### **ARTICLE IX – AMENDMENTS**

Explain the procedure for amendments including advance notifications, number of readings and required vote for adoption.

## **Advisor Terms & Conditions**

All Registered Student Organizations (RSO) at the University of Memphis are required to have an advisor. Advisors provide leadership and guidance to the organization and add continuity to ensure smooth organizational transition from year to year. Advisors may serve many different roles to different organizations, such as mentor, team builder, conflict mediator, reflective agent, educator, and policy interpreter. Overall, while serving in such capacity, an advisor has a unique opportunity to impact student lives both inside and outside of the classroom.

## **Volunteer Status**

Serving as an advisor is a voluntary assignment. There should be no expectation of additional compensation from the University for serving the student body in such capacity.

## **Advisor Expectations and Responsibilities**

Below is our list of advisor expectations and responsibilities for the University of Memphis. All advisors are required to review these expectations and responsibilities with the RSO president during the formation of a new RSO and during the annual re-registration process.

- Be aware and have an understanding of University policies and procedures governing students and student organizations, including, but not limited to, the Student Handbook, the Code of Student Rights and Responsibilities, and the Student Organization Handbook.
- Understand and be familiar with the student organization's constitution and bylaws.
- Meet regularly with officers to discuss expectations for roles and responsibilities.
- Provide insight and assistance with the orientation and training of newly elected student leaders.
- Make sure to know the students in your RSO(s).
- Be aware of and approve all organizational programs and activities and use of University funds by signing relevant paperwork.
- Attend on-campus and campus-wide events sponsored by the organization when possible and be available to problem solve, manage risk, and direct organizational members on-site when needed.
- Be aware of student organization finances and procedures and assist students in utilizing University funding resources, including Student Event Allocation, operational Assistance, and Travel Funds.
- Be available to assist students in organizational matters, from electing officers to fundraising and selecting programs.
- Motivate students and officers.

## **Advising Dos and Don'ts**

### ***Don't:***

- Run the student organization meetings
- Assume ultimate responsibility for the group's decisions, problems, or failures
- Assume veto power over the group decisions
- Direct content and ideas expressed in programs or impose your own bias
- Serve as primary recruiter for new group members
- Step in to unilaterally solve problems; it should be a collaborative process that involves teaching moments



- Be afraid to let the group try new ideas
- Assume the group doesn't need you
- Assume the organization's attitudes, needs, and personalities will remain the same from year to year

**Do:**

- Serve as resource to the organization
- Provide guidance and feedback in the development and implementation of programs
- Suggest program ideas
- Attend meetings and events
- Interpret and clarify University policy and procedure
- Provide historical continuity for the organization
- Serve as role model
- Advise officers in decision-making matters and goal setting
- Mediate group conflict
- Provide open lines of communication

**Hazing**

RSOs and their advisors are expected to avoid hazing in any form as defined in the U of M Code of Student Rights and Responsibilities:

Hazing "means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(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. Hazing also includes the following: any action taken or situation created for the purpose of initiation into, admission into, affiliation with (or continued membership in), any group or organization which is intended to produce physical discomfort, injury, mental discomfort, embarrassment, or ridicule. Such actions or situations include but are not limited to the following: use of alcohol, paddling in any form, branding, creation of excessive physical and/or emotional fatigue; wearing of apparel which is conspicuous or not in good taste; engaging in public stunts; participation in degrading or humiliating games and activities. All acts (active and passive) of hazing as well as allowing oneself to be hazed are prohibited."

It is not a defense to a charge of hazing that:

- The consent of the victim had been obtained; or
- The conduct of activity was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
- The conduct or activity was not done as a condition of membership to an organization.

**Reporting Responsibility**

As a student organization advisor, you are considered a Campus Security Authority (CSA) and a Responsible Employee. The law defines CSAs to include any University official with

significant responsibility for student and campus activities. As a CSA or Responsible Employee, you have a mandatory duty to report any crime on or around the campus community by informing Police Services of that crime. You also have the mandatory duty to report any allegations of sexual misconduct (sexual assault, stalking, domestic violence, dating violence) to the Title IX Coordinator.

