

Student Organization Manual

2022-2023

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NOTICE: The policies and procedures published in this manual may not be the most current version. Please check with the Office of Student and Family Engagement for the most current version. If you have questions about a policy or procedure, you may need to contact the office or department that oversees the content.

THE OFFICE OF STUDENT AND FAMILY ENGAGEMENT

The Office of Student and Family Engagement promotes campus involvement as an integral part of the university experience through inclusive opportunities that contribute to the vibrancy of campus life. We connect, enhance and support the experience of students, parents and guardians while at the University of Tennessee at Chattanooga.

Our office includes the following units and programs:

- Fraternity and Sorority Life
- Homecoming
- Registered Student Organizations
- UTC Parent and Family Association
- Student Events and Activities
- Student Media
- Welcome Week

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REGISTERED STUDENT ORGANIZATIONS

The purpose of student organizations at the University of Tennessee at Chattanooga (UTC) is to provide opportunities for students to connect to campus, develop leadership skills and have fun!

Students have the opportunity to develop social and leadership skills through a variety of organizations ranging from fraternities and sororities to academic interest clubs and student media groups. With an expansive list of student organizations to choose from, the ability for a student to find a niche is possible! If a group of students wishes to start their own organization, the Student Government Association (SGA) and the Office of Student and Family Engagement are ready and willing to assist in the development and formation of an organization to guarantee its future success.

Registered Student Organizations (RSO) at UTC must be made up of and started by current and enrolled UTC students and may not be started by alumni, affiliate members, community members or UTC faculty/staff. Any groups seeking recognition as an RSO must complete the formal registration process facilitated by the Student Government Association as outlined later in this document. Recognition from the University does not mean endorsement of the purposes or activities of any organization by faculty, staff or University leadership. It means only that the organization has met the minimum requirements set for all RSOs. These stipulations apply to all groups, including, but not limited to fraternities, sororities, student media organizations, club sports, affinity groups and campus ministries.

If faculty or staff members are interested in creating an organization to fit a particular need on campus, they should speak with currently enrolled students to discuss their interest and allow the students, if they choose to proceed, to complete the registration process. Outside organizations, like national academic/service honor societies or organizations, should work with academic departments to gain interest before approaching staff from the Office of Student and Family Engagement.

CREATING A NEW REGISTERED STUDENT ORGANIZATION

Starting a student organization may seem intimidating, but we promise it is not. The steps below will help you understand the process to start a new group. If you have questions, please reach out to the SGA Parliamentarian or a staff member from the Office of Student and Family Engagement. Organizations seeking recognition must complete all of the steps listed below, with the exception of social fraternities and sororities. If you are looking to start a fraternity or sorority on campus, please contact the respective council advisor in which the organization would be a member for further guidance before beginning this process. To view these steps as well as additional information, you can visit the [**Student and Family Engagement website**](#).

Step 1: Ensure the Organization Does Not Already Exist

We have a variety of active student organizations. Sometimes what you are looking for is called something a little different from what you may think. Students looking to create a new organization should check the Organization Directory on MocSync to verify that a similar group does not already exist. If one exists, you can use that directory to contact the current President to learn how to get involved.

Step 2: Recruit for Additional Students

If a group like yours does not already exist, then it's time to start recruiting other current Mocs who

may have the same interest as you! You need at least 4 additional, currently enrolled UTC students to start an organization. Make sure you find people who are committed to helping you start your group and helping it grow.

You are allowed to request the use of meeting spaces in the University Center for up to three times to recruit or work toward building the organization; however, you must contact the Office of Student and Family Engagement first and indicate your interest in starting an organization before you can make a reservation.

Step 3: Find an Advisor

All RSOs are required to have an advisor. For our recognized social fraternities and sororities, this individual can be someone appointed/selected by their national or international headquarters, their advisory board chair (as deemed by their national or international headquarters) and/or a full-time UTC faculty or staff member. Campus Ministry Association member organizations are allowed to have the lead religious official of their affiliate place of worship serve as their advisor. For all other RSOs, the advisor must be a full-time UTC faculty or staff member.

Step 4: Create a Constitution and Bylaws

Any group seeking recognition as an RSO must present a constitution. You will be asked to attach a copy of your organization's constitution and bylaws (if applicable) to your registration request. Social fraternities and sororities may be required to submit the equivalent from national affiliates or other pertinent information. The constitution must contain the following information:

- The name of the organization
- A statement of purpose for the organization
- Membership eligibility requirements
- A listing of officers by title and any special functions of the officers/positions
- A statement of the terms of the officers and the time and methods for election
- Frequency of meetings
- A statement detailing any membership dues, including amount and frequency of payment and provision for the disposition of any funds (in the event of dissolution of the organization)
- Provision for faculty/staff advisor(s)
- A dissolution clause
- Any other provision relating to the purpose and function of the particular organization

**See Appendix VIII for a constitution template*

Step 5: Submit a Registration Request on MocSync

A formal request for recognition must be submitted through MocSync. You will be prompted to complete a registration form and upload a copy of the organization's constitution and bylaws (if applicable). To submit this form, you'll need to follow these steps:

1. Log into MocSync
2. Select "Organizations" from the top of the page
3. Select "Register an Organization"

This process can only be completed during an academic term as the SGA Senate needs to vote to approve new RSOs. More details on this part of the process can be found in the next section.

Step 6: Recognition Review

After an initial review by the Office of Student and Family Engagement, the application will be passed on to SGA for review by the SGA Procedures Committee. If there are changes, additions or inaccuracies

that need to be corrected with the request, the student who submitted the form will be contacted by the SGA Parliamentarian and given feedback and instructions on the corrections needed. Once the Procedures Committee has approved the request, the SGA Senate will vote for final approval. If approved by the SGA Senate, the Office of Student and Family Engagement will provide written notification via e-mail to the organization. The entire process takes up to 5 weeks from the time your registration form is received.

Organizations not approved by the SGA Senate may appeal the Senate's vote. The appeal must be submitted in writing to the Vice Chancellor for Enrollment Management and Student Affairs within 5 business days of receiving notification regarding the final vote from the SGA Parliamentarian. Once received, the Vice Chancellor has 10 business days from the date the written appeal was received to issue a decision.

Once an organization is established and active, it must fulfill the following requirements to maintain its recognition as an RSO at the university.

REQUIREMENTS FOR REGISTERED STUDENT ORGANIZATIONS

Constitution and Bylaws

Refer to Step 4 under "Creating a New Registered Student Organization" in the previous section.

Membership

All RSOs, including fraternities and sororities, are expected to maintain a minimum of 5 currently enrolled UTC students as active members. Membership in registered student organizations shall be limited to currently enrolled students of the University. Accurate membership records must be maintained on MocSync. Regular membership in RSOs shall be open to all full-time or part-time University of Tennessee at Chattanooga students. Additional membership requirements are left to the discretion of the individual organization if they do not violate University, local, state or federal laws or guidelines.

