

# REGISTERED STUDENT ORGANIZATION HANDBOOK

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UNIVERSITY OF MEMPHIS

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## JOIN A REGISTERED STUDENT ORGANIZATION

### **Involvement Fair**

The involvement fair takes place on the first day of classes in Fall as well as 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
  - 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 top of the screen
- 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)
- Advisor Verification Form signed by Faculty Staff Advisor and uploaded
- 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 Verification Form**

Name of Organization: \_\_\_\_\_

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

Department: \_\_\_\_\_ Academic Year: \_\_\_\_\_

**Advisor Expectations:** Advisors provide leadership and guidance to the organization and add continuity to ensure smooth organizational transition from year to year. Advisors are expected to be active in working with the organization and to serve as Mandatory Reporters for the University. Advisor involvement varies from group to group; however, there are several roles the University expects advisors to fulfill:

- To be aware of and have an understanding of University policies and procedures governing students and student organizations.
- To be aware of liability issues (i.e. facilities use, hazing, etc.) and willing to advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.
- To be aware of and assist students in utilizing University funding resources, including Student Event Allocation, Operational Assistance, and Travel Funds.
- To meet with officers of organization and/or attend organizational meetings when possible.
- To be available to assist students in organizational matters, from electing officers to fundraising to selecting programs.
- To be aware of and approve all organizational programs and activities and use of University funds by signing relevant paperwork.
- To attend all on-campus and campus-wide events sponsored by the organization and be available to problem-solve, manage risk, and direct organizational members on-site when needed.
- To provide insight and assistance with the orientation and training of newly elected student leaders.
- To oversee (but not manage or be listed on) all student organization financial accounts, and advise students on responsible financial practices.
- To immediately report incidents of sexual assault, violence, harassment or other illegal activities to the appropriate university and local authorities.

Primary Advisor Signature: \_\_\_\_\_

Secondary Advisor (optional):

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

Department/Employer: \_\_\_\_\_

Secondary Advisor Signature: \_\_\_\_\_

**Please upload this signed form in your RSO registration in the Tiger Zone system.**

## 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 Aramark. 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. ARAMARK 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 ARAMARK, could result in contract violation issues. Events with total food value under \$200 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 ARAMARK and combined with the \$200 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 ARAMARK 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. ARAMARK provides many services for our campus and its prices cannot always be compared with other vendors.

12. Hoping for an exception approval and requesting ARAMARK 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, weather 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

### **Types of Student Organizations**

Student Organizations may be either organizations sponsored by The University of Memphis, such as student government association, associated student body organizations, and professional and honors societies, or organizations officially registered by The University of Memphis. Organizations which may be registered to operate on campus include the following:

- a. honors and leadership organizations and recognition societies
- b. departmental organizations and professional fraternities and sororities
- c. social fraternities and sororities(national organizations only; must follow official chartering procedures);
- d. special interest groups (political. religious. athletic, etc.).

Registration of a student organization by The University of Memphis shall neither constitute nor be construed as approval or endorsement by The University of the purposes or objectives of the organization.

### **General Policies on Student Organizations**

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, sex, religion, handicap or national origin, provided that
  - (a) social fraternities and sororities may have sex restricted membership,
  - (b) organizations wishing to limit membership and/or leadership to those professing the religious beliefs of the group and comporting themselves in conformity with those beliefs may do so,
  - (c) organizations wishing to limit membership on the basis of one of these other categories due to its religious beliefs may do so.
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 vicariously responsible and liable 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 students. 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 his designee.

### **Criteria for Registration of Organization**

1. Any proposed student organization shall be open to all students of The University of Memphis who otherwise meet membership requirements. The majority of the

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, and professional organizations may include members of the professional and business communities as members.

2. 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 have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further these illegal aims and goals. All officers are to be University students in good standing.

3. The proposed organization must agree to comply with all policies established by the Board and The University of Memphis, and with all federal and state laws and regulations.

4. The proposed organization must not: (a) have illegal aims and goals; (b) 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; or (c) advocate incitement of imminent lawless action which is likely to produce such action.

5. The proposed organization must have the minimum number of ten charter members who are current students, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term basis.

6. 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.

7. The organization must provide for the distribution of all funds and assets in the event of dissolution.

### **Procedure for Registration of Organization**

1. In order to become officially registered as a student organization, a group must meet the criteria set forth under Criteria for Registration of Organizations, and must provide a minimum of the following:

- a. Complete the online registration/re-registration process.
- b. The proposed constitution and bylaws of the organization, submitted through the online registration process, which must clearly contain the following:
  - i. Name of organization
  - ii. Purpose
  - iii. Proposed activities
  - iv. Rules of membership of the organization
  - v. Officers
  - vi. Terms and methods of officer selection,
  - vii. Proposed nature and frequency of meetings and activities,
  - viii. Financial plans of the organization, including any proposed fees, dues and assessments.