## RESOURCES FOR REGISTERED STUDENT ORGANIZATIONS EVENT PLANNING

### **TigerZone Event Registration Form**

The first step of planning your event is by filling out the Event Registration Form on TigerZone. This can be done by logging onto TigerZone using your UID and Password. From there you will click on your organization and then on the right side of your organization click "Manage Organization." Once you are to the Manage Organization Page open the menu on the left hand side by clicking the three horizontal lines on the top of the page, a side bar will appear, Click "Events." This will take you to a "Manage Events" page. Once on the Manage Events page you will be able to see all events that you have registered and create new events. To create a new event click the blue "+ Create Event" box on the right hand side of the page. Follow the prompts throughout the Event Registration page. Your event will not be registered until you push the "Submit" Button on the last page. Failure to click this button will result in your event not being registered.

Note: Failure to complete the event registration form prior to your event happening will result in cancelation of your event.

### **Security**

Registered Student Organizations will be required to maintain a security presence at their RSO sponsored event if any of the following conditions are true:

- The expected attendance is 300 or more
- The expected attendance will engage a significant number of community members who are not current or prospective students
- Money is being collected or counted at the event

### **University Center Event Scheduling**

#### Internal Scheduling

The University of Memphis is happy to offer a centralized Scheduling Office to both external and internal users. The Scheduling Office is the primary point of contact for all departments, groups, and individuals, who are interested in scheduling the use of facilities and space at the University of Memphis. By centralizing the scheduling process, we are able to provide internal and external groups efficient and effective service for scheduling activities and events.

#### Departments and Registered Student Organizations

Academic and administrative departments, and registered student organizations may reserve on-campus facilities via Virtual EMS, vems.memphis.edu. Log in with your University ID via the link on this page. Training materials can be found on the left of this page under the "VEMS Training" link. Faculty/Staff may request facilities one year (365 days) in advance. RSOs may request facilities six (6) months in advance. Please note that University policy related to the scheduling of RSO events stipulates that student activity requests are submitted a minimum of one week prior to the beginning of the meeting or event.

## Form D

CRIS is happy to handle all of the scheduling of the University of Memphis Student Recreation and Fitness Center Complex and Larry O. Finch Building. Please review the guidelines below before requesting facility space. The CRIS Scheduling Office follows Tennessee Board of Regents approved University policy and procedures. Form D can be found on Campus Recreation Intramural Sports' website simply by following this link. [FORM D](#).

## Food Exception Form and Guidelines

In order to have food at an on campus event, organizations must use the University dining options provided through Chartwells. If your organization wishes to use an outside vendor you must fill out the Application for Exception to Bring Food on Campus. This form can be found [HERE](#).

Please make sure to review the guidelines below before applying for Exception

1. CHARTWELLS has a contract with the University of Memphis, which does not allow outside food to be brought on campus except in special situations, which require approval. Violation of this policy, especially if it has not been thoroughly discussed with CHARTWELLS, could result in contract violation issues. Events with total food value under \$500 are allowed to bring food in from off campus.
2. This policy does not apply to food brought in for individual or private office consumption, including Residence Hall rooms.
3. Food may not be ordered from CHARTWELLS and combined with the \$500 exception or with food brought in for individual or private office consumption.
4. The only exceptions relative to location beyond Residence Hall rooms are for: vending, Campus School, University Bookstore, Athletic concessions, and the facilities managed under the Wilson Management food contract (FedEx Institute, Fogelman Executive Center, Holiday Inn).
5. Some exceptions are occasionally approved for food being brought in. Exception approvals must be secured (not submitted) 5 days prior to the event. As space is reserved, requests for food exceptions will be forwarded to Dining Services. If Dining Services agrees to the exception, the requestor will be provided the form available via the link on the next web page by the University Center staff or the scheduler making the reservation.
6. Approval for exception because of donated food should not be assumed.
7. Approval is usually given for student groups to have one bake sale of some sort per semester for fund-raising – approval must be approved in advance through the University Center Scheduling Office.
8. Requests to bring pizza on campus for large groups will be approved (because CHARTWELLS has given blanket approval).
9. If an exception is approved, no dining services space or staff should be utilized at all.
10. This policy applies on all university property – Alumni Center, University Mall, etc.
11. Pricing of food is not a valid reason to request an exception approval. CHARTWELLS provides many services for our campus and its prices cannot always be compared with other vendors.
12. Hoping for an exception approval and requesting CHARTWELLS to provide food on short notice is NOT a valid reason for exception approval.
13. The Dining Services Manager or the Director Student Affairs Administration are the appropriate parties to discuss pricing or exceptions with.
14. 14.The Food Services Exception Form can be filled out on-line and submitted to the University Center Scheduling Office in room 255 of the University Center or email to [scheduling@memphis.edu](mailto:scheduling@memphis.edu).