Faculty/Staff Advisors

All RSOs are required to have an advisor. A full time faculty or staff member may serve as the advisor for the organization. If your organization needs to find a new advisor, please refer to Step 3 from the previous section.

Complete the Annual Registration Process

The registration process should be completed each year by a current or newly elected officer for the organization. We encourage advisors to work with their advisees to ensure that this process is completed; however, students must lead the process. For an RSO to retain active status, the following conditions must be met:

- a. All recognized student organizations are required to maintain a current roster, constitution, bylaws and officer/advisor information with the Office of Student and Family Engagement via MocSync. This information is to be updated at the time of registration OR as changes are made.

Re-registration for each academic year will open in August, prior to the first day of class at the start of the semester and will close at 5 p.m. on the last day of classes at the end of the spring semester. Organizations that do not complete the re-registration process by the posted deadline will not be considered a registered student organization for that academic year. A successful registration will include updated information, including contact information for officers and advisors, current constitution and bylaws and a current roster of members

entered into MocSync. The Office of Student and Family Engagement has the right to request changes if information is not complete or is inaccurate. If the organization is a fraternity or sorority, rosters are handled differently. These organizations will work directly with their council advisor to ensure that rosters are accurate and will then submit the updated roster when completing the registration process.

- b. All RSOs, including fraternities and sororities, are required to attend one informational session hosted by the Office of the Student and Family Engagement at the beginning of every re-registration process. RSO info sessions will be offered multiple times throughout the academic year and will cover updated policies and procedures for RSOs on campus, reminders about campus policies, and MocSync information. The president or vice president of each organization is required to be present at one of these meetings in order to maintain the organization's active status.

RSOs have the opportunity to start and complete the re-registration process at anytime during the posted organization re-registration open and close dates for each academic year; however, RSO that do not complete the re-registration process by the end of the second week of classes during the fall semester will be considered temporarily inactive until the re-registration process is complete. Inactive status will prompt the following actions:

- the organization's portal will be frozen in MocSync
- the organization will be designated as "not in good standing"
- all current reservations for the organization will be cancelled
- the organization will lose all other privileges and rights afforded to RSOs
- the organization will not be able to make any new reservations

After the organization completes the process, the MocSync portal will be restored to regular status, the organization will have the ability to reserve space and host events on campus, and all other privileges and rights will be restored. organization does not complete the re-registration process within two (2) consecutive years, the organization's portal will become permanently inactive. Any student wishing to restart the organization will need to go through the New Registered Student Organization process and be approved by the SGA Senate again. If an organization chooses to become inactive, an officer (preferably the president or equivalent) must contact the Office of the Student and Family Engagement as soon as possible with the organization's name and reason for becoming inactive. Upon review, the organization's portal on MocSync will become inactive.

AFFILIATIONS FOR OFF-CAMPUS ORGANIZATIONS

RSOs may be affiliated with organizations off campus when such affiliation is:

1. clearly indicated either by the title of the organization or its constitution at the time of registration or by specific statements in connection with any activities growing out of a later affiliation,
2. consistent with the purposes set forth in the constitution of the organization and with the provisions of this manual governing RSOs on this campus and
3. unlikely to change the nature of the organization as an association of students with primary interests on campus.

Membership in these RSOs cannot be extended to community members if they are not currently enrolled UTC students.

NOTICES AND OTHER PRINTED MATERIALS

Regularly issued publications (*University Echo* and *Sequoia Review*) are subject to the supervision of the Student Media Board. Notices, placards, pamphlets and other materials may be printed and distributed by RSOs to further the purposes stated in their constitutions and are subject to the following limitations:

1. Identification and Responsibility

All notices and printed materials must carry the name of the organization responsible for distribution. Organizations are responsible for notices or printed materials bearing the names of individuals identified thereon as officers or members of the organization.

2. Libelous, Scurrilous and Inciting Materials

The right to distribute notices and printed materials shall not extend to libelous, scurrilous or personally defamatory statements. Neither shall this right extend to materials encouraging or promoting violations of the public laws and the public peace or the regulations of the University.

3. Distribution of Print Materials

Printed materials or their distribution must not invade classrooms, interfere with classes, infringe on residence hall regulations or be done in manner that adds to litter on campus.

POLITICAL ACTIVITY ON CAMPUS

Printed Materials and Speakers

Registered student organizations may include among their purposes an interest in public elections and political parties, which may be expressed through invitations to speakers, printing and distribution of materials and other activities. Politically affiliated activities of registered student organizations shall be within the limits set for other activities in this manual.

Activities in Primary Elections

Registered student organizations affiliated with, or particularly interested in, a political party, may give partisan support to the party's candidates in a party primary. Organizations that invite a primary candidate to participate in a sponsored program on the campus are encouraged to extend similar invitations, not necessarily for the same occasion, to other candidates for the party's nomination for the same office.

Promoting a Candidate

Registered student organizations wanting to promote a political candidate, as shown either in their title, statement of purpose or in the clear intent of the organization's activities, need to register as a temporary association with the Office of Student and Family Engagement. If a registered student organization invites a candidate to speak or participate in an event hosted by the organization, the organization may request University facilities for this event; however, neither the organization nor an individual student may reserve any University facilities on behalf of a candidate nor their campaign for an event/program not hosted or sponsored by the organization.

TEMPORARY ASSOCIATIONS

It is natural that informal and temporary associations of students should arise from time to time for various purposes. Such temporary groups, including student political groups dedicated to the election of candidates, are allowed to request the use of meeting rooms or event spaces on a limited basis. Before any requests are submitted, the temporary group (or association of students) must register

with the Office of Student and Family Engagement. Once this registration is completed, groups will be allowed to maintain a temporary association for no more than three months from the date a temporary status is granted. Groups with a temporary association are not allowed to reserve meeting/event spaces on campus more than three times during that timeframe. After that period of time, if the group has not taken further steps to have the organization formally recognized as an RSO, all of the privileges provided will be revoked and no longer afforded to the group. All temporary groups are expected to follow the requirements of this manual for activities on campus related to the use of facilities and the posting and/or distribution of printed materials. Responsibility shall be fixed on the individual or individuals attached to this temporary group (or association of students) to ensure that all activities and/or actions completed by this group are in accordance with University policies and regulations.

SUSPENSION OF RECOGNITION DUE TO INACTIVITY

Recognition of an RSO may be suspended by the Office of Student and Family Engagement if an organization fails to submit the annual registration form through MocSync OR if the organization does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution as evidenced by membership meetings and other activities. Inactive organizations will not be permitted to use University facilities or receive other benefits reserved for RSOs. An organization suspended through inactivity may be reactivated by contacting the Office of Student and Family Engagement. Individuals must reaffirm the group's existing constitution and show reasonable prospects of organizational continuity. Recognition shall be withdrawn from any organization designated as inactive for two years.