- c. Member Verification Form will be part of the online registration/re-registration process and will include names and emails of the ten charter members of the organization, who must be current students and have a minimum 2.0 cumulative G.P.A. to be submitted in Tiger Zone.
  - d. Name(s) and signature(s) of advisor(s) on Advisor Verification Form to be uploaded to the online platform in Tiger Zone.
  - e. A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of The University of Memphis and with all federal and state laws and regulations.
  - f. 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.
2. All aforementioned information shall be submitted online or to the Office of Student Leadership and Involvement as indicated above.
  3. The Office of Student Leadership and 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 by April 30 of each year.
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 Verification 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;

### **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 and Involvement and shall be a requirement for renewal of registration.
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 fund-raising activity of the organization.

### **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
  - 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.

### **Officers of Student Organization**

1. 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.

### **Fiscal Procedures**

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. 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.
3. Each time an organization has a fundraiser, ticket sales, charity events, dues collection or anything for which money is taken, that organization must complete a Solicitation of Funds process.

### **Programs and Activities**

1. 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 organizations" for the purposes of any Board or institution policies concerning use of campus property and facilities.
2. Any fund-raising 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.
3. No guest speakers shall be invited to the campus except pursuant to policies of the Board and University of Memphis concerning off-campus speakers.
4. For any event sponsored by a Registered Student Organization that is expecting more than 300 participants a security or police presence must be maintained. Security must also be maintained for events where cash is collected, or there is a significant off-campus/non-student population present.
5. University officials are permitted to enter any Registered Student Organization Event, on campus or off campus, without prior notice or RSO Consent.

## 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 ORGANIZATION GOVERNING COUNCIL

The Student Organization Governing Council (SOG Council) is the governing body for all Student Organizations. The SOG Council consists of a total of 9 student voting members who are selected through an interview and appointment process. Four (4) voting members are determined by appointment through the following University of Memphis (UofM) departments receiving one appointment respectively: Multicultural Affairs, Adult & Commuter Students, Veteran Affairs, and Residence Life. The remaining five (5) voting members are selected through an application/interview process. This process shall be conducted annually.

The SOG Council has the following six (6) duties:

- Review interested RSO's and provide recommendation to the Student Leadership & Involvement office for the creation, dissolution, or renewal of an RSO
- Provide up-to-date reporting on number of registered student organizations and their status
- Allocate RSO office space
- Oversee & review RSO policies and procedures
- Allocate available programming funds to RSO's through an application/interview process
- Assist in the oversight of Tiger Zone, the online organizational management portal

The SOG Council is dedicated to three (3) core principles:

- Advocating for effective policies, open dialogue, and genuine engagement on behalf of student organizations
- Providing practical and accessible resources and facilitating widespread and relevant communication
- Fostering collaboration among student organizations

The SOG Council will meet based on need and upcoming events and measures. Student Organizations or individual students seeking to connect with SOG Council for services and resources should visit the Student Leadership & Involvement website or office.

## STUDENT EVENT ALLOCATION

The Student Event Allocation funding committee will be managed by SOG. 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 also 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?

## MANDATORY REPORTER

Mandatory reporters are required by Title IX to report any reports of sexual violence to the Title IX office. This is outlined in University of Memphis policy [UM1786](#).

A University employee who has the authority to redress sexual misconduct, who has the duty to report incidents of sexual misconduct, or whom a student could reasonably believe has this authority or duty. For purposes of this policy, the employees in the following list are specifically designated as Mandatory Reporters:

- (1) President, Senior Vice President, Provost, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents; (2) Deans, Associate Deans, Assistant Deans, Directors, Associate Directors, Assistant Directors, Department Chairs/Heads; (3) Faculty and graduate teaching assistants; (4) Academic advisors; (5) Advisors for student organizations including volunteers; (6) Residence Hall/Housing staff including resident assistants; (7) Athletic coaches and trainers; (8) Employees who occupy a supervisory or management position, i.e. an employee who has the authority to hire, transfer, suspend, discharge or discipline employees or will have their recommendations given significant import; (9) Title IX Coordinator, Title IX Deputy Coordinators, and designees; (10) University Police; and, (11) Campus Security Authorities.

Sexual Misconduct is any form of domestic violence, dating violence, sexual assault, and stalking. Sexual Assault is any forced or coerced sexual contact made without consent. Includes but is not limited to rape, sexual assault, sexual battery, and sexual coercion.

Dating/Domestic Violence is actual, attempted, or threat of physical abuse or restraint against a person with whom the accused has or had a sexual, married, or family (by blood or adoption) relationship or a romantic cohabitation.

Stalking is a willful course of conduct (e.g. two or more times) that causes the victim to experience serious emotional distress or to fear bodily injury or death.

#### CAMPUS SECURITY AUTHORITY

Please see the university publication on [The Crime Awareness and Campus Security Act \(Cleary Act\)](#).

#### 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.