## Conference & Event Services

Centralized Service you can count on.

When you meet in Memphis, everybody wins! With Conference & Event Services on the University of Memphis campus, all of your conference needs are handled by a single department. In doing so, we have earned the prestigious "One-Stop Shop" certification from ACCED-I, the Association of Collegiate Conference and Event Directors – International.

## Services

We offer comprehensive event management services, and are available to help plan and execute your conference by offering some or all of the following services:

- On-site assistance
- Registration management
- Financial tracking
- Coordination of logistics
- Registration of guests, speakers, exhibitors, VIP's
- Coordination of vendor showcases/exhibitors

To learn more about how the Conference & Event Services office can assist you with upcoming meetings, conferences, or other events, please contact us:

901.678.5000

[conferences@memphis.edu](mailto:conferences@memphis.edu)

Conference & Event Services

FedEx Institute of Technology, Suite 228

Memphis, TN 38152

## TRANSITIONS

Transitioning is key component in the viability of an organization. Transitions can take place in numerous ways, whether rigidly structured or more organic, a transition period provides a time for outgoing officers to pass along best practices to incoming officers as well as provide a time for incoming officers to ask questions about their new position. Use these questionnaires as starting points to your transition process adding to areas where you see fit.

**Incoming Officer Transition Questionnaire**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Dates you will be in office: \_\_\_\_\_

What do you view to be the responsibilities of this position?

What do you hope to gain from this position?

What aspects of the position do you anticipate to be the most challenging?

What programs/initiatives, from this past year, would you like to continue doing?

What are some new ideas that you would like to implement during your time in office?

Additional Questions:

### **Outgoing Officer Transition Questionnaire**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Dates you held this position: \_\_\_\_\_

Explain the responsibilities of your position: What did you find most rewarding about your experience?

What did you find most challenging about your experience?

What do you wish you would have been told coming into this position?

What would you like to see for the future of this organization? [goals]

Additional Comments:

#### **Transition Meeting Check List**

##### **Examine/Review - Constitution, Mission Statement, Bylaws, & Policies**

- Ensure that incoming officer understands each document
- Discuss potential areas for change
- Develop a plan/timeline to bring forth changes to organization members
- Establish changes prior to re-registration
- New officer should have a digital copy of all documents to be used during the on- line registration process

##### **Discuss Organization Finances/Budget**

- Review current year expenses
- Develop a budget for upcoming year
- Ensure all outstanding expenses are paid
- Change signature cards with bank account [if necessary]

##### **Review Organization History**

- Past agendas
- Meeting minutes
- Status reports for current/on-going projects
- Program evaluations
- Calendars/Timelines
- Job descriptions
- Forward all pertinent e-mail correspondence



**Passwords & Login information**

- RSO Registration
- E-mail [if applicable]

**Contact Information**

- Advisor
- Member list
- On-Campus contacts [Helmsman, UC scheduling, etc]
- Contacts for outside members [businesses, mentors, etc]

**Discuss Transition Questionnaires**

- Incoming Officer
- Outgoing Officer

**On-Going Job Shadowing**

- Outgoing officers should include incoming officers on RSO operations prior to leaving office

**RSO Workshop**

- Incoming officers should plan to attend [or send representation from the organization] to the mandatory RSO Workshop at the beginning of the semester to maintain RSO status

## POLICIES AND PROCEDURES FOR REGISTERED STUDENT ORGANIZATIONS

The full UofM Student Organization Policy, SA8002 can be found [here](#).

**Procedures**

---

1. No student organizations may carry on any activity on the campus unless the organization has been officially registered by the University of Memphis.
2. The University of Memphis shall not be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.
3. No student organization shall deny membership to any person on the basis of age, race, color, sex, religion, disability, national origin, marital status, veteran status, sexual orientation or gender identity/expression provided that (a) social fraternities and sororities may have sex restricted membership and (b) a religious student organization may determine that the organization's religious mission requires that only persons

professing the faith of the group and comporting themselves in conformity with it qualify to serve as members or leaders.