SUSPENSION OF RECOGNITION FOR CAUSE

RSOs are expected to conduct their activities in accordance with their constitutions and the University's Student Code of Conduct and Disciplinary Procedures. Any organization that violates University rules or policies could be subject to possible disciplinary action by the Office of Student Conduct. If repeated or flagrant violations occur, the organization's registration and all privileges afforded to RSOs on this campus will be revoked until further notice. The organization will also be deemed inactive until further notice. An organization deemed inactive may not hold meetings or events on campus or otherwise request the privileges afforded to an RSO.

Recognition may be restored to a suspended organization by the Dean of Students. Following a suspension period of two or more years, an organization must petition for recognition by submitting a new constitution or resubmitting the old one to SGA for approval.

DENIAL OF RECOGNITION

A refusal by the Office of Student and Family Engagement to recommend recognition for an RSO must be based on one or more of the following:

- a. if the statement of purpose is illegal under local, state or federal laws or does not conform with University regulations,
- b. if the organization would, in the opinion of the Office of Student and Family Engagement and the Dean of Students, constitute a clear and present danger to the continued or proper functioning of the University or if its purposes are outside of the education functions of the University and/or
- c. if an organization with an identical purpose/function currently exists on campus.

The SGA Parliamentarian shall not recommend an organization for approval to the SGA Senate if the

organization's constitution does not conform to the requirements set forth in the policies governing RSOs. The SGA Parliamentarian shall meet informally with the organization in order to explain the violations and how the organization can meet the requirements for recognition.

If the violations are not eliminated or seen to fall under those criteria listed above, the organization will not receive recognition.

Organizations denied recognition may appeal this decision. The written appeal must be submitted to the Vice Chancellor for Enrollment Management and Student Affairs within 5 business days of receiving a formal notification from the SGA Parliamentarian. Once received, the vice chancellor has 10 business days from the date the written appeal was received to issue a decision.



FRATERNITY AND SORORITY LIFE REGULATIONS

All students at the Institution, regardless of their membership in a fraternity or sorority, are held accountable to the UTC Student Code of Conduct.

HAZING

“Hazing” is defined as any intentional or reckless act, on or off University-controlled property, by one student, acting alone or with others, which is directed against any other student, that endangers the mental or physical health or safety of that student or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting or humiliating nature. Without limiting the foregoing, such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.

NEW MEMBER/NEOPHYTE REQUIREMENTS

To be eligible to join a fraternity or sorority, students must be enrolled full time (12 hours) and have a minimum cumulative 2.5 GPA. High school GPAs will be used to determine the eligibility of first semester freshmen. All new members must maintain full-time status (12 hours) during their new member education/intake period. Students are also required to be in good standing with the University. “Good standing” is defined as having no active disciplinary status with the institution.

Full-time students participating in a Consortium Agreement with another school are eligible to become a fraternity or sorority new member/neophyte provided they are in good standing with the University, list UTC as the primary institution and all proper documentation is in order.

Other council specific requirements may apply. All new members/neophytes should inquire about the organization’s minimum requirements before considering membership. Individual organizations might have higher standards for membership than those listed above.

INITIATION REQUIREMENTS

Fraternities and sororities must initiate new members/neophytes within 10 weeks of membership acceptance unless approval to initiate the following semester has been provided by the national and/or international headquarters or regional leadership in the New Member Education/Intake Packet.

REPORTING AND PAPERWORK PROCEDURES

All fraternities and sororities must submit a completed New Member Education/Intake Packet through MocSync for approval two weeks prior to the start of any new member education/initial membership development plan activities/meetings/events OR by the first day of classes, whichever comes first (including Bid Day and Interest Meetings). Fraternities and sororities will not be able to recruit new members until the New Member Education/Intake Packet has been approved. Any changes made to the New Member Education/Intake Packet after approval must be submitted on MocSync within 24 hours.

If a new member education plan/initial membership development plan is not approved prior to the start of Bid Day or an Interest Meeting, all colony or chapter new member education/intake activities are suspended until all requirements are met. The first notice is sent to the colony or chapter president and chapter advisor. The second notice includes the new members/ candidates. The third notice includes a notification to the community regarding the suspension of new member education/initial membership development activities.

The New Member/Candidate Form on MocSync is due 24 hours after Bid Day. The Initiation Report Form on MocSync is due 24 hours after initiation. A risk management plan should be turned in prior to the chapter's first social event.

ACADEMIC EXCELLENCE POLICIES

Chapters are expected to maintain a minimum of a 2.5 semester grade point average. A fraternity and sorority grade report will be calculated at the end of the fall and spring semesters. The report will be pulled once grades are locked and made available prior to the start of the next semester using the membership roster on file for the chapter. Chapter Presidents are responsible for making sure the membership roster on MocSync is accurate and complete by the Monday before the official last day of classes each semester.

The grades for all members listed on the membership roster at the time the report is created will be reflected in the average totals reported; however, chapters will not receive the individual grades for members that do not sign the FSL Grade Release Form before the official last day of classes. Every member of the chapter must sign the FSL Grade Release Form for their grades to be released to the chapter.

The University of Tennessee at Chattanooga Fraternity and Sorority Life Academic Policy is an addition to the guidelines established by each inter/national organization, which specifies a minimum grade point average requirement for joining, completing initiation, holding office and being in good standing as a chapter member.



OVERVIEW

The statuses listed below are applied/assigned if the average semester GPA calculated for the chapter falls below 2.5. If a chapter is assigned any one of these statuses, it will be designated on the Semester Grade Report, which is published publicly each semester.

- Academic Warning
- Academic Probation
- Academic Suspension

Failure to comply with any of the requirements automatically and immediately places the chapter on the next lower Academic Status. Additional provisions are outlined later in the policy regarding the sanctions applied if the chapter's new member class reports an average semester GPA below 2.5 yet the chapter's semester GPA meets the required standard of 2.5. If the chapter's semester GPA and new member class semester GPA are below a 2.5, the chapter will be expected to follow the conditions outlined for both statuses simultaneously.

ACADEMIC STATUSES

Academic Warning

1. A notice in the form of an e-mail/letter will be issued from the Associate Dean or designee to the chapter president, scholarship chair, chapter advisor(s), and inter/national office stating the conditions of an academic warning.
2. The chapter president and/or scholarship chair are expected to schedule a meeting with the council advisor to discuss and develop an Academic Enhancement Plan for the chapter. A draft of the plan must be sent to the council advisor at least 48 hours before the scheduled meeting. During this meeting, a target improvement goal will be identified for the chapter's average semester GPA.
3. The chapter president and/or scholarship chair are expected to submit the final Academic Enhancement Plan by the last day of the first month of the semester.
4. The chapter president and/or the scholarship chair must meet once after the midterm period of the semester with the council advisor to provide a progress update. The chapter should share any successes or challenges encountered since implementation. It is the chapter's responsibility to schedule these meetings.
5. If the target improvement goal is not reached by the end of the current semester, the organization will be placed on Academic Probation for the following semester. If the target improvement goal is reached but does not raise the chapter's average semester GPA to a 2.5 or higher, the chapter will remain on an Academic Warning status for another semester to see if the chapter's average semester GPA improves further. The chapter is required to repeat the guidelines listed above for the following semester and identify a new target improvement goal.

Academic Probation

1. A notice in the form of an e-mail/letter will be issued from the Associate Dean or designee to the chapter president, scholarship chair, chapter advisor(s), and inter/national office stating the conditions of an academic probation.
2. The chapter president and/or scholarship chair are expected to schedule a meeting with the council advisor to discuss the chapter's performance and identify which chapter members did not meet the minimum GPA required for the previous semester. It is the chapter's responsibility to schedule this meeting.
3. The chapter's current Academic Enhancement Plan will need to be revised to address improving the academic performance of the individual members identified in the previous meeting. Chapter leadership and the council advisor will identify a target improvement goal for these individuals to

achieve by the end of the current semester.

4. A second meeting should be scheduled between the council advisor, chapter president, scholarship chair, the council advisor, and the individual members expected to follow the revised Academic Plan. During this meeting, the Academic Enhancement Plan will be explained to the members. The revised academic plan will need to be sent to the council advisor at least 48 hours before the scheduled meeting.
5. The chapter president and/or the scholarship chair must meet two additional times with the council advisor to provide updates on the additional efforts implemented by the chapter to achieve the target improvement goal identified. It is the chapter's responsibility to schedule these meetings.
6. If the target improvement goal is not reached by the end of the current semester, the organization will be placed on Academic Suspension for the following semester.
 - a. If the target improvement goal is reached but does not raise the chapter's average semester GPA to a 2.5 or higher, chapter representatives and the council advisor will meet to discuss the chapter's academic status for the following semester.
 - b. Possible outcomes could consist of the chapter being moved back to an Academic Warning status for the following semester or the academic probation period being extended for an additional semester. If the chapter is placed back on an Academic Warning status, the chapter is required to follow the guidelines listed above for that status.

Academic Suspension

1. A notice in the form of an e-mail/letter will be issued from the associate dean or designee to the chapter president, scholarship chair, chapter advisor(s), and inter/national office stating the conditions of an academic suspension.
2. A meeting will need to occur between representatives of the inter/national office, chapter president, chapter advisor and University official(s).
3. A new chapter Academic Enhancement Plan will need to be developed, in consultation with the chapter's inter/national office, by the last day of the first month of the semester in which the chapter's status progresses from academic probation to academic suspension. In this plan, a target improvement goal should be identified for the chapter's average semester GPA.
4. The chapter will be required to develop individual Academic Enhancement Plans for chapter members with a semester GPA below 2.5. Enhancement plans must be submitted to the council advisor or designee within six weeks of receiving notification of the chapter's academic suspension status.
5. The president and/or the scholarship chair must meet biweekly with the council advisor to provide updates on the additional efforts implemented by the chapter to improve the chapter's overall academic performance and the performance of individual members. It is the chapter's responsibility to schedule these meetings.
6. The chapter will be placed on social restriction during the suspension period. This means that the chapter is not allowed to participate in Intramurals, Homecoming (if probation is during the fall semester), Greek Show (if probation is during the spring semester), or host any social events or co-sponsor any social events with another recognized fraternity or sorority on campus—this is for on- and off-campus events. Chapter meetings and national philanthropic events required by their inter/national office for recognition can occur.
7. The chapter will be allowed to hold meetings on campus; however, the chapter must submit a calendar of all chapter activities to the council advisor for review and approval by the last day of the first month of the semester. Any requests to adjust the calendar after approval must be submitted in writing and approved by the council advisor. Requests must be submitted at least 48 hours in advance.
8. If the chapter chooses to participate in formal recruitment during the semester of their suspension, potential new members will be notified of the chapter's academic suspension status.
9. If the target improvement goal identified by the chapter is not reached by the end of the current semester, the chapter will lose University recognition.
 - a. If the target improvement goal is reached but does not raise the chapter's average semester



GPA to a 2.5 or higher, chapter representatives and the council advisor will meet to discuss the chapter's academic status for the following semester.

- b. Possible outcomes could consist of the chapter being moved back to an Academic Probation status for the following semester or the academic suspension period being extended for an additional semester. If the chapter is placed back on an Academic Probation status, the chapter is required to follow the guidelines listed above for that status.

New Member Academic Performance

1. If a chapter's new member class reports an average semester GPA below 2.5, a notice in the form of an e-mail/letter will be issued from the Associate Dean or designee to the chapter president, chapter advisor(s), scholarship chair, new member educator, and inter/national office.
2. The chapter president, scholarship chair, and new member educator will be required to meet with the council advisor to discuss and draft an Academic Enhancement Plan specifically for all members of the new member class from the previous semester. The initial meeting must take place within two weeks of receiving the formal notification.
3. A second meeting should be scheduled between the council advisor, chapter president, scholarship chair, new member educator, and the entire new member class from the previous semester. During this meeting, the Academic Enhancement Plan will be explained to the members. A copy of the final academic enhancement plan must be sent to the council advisor at least 48 hours before the scheduled meeting.
4. The chapter president, the scholarship chair, and new member educator must meet once after the midterm period of the semester with the council advisor to provide a progress update. The chapter should share any successes or challenges encountered since implementation. It is the chapter's responsibility to schedule these meetings. If this group does not achieve an average semester GPA of 2.5 or higher by the end of the current semester, the organization may receive additional sanctions. Chapter representatives and the council advisor will meet to discuss the additional sanctions.

REVIEW OF POLICY

This policy will be reviewed on a regular basis to ensure that the content provides a structure that best supports the fraternity and sorority community and encourages academic excellence.

MEMBERSHIP STANDARDS

All activities of fraternities and sororities, including but not limited to recruitment, new member education, initiation, social functions, and membership intake are under the jurisdiction of the Office of Student and Family Engagement, the Office of Multicultural Affairs and the Division of Enrollment Management and Student Affairs. Fraternities and sororities are expected to adhere to the Student Code of Conduct.

No hazing in any form is permitted. Hazing is against Tennessee State Law as well as UTC Policy. For the University's definition of hazing, please refer to the UTC Student Code of Conduct.

All undergraduate chapters and colonies must have at least 5 active members who are officially recognized by the Office of Student and Family Engagement and the Office of Multicultural Affairs to remain a registered student organization with the University. Chapters or colonies with fewer than 5 active members have one year to increase membership to the required five. If a chapter or colony is unable to meet the membership requirement in one year, chapter representatives and the council advisor will meet to discuss the chapter's status for the following semester.