4. No student organization shall engage in or condone any form of hazing, including but not limited to harassment of any person by exacting unnecessary, disagreeable or difficult work, by banter, ridicule or criticism, or by abusive or humiliating acts.
5. Student organizations shall be responsible for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
6. No person, group or organization may use the name of the University of Memphis except that a registered student organization may use the name of the institution to indicate that it is an affiliation of the University of Memphis. No person, group or organization may use the seal or any symbol of the University of Memphis without the prior written approval of the President of the University of Memphis or their designee.
7. The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the University of Memphis concerning use of property and facilities. All organizations registered pursuant to the policy shall be "affiliated entities" for the purposes of any Board or institution policies concerning use of campus property and facilities.
8. Organizations must comply with University requested program, activity and financial reporting processes and timelines.

#### **Organization Registration Policy**

1. A proposed organization must represent the interests of the University of Memphis student members, and the control of the organization must be within the local campus group. The organization must not possess itself or have a knowing affiliation with an organization possessing illegal aims and goals with a specific purpose to further these illegal aims and goals. It must not propose activities which would violate regulations of the institution or federal or state laws and regulations; or materially and

substantially disrupt the work and discipline of the institution; or advocate incitement of imminent lawless action which is likely to produce such action.

2. All officers are to be University students in good standing. No student who is under academic or social suspension from the institution shall be eligible to become, or maintain the status of, an officer of the organization.
3. New organizations may be denied registration where the purposes are within the scope of a current registered organization. No organization may use the same name, or a name which is misleading and similar to the name of a currently registered organization.
4. The organization must provide for the distribution of all funds and assets in the event of dissolution.
5. Any proposed student organization shall be open to all students of the University of Memphis who otherwise meet membership requirements. Membership of the organization shall be limited to currently enrolled students. Organizations may include faculty and staff of the institution, and/or spouses of students. In addition, professional organizations may include members not affiliated with the University of Memphis from the professional and business community; however, they serve in an advisory and supportive role only and do not make any decisions related to the organization nor do they have membership rights and privileges.
6. The proposed organization must agree to comply with all policies established by the Board of Trustees, the University of Memphis, and with all federal and state laws and regulations.
7. The proposed organization must have the minimum number of six enrolled student members, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term basis.
8. Organizations not initially meeting the minimum requirement for number of members may ask for Provisional Status to allow for recruiting said members. Provisional Status will last a maximum of one year. After one year, organizations may apply for a one semester extension of Provisional Status.

#### **Criteria for Registration of Organizations**

1. To become officially registered as a student organization, a group must have six interested enrolled student members, each with a cumulative GPA of 2.0 or above and provide a minimum of the following:
  - a. Complete the online registration/re-registration process via Tiger Zone and the Office of Student Leadership & Involvement which will include:
    - i. The proposed constitution and bylaws of the organization which must clearly contain:
      - Name of organization
      - Purpose
      - Proposed activities
      - Rules of membership of the organization
      - Officers
      - Terms and methods of officer selection,
      - Proposed nature and frequency of meetings and activities,
      - Financial plans of the organization, including any proposed fees, dues and assessments.
    - ii. Member Verification Form to include names and emails of the six enrolled student members of the organization who must have a minimum 2.0 cumulative GPA.

iii. Name(s) and signature(s) of advisor(s) on the Advisor Terms and Conditions form once the organization is created.

iv. A statement of assurance of compliance by the organization.

v. Organizations not initially meeting the minimum requirement for number of members may ask for Provisional Status to allow for recruiting said members.

2. The Office of Student Leadership & Involvement may require the sponsors to clarify any materials or information provided in the registration process, to resubmit the request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organizations.

### **Nature and Conditions of Registration**

1. Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of the institution and shall be subject to annual renewal during one of two periods: July 1-September 1 or January 10-February 21.

2. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:

a. It must resubmit registration information, Member Verification form, Advisor Terms and Conditions form and constitution and bylaws as laid out above;

b. It must adhere to the purposes, aims and activities as stated in the approved constitution and bylaws.

c. It must continue to meet all of the requirements for initial registration;

d. It must have remained in compliance with all rules and regulations of the institution and all federal and state laws.

### **Probation, Suspension and Withdrawal of Registration**

1. An organization may be placed on probation, be suspended or registration may be withdrawn for any of the following reasons:

a. The organization fails to maintain compliance with the initial requirements for registration.

b. The organization ceases to operate as an active organization which is indicated by a lack of reports, programs, activities, meetings, trainings, member recruitment and development for one academic year.

c. The organization requests withdrawal of registration.

d. The organization operates or engages in any activity in violation of the institution, Code of Student Rights and Responsibilities or federal or state laws.

### **Reports**

1. All organizations may be asked to submit an annual report concerning its programs and activities during the preceding year. This report shall be reviewed by the Office of Student Leadership & Involvement and may be a requirement for renewal of registration.

### **Fiscal Policy**

1. Each organization must maintain a sound financial system related to the collection and disbursement of revenues in accordance with generally accepted accounting principles. An organization may be subject to audit by representatives of the institution at any time, and appropriate financial records shall be maintained for the purposes of audit.

2. All organizations may be asked to submit an annual financial report reflecting all revenues received and disbursed by the organizations, and/or an interim financial report or such a report concerning any fundraising activity of the organization.
3. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.
4. Each time an organization has a fundraiser, ticket sales, charity events, dues collection or anything for which funds are solicited, that organization must comply with relevant policies as explained below.
5. Any fundraising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain.

### **Solicitation of Funds and Cash Handling**

1. It is recognized that organizations from time to time will want to conduct fundraising drives and revenue producing events. These activities, therefore, must be conducted in accordance with University of Memphis cash handling policy [BF4021](#).
2. University procedures governing recognized student organizations' fundraising activities shall be published and administered by the Dean of Students.
3. Requests to solicit funds will be submitted via Tiger Zone prior to the projected event or project and must adhere to the following:
  - a. Projects (raffles) where money is expended for which there is no value received shall not be approved.
  - b. Fund solicitation is limited to University of Memphis student organizations. Officers of any student organization sponsoring or participating in solicitations, either on or off campus, will assume full responsibility for adherence by participating students to all laws and regulations governing such activities, including financial obligations.
  - c. On-campus groups who use University facilities for money making purposes will use the proceeds only for purposes consistent with the University and its tax-exempt status.
  - d. Because the University is a tax-exempt public body, its facilities and outside spaces must not be used for commercial purposes or for personal gain in keeping with University policy.
  - e. If buildings or outside lighted facilities are used beyond normal operating hours, the student organization must reimburse the University for unusual expenses. If the University Center and the Alumni Mall are used, the student organizations must comply with University Center and Mall policies.
  - f. The University's name can only be used in accordance with the rules and regulations for such outlines in the Student Code of Conduct.
  - g. Solicitation of funds from community merchants, non-University groups or individuals must be coordinated by the Office of Student Leadership & Involvement. Student Organizations must fill out the [Authorization Request: Solicitation of Funds by a Student Organization form](#) so that the University's total fundraising efforts may be coordinated with an overall fundraising balance maintained.
  - h. The posting or distribution of advertising material will be in accordance with University policy.
4. The Dean of Students may adopt additional regulations it deems necessary for the operation of this

procedure. Such regulations shall be published in Tiger Zone.

5. The Office of Student Leadership & Involvement may set a time frame for submission of the request for funds to its office and such notice will be made in Tiger Zone.

#### RSO WORKSHOP

The RSO Workshop provides helpful tools for organization leadership to learn about the rules and regulations to maintain active status as an RSO. Please review the RSO Workshop [HERE](#).

DEPARTMENT OF RESIDENCE LIFE AND DINING SERVICES – PUBLICITY POLICY

**Posting of university related information in university residence halls and apartment complexes is only allowed with the permission of the Department of Residence Life and Dining Services.**

University departments and recognized student organizations are eligible to post material in residence halls. Materials are posted at the discretion of the Department of Residence Life and Dining Services and may not include advertising for alcohol.