Failure to meet the membership requirements in one year will result in chapter's status review.

Advisor REQUIREMENTS

All registered student organizations are required to have an advisor. For our recognized fraternities and sororities, this individual can be someone appointed/selected by their national or international headquarters, their advisory board chair (as deemed by their national or international headquarters) and/or a full-time UTC faculty or staff member. If the primary advisor of a recognized social fraternity or sorority elects to step down or if the organization is found not to have a primary advisor in place, the organization has 21 days from the date of receiving a formal notice from the council advisor to identify a new person to serve as their advisor and submit that individual's name to the council advisor. The individual selected has one calendar month from the date their name is submitted to complete the necessary requirements for becoming a formal advisor as outlined by the national or international headquarters of the organization.

The new advisor must submit documentation from the national or international headquarters or regional office verifying completion of the necessary requirements to be recognized as the primary advisor. If these requirements are not met and/or an advisor is not identified within the initial 21 days, the organization's recognition as a registered student organization will be suspended until a new advisor is selected. An organization deemed suspended may not hold meetings or events on campus or otherwise request the privileges afforded to a registered student organization until the suspension is lifted. Any reservations on file for the organization will be cancelled until their recognition is reactivated.

HOUSING POLICIES

Any time occupancy changes, including at the beginning of every semester, full names, UTC ID's and Academic Classifications of all the residents in the fraternity or sorority house must be submitted to the Office of the Student and Family Engagement on MocSync.

All residents must be reported no later than 5 business days after each semester begins, including summer terms.

ESTABLISHING OR REESTABLISHING CHAPTERS

Students looking to establish a new fraternity or sorority or reestablish a chapter that was placed on inactive status, must provide the following information:

- An alphabetical list of the five (minimum) or more students who expressed interest in becoming affiliated with the organization.
- The Office of Student and Family Engagement or the Office of Multicultural Affairs (depending on which council the organization will be affiliated with) will need each individual's name, phone number and UTC ID number
- Proof of \$1,000,000 liability insurance
- An Official Letter of Intent on letterhead from the national or international organization stating that the national or international organization has knowledge of the establishment or reestablishment process. The Letter of Intent should outline the projected timeline moving forward, the support of the national or international organization, district/regional representatives, graduate chapter and advisors who will advise the group moving forward
- The name, telephone number and email address of a faculty/staff advisor from UTC
- The name, telephone number and email address of the chapter advisor, advisory board and regional/district representatives that will work with the organization moving forward
- Logistical/organizational support information:
 - a. Founding date and location

- b. Information on any foundation scholarship/loans
- c. Information on any leadership schools or conventions
- d. Membership statistics:
 1. Current number and locations of chapters and colonies
 2. Current number of undergraduate members and alumnae in the Chattanooga area
 3. Average chapter size
 4. Number of chapters closed in the last five years and their reasons for closing (if applicable)
 5. Membership costs: new member and active member dues, one-time fees, etc.
- Programs, policies and procedures:
 - a. Position on hazing prevention/hazing policy and riskmanagement
 - b. Intake policies and guidelines
 - c. Complete new member program/initial membership development program
 1. Anti-hazing statement and reporting protocol
 2. New member education/intake statement of purpose, mission and goals
 3. Intake calendar, including dates/times/location and lesson plan topic
 4. Description of all intake activities (excluding Ritual)
 5. Rules and guidelines regarding new member education per Inter/National Headquarters and Regional Leadership
 6. Expectations of new members/candidates, active members and alumnae
 7. Academic expectations, standards, schedule
 8. Big Brother/Big Sister Mentor Program (description, expectations, minimum requirements, “reveal,” etc.)
 9. Headquarters/Regional Leadership and Alumnae Advisor approval of new member education/intake calendar
 10. National/International Headquarters Intake Book (digital and hard copy needed)
 11. Minimum standards for membership
 - d. Scholarship/academic support programs
 - e. Community service and philanthropy programs/requirements
 - f. Constitution and By-Laws (template)
 - g. Code of Conduct/Standards/Judicial Procedures
- Please answer the question: How will the chapter provide membership and the community support in the areas of academic excellence, civic engagement, brotherhood/sisterhood, social responsibility and leadership development?
- Follow any additional directives/requests from the Vice Chancellor for Enrollment Management and Student Affairs, the Office of Student and Family Engagement and the Office of Multicultural Affairs or the appropriate council as it relates to a new member presentation, recruitment, programming, etc.



MOC SYNC

MocSync is an online involvement website that allows you to learn more about the on-campus experience at The University of Tennessee at Chattanooga. It will help you learn about RSOs, apply for leadership experiences, find campus events and more. As a Moc, you can take advantage of our many student organizations or even start one of your own! Getting involved on campus is a great way to meet new people, gain new skills, build a stronger tie to the University, support your academic success and help provide a positive experience during your time on campus.

Every active RSO at UTC has a page on MocSync. It is the responsibility of the organization's officers to maintain a current roster of members and to update any other relevant information regularly on the page. Organizations are encouraged to use this as a marketing and recruitment tool for new members. Each portal is full of tools that can be used to better manage all of the business your organization will conduct throughout the academic year.

MocSync is also where you will complete one of the two steps for the Registered Student Organization Annual Registration process. At the end of the spring semester, the administrators for the organization's portal on MocSync will notice a button with a link requesting re-registration. Re-Registration for each academic year will open in August, prior to the first day of class at the start of the semester and will close at 5 p.m. on the last day of classes at the end of the spring semester. Organizations that do not complete the re-registration process by the posted deadline will not be considered a registered student organization for that academic year. Successful registration will include updated contact information for officers and advisors, current constitution and bylaws and a current roster of members entered into MocSync.

The Office of Student and Family Engagement wants to make sure that you have all the resources needed to successfully utilize and manage your organization's MocSync page. We offer individual and group trainings on an as-needed basis. If you ever have questions, need to be added as an organization administrator or have trouble accessing features of your organization's MocSync page, please contact your campus MocSync administrator, Emelia Dunston (engage@utc.edu).



USE OF UNIVERSITY SPACES

RSOs are encouraged to hold their meetings and events on campus. Organizations may request the use of University facilities, and these spaces will be made available to groups whenever possible. To ensure the safety and enjoyment of those who attend and present activities in these spaces, the University has established the following policies and procedures. Note: The use of University space is always subject to the approval of the University.

Completing a Reservation Request form is the first step to having an event or meeting on campus. All requests must be made by completing the correct form online and submitting it to the office/department responsible for the management of the desired event space.

If an organization is taking up cash or check inside of a room in the UC, they will need to have security present. Students do not need security if they are using lobby tables or if they are collecting funds through digital means.