1. Posted materials are generally limited to a maximum size of 11" x 17", and must include the name of the responsible organization and a visible expiration date.
2. Posting of materials in residence halls must be posted by Residence Life staff only.
3. Digital documents must be emailed to [housing@memphis.edu](mailto:housing@memphis.edu) at least 3 days prior to the day; you would like it to appear on the Residence Hall screens. These advertisements must be submitted as an 8.5 X 11 portrait jpeg file only.

**PLEASE COUNT THE NUMBER OF COPIES NEEDED PER RESIDENCE HALL, BUNDLE AND LABEL THEM ACCORDINGLY**

<i>Residence Complex</i>	<i>Resident Advisors</i>	<i>Maximum Total Copies</i>
Centennial Place (Male and Female)	13	38
Carpenter Complex (Male & Female)	12	10
Rawls and Smith (Female)	9	20
South (Male)	3	6
Graduate & Student Family Housing	3	3
Living Learning Complex (Male & Female)	9	20

Advertising or other published materials not sponsored by a member of the university community may be left with the Department of Residence Life and Dining Services (Centennial Place 175) for distribution if approved by the Associate Director. The distribution of these materials is at the discretion of the Department of Residence Life.

Questions regarding this policy should be brought to the attention of the Associate Director of Residence Life and Dining Services in Centennial Place (678-5913).

STUDENT EVENT ALLOCATION

The Student Event Allocation funding committee will be a managed by the Involvement Ambassadors. In order to receive funding Registered Student Organizations must be in good standing with the university, and complete the SEA application.



Student Event Allocation (SEA) is a program that allows Registered Student Organizations to submit proposals for events and programs such as speakers, lectures, dance performances, etc. Proposals are submitted a semester in advance of the proposed program.

The Student Event Allocation Committee decides if the organization should receive monetary allocation for their programs, as well as the amount of money, based on the program proposal. The committee helps the organization with many aspects of their program including planning and execution.

#### RESOURCES FOR ADVISORS

Advisors serve as a main point and connection for Registered Student Organizations. Advisors provide guidance as well as organizational knowledge to help Registered Student Organizations function and operate smoothly.

#### ROLE OF THE ADVISOR

Advisors of student organizations can take many forms. Some are very hands on and others are more removed. However, there is a level of care required from the advisors. The Office of Student Leadership & Involvement is so appreciative of the RSO Advisors who so graciously take time out of their busy schedules to work with and develop Memphis students. Being an advisor can look very different but many of those roles are described below.

Advisors agree to do the following:

1. Take an active role in the student organization which they are serving.
2. Have an accurate knowledge of organizational finances and procedures.
3. Serve as a resource to students on University of Memphis policies and procedures.
4. Serve as a liaison between the University of Memphis and the student organization.
5. Challenge students to explore new interests and grow their organizations.
6. Provide information on goal setting and development of the organization.
7. Work with the organization leadership to establish frequency of advisor interactions.
8. Understand the Student Leadership and Professional Competencies as laid out by Student Leadership & Involvement and encourage these students to understand how these competencies are applicable to the organization.

Advisor: Simply put, you will be advising organizations on best practices, what has happened in the past, and ways to grow and challenge themselves. Sanford's (1962) Challenge and Support model simply states that students grow when they are challenged but also offered an adequate amount of support throughout those challenges. Applying this to an advisory role, advisors should ask students challenging questions and not allow for their students to become complacent in their organization.

Mentor: Mentorship is something that will not happen with every student that you work with, however, some students will look to you as guiding light throughout their time in the organization. Mentorship is a great way for students to learn from someone they look up to and to be held accountable to for their development.

Problem Solver: The advisor will sometimes serve as a chief problem solver for the organization. In these moments, it is key to teach the students how to work through these problems, rather than fixing the problems behind closed doors.

#### QUESTIONS TO ASK IN AN ADVISING ROLE

1. What's going on in your life?
2. What updates do you have on the organization since we last met?
3. What events or programs do you have upcoming?
4. What are you learning through this role?
5. How does what you are learning through this role prepare you for your long term goals?
6. How are you balancing your time?
7. What academic responsibilities do you have coming up, and how are you preparing for them?
8. What updates do you have for your officers? (This is particularly helpful if you only meet with the organization president)
9. Where goals do you have for the organization and how are you going to achieve those goals?
10. Is there anything I can be doing for you?

#### GUIDE FOR MANDATORY REPORTERS

The University of Memphis is committed to creating and maintaining a safe and non-discriminatory learning, living, and working environment free of Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), Sexual Exploitation, and Retaliation (collectively, "Prohibited Conduct"). Prohibited Conduct is defined in the University's Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking (the "Policy").

A Mandatory Reporter is a University employee who is required to report information about known or suspected Prohibited Conduct to a Title IX Official, whether the employee received the information by means of a complaint, report, personal observation, or otherwise, including information learned from third parties. A University employee is almost always a Mandatory Reporter when either the Complainant or Respondent is a student. Employees who have questions about their reporting responsibilities, or students who have questions about an employee's reporting responsibilities, should contact the Title IX Coordinator. The purposes of this guide are to: (1) assist employees in determining whether they are Mandatory Reporters with respect to information they receive about Prohibited Conduct; and (2) assist Mandatory Reporters in determining how to respond to a report of Prohibited Conduct.

#### SECTION 1. QUESTIONS TO ASK TO DETERMINE WHETHER YOU ARE A MANDATORY REPORTER

1. Are you a Confidential Employee, or do you work under the supervision of a Confidential Employee? If you do not know the answer to this question, then you are most likely not a Confidential Employee. Confidential Employees are University employees who can keep information confidential because they hold a valid license in a profession for which Tennessee law recognizes a confidential relationship between a professional and a professional's client or patient or because the University has deemed the employee as a confidential resource for students, faculty and staff.
  - a. If yes, and if you received the information about Prohibited Conduct in the context of a confidential relationship, then you are not a Mandatory Reporter. You should help a Complainant explore options for care and support and provide information on reporting options and Supportive Measures and provide emotional support.
  - b. If no, proceed with asking Question
2. Is the Complainant a child (under age 18)?
  - a. If yes, and the incident involves suspected child abuse or child sexual abuse, then you must report the incident
  - b. If no, proceed with asking Question
3. Is either the Complainant or the Respondent a student?
  - a. If yes, then you must report the incident to a Title IX Official unless:
    - i. You received the information about Prohibited Conduct during a public awareness event such as "Take Back the Night," candlelight vigil, protest, "survivor speak outs" or other public forums including online forums such as social networking sites or blogs;
    - ii. You received notice of the incident during the student's participation as a subject in an Institutional Review Board-approved human subjects research protocol;
    - iii. You received notice through an in-class discussion, a class paper, or other academic assignment; or
    - iv. You are a student employee (e.g., graduate assistant) and you did not receive notice of the incident in your University employment capacity.
  - b. If no, proceed with asking Question 4
4. Are you the supervisor of either the Complainant or the Respondent, or do you otherwise have the authority to redress the Prohibited Conduct?
  - a. If yes, then you must report the incident to a Title IX Official unless you received the information about Prohibited Conduct during a public awareness event such as "Take Back the Night," candlelight vigil, protest, "survivor speak outs" or other public forums including online forums such as social networking sites and blogs, or you received notice of the incident during a person's participation as a subject in an Institutional Review Board-approved human subjects research protocol;
  - b. If no, then the University strongly encourages you to report the information to a Title IX Official even though you are not a Mandatory Reporter with respect to the incident. Employees who have been designated by campus law enforcement as Campus Security Authorities for purposes of compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act") should evaluate whether they have an independent obligation to report the incident to campus law enforcement. Questions about the reporting obligations of Campus Security Authorities should be directed to Mark Heath [rmheath@memphis.edu](mailto:rmheath@memphis.edu)

## SECTION 2. ACTIONS THAT MANDATORY REPORTERS MUST TAKE

A Mandatory Reporter who receives information concerning an incident of Prohibited Conduct must:

1. Support the Complainant by:
  - a. Assisting the Complainant with obtaining medical assistance (if requested) or accessing other on- or off-campus resources (if requested); and
  - b. Encouraging the Complainant to report the incident to law enforcement and assist the Complainant in contacting law enforcement if requested by the Complainant (call 911 in an emergency); and

2. Report the incident to the University:
  - a. Report the incident to a Office of Institutional Equity promptly after receiving notice of the incident (no later than 48 hours after receiving the report). The Mandatory Reporter must communicate all details known about the alleged incident