UNIVERSITY CENTER: MEETING ROOMS AND EVENT SPACES

UTC departments, committees and RSOs wanting to reserve space in the University Center (UC) for meetings and events will need to submit a web request through our Event Management System (EMS). With this form, you will see real-time room availability, be able to request technology and event equipment and make changes to your existing request through the “My Events” page. You can access the form [HERE](#) and find instructions for completing the form [HERE](#).

Room reservations must be made at least 24 hours prior to the event, which does not include weekends. With less than a week’s notice, events in the Tennessee Room, Chattanooga Room, and Lupton 120 may not be accommodated due to set-up requirements and staffing availability. If you need to request a room less than 24 hours before the start time, please call the University Center office during regular business hours (8 a.m. to 5 p.m.) at 423-425-4455.

Rooms and technology are free for UTC departments, committees and RSOs. Please look through the room descriptions provided on the UC’s website to make sure the room you’d like meets your needs. Also, you cannot book a room that is too small for your expected attendance. For example, if your expected attendance is 25, you cannot reserve a room that only holds 20 people.

When requesting a room you’ll be given the option to select different set up types. A description of each set up can be found below:

- Auditorium: a room filled with chairs
- Banquet: A room filled with chairs around round tables usually with other tables to put food on
- Cafeteria: Rows of rectangle tables with chairs on each side of them usually with tables set up to put food on
- Classroom: Rows of tables with chairs on one side of them facing towards the same direction
- Conference Table: Tables set up all bordering each other with chairs placed around the outer edge facing inward
- Exam: Rectangle tables with people on both sides of the tables

- Fair/Exhibit: Rectangle tables set up so that people can stand next to or beside them and present things
- Reception: Set up that includes a mixture of tables and chairs to promote a social atmosphere

Rooms are not booked until you receive a Confirmed Reservation Email from a UC staff member. Please check the confirmation email to verify all information is correct before moving forward with your scheduled meeting(s). Rooms cannot be put on hold until the UC Office receives a reservation request form.

Registered UTC student organizations found fronting for a non-UTC organization will have all remaining reservations in the University Center cancelled and will not be permitted to reserve any space in the University Center for the remainder of the academic year.

Fronting is defined by the University as “the act of permitting a non-University individual or organization to use University property and/or services under the guise that the activity is a University-sponsored or University co-sponsored event in order to avoid fees.”

UNIVERSITY CENTER AND LUPTON HALL: LOBBY TABLES

This reservation form is for reserving 1 of 4 lobby tables in the UC or 1 of 3 in Lupton. Each lobby table is numbered, and your table number will be on your confirmation email. Lobby tables are available Monday- Friday, 8 a.m. – 8 p.m. If you would like to reserve a table outside of these items, you must speak with the Assistant Director of Operations for the University Center.

Groups are provided with one (1) 6' table and 2 chairs. Tables and chairs are not allowed to be moved from their location per Safety and Risk Management guidelines. Groups are not permitted to move lobby furniture or chairs from the Commons to accommodate members at their lobby table.

Bake sales may include cookies, cakes, brownies, etc.; however, no purchased items may be re-sold, including drinks, candy, snacks, etc.

Amplified music is not permitted at a lobby table. Music can only be played through the built-in speakers of a small electronic device (e.g.: laptop computer, phone, etc.). The UC staff reserve the right to ask groups to turn down or turn off their music. Music should meet community standards in terms of content (i.e. radio edit version). Music with profane lyrics does not meet community standards. RSOs whose music does not meet the community standards will be asked to turn off their music and will be reported to the Office of the Dean of Students for disciplinary action.

Groups should have no more than 2 people working their table at one time. Group members must be stationed behind their table. Groups should not solicit students as they pass through the Lobby Table area or approach them at tables in the UC Commons or Lupton 120. Groups who are hosting individuals not associated with the University are responsible for the conduct of their guests and should have at least one group member at the table at all times.

Please make sure you have read the University Center's Lobby Table Guidelines before submitting your request.

UNIVERSITY CENTER: BANNER SPACE

The Banner Space Request Form is for reserving one of the 10 banner spaces in the UC Commons. Banner Spaces are only available to UTC departments and RSOs. Reservations are for a week at a time (Sunday-Saturday). Please make sure you have read their **[Banner Guidelines](#)** before submitting your request. Also, please make sure you have read their **[Banner Making Guidelines](#)** before creating your banner. Banner making materials are available in the UC Game Room for student groups that have

reserved banner space. Banners can also be requested to be put up outside; however there is a \$100 fee. To have a banner set up, contact Facilities Planning and Management.

ACADEMIC SPACES

Student organizations wishing to reserve academic classroom space for meetings will need to do so by visiting reservations.utc.edu. Other departments manage some spaces, such as rooms in the Fine Arts Center. The University Center can help you determine where/how to reserve those spaces.

If you have any questions about reserving the spaces detailed above, please contact the University Center at 423-425-4455 or stop by the UC Main Office (room 226).

EXTERIOR SPACES

All exterior spaces on campus (Heritage Plaza, Lansing Court, Chamberlain Field, Chamberlain Pavilion, Vine and Oak Streets, Library Courtyard and Founders Hall Courtyard) are reserved through the University Center. In order to submit a request, you must complete the online Campus Exterior Space Reservation in EMS. Check out the Exterior Space page to find out a little more about what each area has to offer. To learn how to request exterior spaces, you can click [here](#). Also, please look over our Outdoor Event Scheduled Use Guidelines to make sure your event meets the parameters of acceptable use.

If your organization is interested in reserving any of the spaces on campus listed below, please contact the appropriate office listed for additional details on their respective space reservation procedures.

EVENT SPACE

Patten Chapel
Danforth Chapel
McKenzie Arena
Aquatics and Recreation Center
MacLellan Gym
UTC Sports Complex
Fine Arts Center
Multicultural Center
Center for Women and Gender Equity

PRIMARY CONTACT

Sharon Thomas
Sharon Thomas
Obie Webster
Spencer Jordan
Jordan Bowman
Crystal Durham
Box Office
Christopher Stokes
Sara Peters

PHONE NUMBER

423-425-4030
423-425-4030
423-425-4706
423-425-4222
423-425-5685
423-425-5987
423-425-4371
423-425-5648
423-425-5648



CAMPUS POLICIES

STATEMENT OF AN ALCOHOL-FREE CAMPUS

All students violating civil or criminal law, whether on University property or not, are answerable to civil or criminal authorities. In addition, students at the University will be responsible for abiding by the regulations governing student conduct. As referenced in the Code of Conduct, specific alcohol violations are consuming, manufacturing, possessing, distributing, dispensing, selling or being under the influence of alcoholic beverages on University-controlled property or in connection with a University-affiliated activity.

STATEMENT OF A DRUG-FREE ENVIRONMENT

The University of Tennessee is committed to ensuring that it is safe and free from the illegal use, manufacture, possession, distribution or dispensing of controlled substances (as defined in the Controlled Substances Act, 21 U.S.C. Section 812). To accomplish this, the University has established a student drug abuse prevention program through the Division of Enrollment Management and Student Affairs. Further, students are subject to a Code of Conduct pertaining to use or possession of controlled substances, and recipients of certain federal financial assistance such as Pell Grants will be required to certify that they will be drug-free during the pendency of the Grant.

STATEMENT OF TITLE IX COMPLIANCE

Title IX is a Federal law that prohibits discrimination based on sex in educational programs and activities that receive Federal funds. The University of Tennessee at Chattanooga is committed to creating and maintaining a safe and nondiscriminatory learning, living, and working environment free from Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), Sexual Exploitation, and Retaliation.

UTC strives to prevent, address, and eliminate this type of misconduct by responding to individual incidents, supporting those who have been harmed, and educating community members on how to create a safe and supportive campus that encourages healthy and respectful relationships.

UTC's ongoing Title IX compliance focuses on four elements:

- **SUPPORT:** providing support to students, faculty and staff who are impacted by sexual misconduct, relationship violence, and stalking
- **POLICY:** updating and revising UTC's policy on sexual harassment, sexual assault, dating and domestic violence and stalking regularly to ensure that it is current and reflects UTC's campus goals and values
- **PREVENTION:** developing programming, training, and events that promote healthy relationships, encourage bystander intervention, prevent sexual violence, support survivors, and foster a respectful campus community
- **RESPONSE:** addressing and investigating reports of sexual misconduct, relationship violence, and stalking, and working through the conduct process with those impacted by these types of cases

Additional information about UTC's procedures and training and prevention programs relating to Title IX can be found online at utc.edu/sexual-misconduct.

SMOKE-FREE CAMPUS POLICY

The campus of UTC is a smoke-free campus. Smoking is prohibited in and on all University-controlled property, including in private vehicles when parked or operated on University-controlled property. Littering with tobacco products or the remains of any tobacco products on University-controlled property is prohibited.

The purpose of this policy is to protect the health and safety of University of Tennessee at Chattanooga students, employees, and visitors; to promote a healthy and safe work, educational and living environment; and to comply with applicable state laws regarding smoking. This policy is enacted by UTC pursuant to the express authority granted by the Board of Trustees in **UT Policy BT0022 - Policy on Smoking**. Violations by a student may result in disciplinary action in accordance with the Student Code of Conduct. Any individual may report a good-faith concern about a violation of this policy to the Office of Student Conduct.

STATEMENT REGARDING HAZING

Participation of students in hazing activities is a violation of the UTC Student Code of Conduct. "Hazing" is defined as any intentional or reckless act on or off University-controlled property by one (1) student, acting alone or with others that is directed against any other student, that endangers the mental or physical health, safety, or welfare of that student, or that induces or coerces a student to endanger his or her mental or physical health, safety, or welfare. "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.

CHALKING

Subject to the restrictions and procedures of the Sidewalk Chalking Policy, revised and approved in October of 2016, only RSOs, individual current UTC students or UTC Departments are permitted to chalk.

Requirements

In order to chalk, RSOs, individual current UTC students and UTC Departments must reserve space for the planned chalking through the Director of University Events in the Chancellor's Office at least 3 business days prior to the day that the chalking will take place. Groups or individuals who chalk without reservation will be in violation of this policy, and the chalking will be removed.

Permitted Areas and Restrictions

Chalking is only permitted on sidewalks and pedestrian streets, except as otherwise provided in Section 4 of the University's Chalking Policy. Chalking is not permitted on any vehicular streets or special brick or pavement areas, such as the area inside Heritage Plaza Circle and the special pavement on Oak Street at the top of Cardiac Hill. Chalking is not permitted on any structure or natural feature of UTC property, including, but not limited to, doors, buildings, windows, walls, Campus Life fountains, utility poles, lampposts, waste receptacles, trees, street signs, ash urns, benches, bus stops, UTC-owned signage, emergency phones, railings, newsstands or utility boxes. All chalking must be located a minimum of ten (10) feet from any building entrances. Only water-soluble chalk may be used for chalking. Staff from the Office of the Dean of Students and the Chancellor's Office assume no responsibility for the impact that weather conditions may have on any chalking.

Compliance and Enforcement

All chalking is subject to and shall comply with the Student Code of Conduct. Individuals or organizations found in violation of the Student Code of Conduct or this policy will be referred to the Office of the Dean of Students. Staff from the Division of Enrollment Management and Student Affairs and the Director of University Events in the Chancellor's Office may consult with appropriate individuals to determine if a violation has occurred. If UTC is made aware of any chalking that violates this policy or other University policy, the University reserves the right to wash away any such chalking. Any group or individual found to be in the violation of this policy will be responsible for reimbursing UTC for the costs of cleaning and restoring UTC property affected by such chalking. For more information, please contact the Chancellor's Office at 423-425-4141.

CAMPUS RULES GOVERNING AMPLIFIED SOUND

Sound amplification may be permitted with prior consent. Consent issued shall specify the time, duration, location and manner for which proposed use of sound amplification device is authorized. Any use thereof which deviates from the permit as to time, duration, location or manner shall cause the revocation of said permission by the University. It shall be the general policy of the University that the academic programs be given maximum protection from intrusion of sound created outside University structures. While the interpretation of the sound level may be subjective, the University and its representatives must err on the side of caution in order to reasonably protect the University's operations. Since UTC students reside in an academic community, approval of sound amplification will be granted based on the following criteria:

- a. When the time, location, manner and extent of amplification will not unreasonably interfere with or distract the students, faculty, employees and guests of the University from their University-scheduled academic programs or business activities
- b. When the time, location, manner and extent of amplification will not unreasonably interfere with, distract or otherwise cause unreasonable congestion of students, faculty, employees and guests of the University in going to and from University-scheduled academic activities or business affairs.
- c. When the time, location, manner and extent of amplification will not unreasonably interfere, distract or hamper the University, its faculty and staff from fulfilling its obligations and missions by providing an educational institution for the benefit and enhancement of all students in attendance
- d. Volume must be limited so that it only carries to the reserved space
- e. Noise levels should not interfere with classes, meetings, campus events or operations and activities in progress
- f. Event noise heard within the building may be determined disruptive and in violation of this policy.
- g. Sound reinforcement of live music may not include subwoofers, long-throw speakers, woofers larger than fifteen inches or heavy percussion, including large drums and heavy bass
- h. City ordinances may also apply

Complaints regarding sound amplification devices and interference with the stated guidelines shall be reported to the University Center for exterior space events and to the responsible office building manager for interior space events. Any use of sound amplification devices without prior permission may result in removal of sound equipment or device and/or revocation of permission to use approved space.

Requests for exceptions should be submitted through the Director of the University Center (aaron-grisham@utc.edu) and will then be routed to the Provost for consideration and approval.