### SECTION 3. ACTIONS THAT MANDATORY REPORTERS SHOULD TAKE

Before a Complainant reveals information to the Mandatory Reporter that the Complainant may wish to keep confidential, the University recommends that a Mandatory Reporter use his/her best efforts to ensure that the Complainant understands:

1. The employee's obligation to report the names of a Respondent and a Complainant involved in the alleged Prohibited Conduct, as well as other relevant facts regarding the alleged incident, to a Title IX Official;
2. A Complainant's ability to share the information confidentially with certain on- and off-campus resources (Appendix A of the Policy);
3. A Complainant's option under the Policy includes meeting with the Title IX Coordinator, accessing Supportive Measures, and choosing to make a formal complaint; and
4. If the person indicates hesitancy to report an incident to the University, inform the person that the University prohibits Retaliation and will not only take steps to prevent Retaliation but also take responsive action if Retaliation occurs.

After a Complainant reveals information about Prohibited Conduct to the Mandatory Reporter, the University recommends that a Mandatory Reporter take the following actions (in addition to the actions in Section 2):

1. Provide emotional support to the Complainant;
2. Encourage the Complainant to preserve any evidence
3. Inform the Complainant that the employee will be reporting the incident to a Title IX Official, who will contact the Complainant to provide further guidance and assistance; and
4. Provide a Complainant with a copy of Appendix A of the Policy or the You Are Not Alone guide.

### SECTION 4. ACTIONS THAT MANDATORY REPORTERS MUST NOT TAKE

A Mandatory Reporter who receives notice of an incident of Prohibited Conduct must not:

1. Guarantee a Complainant that the employee will keep information confidential and not share the information with anyone else, including a Title IX Official;
2. Share information about the incident with a person who does not have a University-related need to know;
3. Share personally identifiable information about the incident with law enforcement (including UMPD) without the Complainant's consent; and/or
4. Investigate or otherwise attempt to resolve reports of Prohibited Conduct without the approval of a Title IX Official (this provision does not apply to UMPD), other than taking an action required or recommended in Section 2 or Section 3.

### CAMPUS SECURITY AUTHORITY

A University official who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. All Campus Security Authorities are required to report to the Title IX Coordinator any knowledge they may have of conduct covered by this policy. More information can be found in [GE2039](#).

### BYSTANDER INTERVENTION

All members of the University of Memphis community play a role in creating a culture of safety and respect which discourages sexual misconduct. All students are required to understand the rules/policies that govern student conduct. Specifically related to sexual misconduct, students must avail themselves of the University's definition of the behaviors that constitute sexual misconduct as well as the University's definition of consent.

Members of the University of Memphis community that witness sexual misconduct or have reason to believe that such actions are taking place should intervene and send the clear message that disrespectful, demeaning, and violent behavior towards any person is not acceptable in this community of scholars. Such intervention serves to educate and help prevent sexual misconduct. Making a choice to confront inappropriate behavior is a choice that supports a civil and respectful University community.

Steps every member of the University community can take to help make the University of Memphis a safer place:

- Call University Police if you witness a violent or potentially violent situation, are aware of an assault taking place, or are concerned for someone's safety.
- Intervene if you believe another person's boundaries are being violated or that they are in a potentially uncomfortable or unsafe situation; ask if they are comfortable with the situation and if they are in need of any assistance. Alternatively, you may alert other sources of assistance (e.g., University Police, University Staff, or other's in the community).
- If you are not able to say something at the time of the incident, or if you are still concerned about someone's well-being, follow up with them later by asking how they felt about the incident and if the person would like assistance in getting support.
- If you witness someone acting in a manner that is demeaning, or abusive — ask them to stop.
- If you are aware that an incident of sexual misconduct has taken place, encourage the survivor to report the situation and to seek support.
- Know the University's definition of consent: An informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

Ways to confront inappropriate behavior:

**Head On:** Ask the person why they are engaging in inappropriate behavior and explain to them why it is inappropriate. For many this seems intimidating so it is not ideal.

**Humor:** Use humor to confront inappropriate behavior. For example, if someone says something inappropriate, ask them to explain why they said that. This allows for the person to have to truly think about their words or actions and explain them.

**Distract:** If you see inappropriate behavior happening between multiple people, distract the person being inappropriate in order to allow for the victim to have an out to leave the situation.