USE OF THE UTC LOGOS AND IDENTITY MARKS

Use of UTC logos for commercial purposes is strictly prohibited, except by approved vendors and manufacturers licensed through Learfield/IMG College. Commercial uses include but may not be limited to reproduction on products for sale or distribution by a commercial enterprise, reproduction on marketing materials to promote the sale of products and reproduction on marketing materials to promote a commercial enterprise or business. Visit utc.edu/creative-services for more information.

Use of all UTC identity marks is strictly guarded; improper use will be subject to legal action. Student organizations are permitted to use University marks upon approval of the Office of Communications and Marketing. For all branding-related questions or to obtain a high-resolution copy of the University logo, contact stephen-rumbaugh@utc.edu or meghan-b-phillips@utc.edu.



ASSEMBLY POLICY

The right of peaceable assembly is a guaranteed constitutional right and one which this institution does not intend to abrogate. The following regulations are intended to enumerate the essential provisions necessary to reconcile freedom of assembly with responsibility in any campus meeting conducted for the purpose of expressing opinions of the participants.

PEACABLE ASSEMBLY

Student gatherings may be conducted in areas which are generally available to the public, provided such gatherings:

1. are conducted in an orderly and peaceful manner;
2. do not obstruct in any way vehicular or pedestrian traffic;
3. do not interfere with classes, scheduled meetings, events, ceremonies or with other essential processes of the University; or
4. if inside a building, are held in an assigned meeting room.

ADVANCE APPROVAL

Only meetings which have been approved in advance through the proper office may be held:

- a. within University buildings;
- b. within University stadia; or
- c. adjacent to residential or academic facilities of the campus.

Meetings which would impose an unusual demand upon staff or facilities must have approval regardless of where they are held on campus.

DISCIPLINARY ACTION

Violations of the above University policy will result in appropriate disciplinary action.

PROGRAMS FOR MINORS

Minors visit campuses in the University of Tennessee system for a variety of reasons and are involved in a variety of programs and activities sponsored by the University or by third parties using University facilities or resources. When organizations are submitting events on MocSync, they are required to denote if the event will bring minors to campus. The objective of the **UTC Campus Policy on Programs for Minors** is to promote a safe environment for minors by fostering a University culture that is committed to preventing, recognizing, reporting and addressing all forms of child abuse.

The Office of Safety and Risk Management works closely with the Office of Human Resources and General Counsel to ensure the UTC campus complies with all of the requirements of the

SA0575 - Programs for Minors policy. Any violations of this policy by an individual will be handled in accordance with other applicable University policies and procedures which, for University employees, may include disciplinary action up to and including termination of employment. In addition, a person who fails to comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse can face criminal prosecution.

If you would like clarification as to whether a particular program or activity is subject to this policy, please contact Faith Garner at 423-425-5741 or faith-garner@utc.edu.



ADDITIONAL POLICIES

CONTRACTS

Students are not authorized to request, sign or enter into contractual relationships on behalf of The University of Tennessee at Chattanooga. All contracts for student organization events must be processed in accordance with University policies. Any individual who signs a contract on behalf of the University may be held personally liable for the terms stated in the contract.

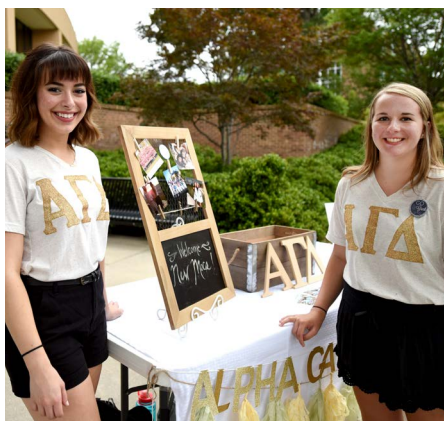
VIDEO/DVD SHOWING AND FEDERAL COPYRIGHT LAW

Federal law prohibits the public display of copyrighted material. To perform or display a work or video 'publicly' means to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered (taken from the Federal Copyright Act, Title 17 United States Code, Section 101).

The public showing of videos/DVDs for educational and/or social purposes in University facilities is considered a violation of federal law. To avoid such conflict and decrease the likelihood of copyright violations, the following procedures should be followed when screening videos, DVDs, and other electronic formats:

- Never show copyrighted material unless you have taken the necessary steps to purchase the rights or pay a licensing fee through a reputable distributor.
- Common areas in residence halls and other such University facilities are also considered public viewing spaces and require the purchase of rights/payment of licensing fees through a reputable distributor before the showing.
- Students are advised that federal copyright law restricts the use of recording devices to private showings and prohibits their public performance.
- Any videos or films rented or purchased from outlets such as Red Box, grocery stores, or other businesses are permitted for private residence viewing only.

For more information, please contact the Office of Student and Family Engagement.



FOOD AT EVENTS

Organizations at the University of Tennessee at Chattanooga must abide by the contractual agreement between the University and Aramark Food Services. Aramark has the exclusive right to provide catering service in the University Center and Crossroads Dining Hall. Any event held on campus at other locations can use the caterer of their choice unless that location requires you to use Aramark. The UTC Library requires the use of Aramark for catering services for events held in their facility.

Aramark's catering department can accommodate student organization needs. Exceptions to this rule are made at the discretion of the Aramark District Manager. To arrange catering by UTC Dining Services, email mocsdining@utc.edu.

CATERING GRANTS

Registered Student Organizations may apply for a catering grant to help with the cost of food but it must be catered by Aramark regardless of the location on campus. To request an application for a catering grant, send an email to mocscard@utc.edu. Be sure to apply for the catering grant by the 15th of the month preceding the event. Also, the event must be open to the entire campus and require no admission charge.

ADVERTISING ON CAMPUS

Student Organizations may exercise their freedom of speech on campus in various ways as long as it does not result in vandalizing UTC facilities, grounds or property. Students may execute a broad range of publicity with the understanding that the distributing student organization is responsible for the materials dispensed and any litter or trash it may cause.

RSOs may chalk on sidewalks and pedestrian streets, apart from special brick or pavement areas, such as the area inside Heritage Plaza Circle, Oak Street at the top of Cardiac Hill, and the Library Plaza. Organizations wanting to chalk must reserve space for the planned chalking through the Director of University Events in the Chancellor's Office at least 3 business days prior to the day that the chalking will take place. Please refer to the Chalking Policy outlined in the previous section.

RSOs are encouraged to use Canon Graphic Services for all of their print needs for advertising and publicity. Graphic Services also offers design services.

RSOs may post flyers within the University Center (UC) on the metal strips throughout the building and the metal screens around the stairwell by the ATMs. No request is needed to place flyers in the UC or on any campus bulletin boards as long as the content adheres to community standards. Organizations wishing to post flyers in residence halls can drop off their flyers in the main housing office. For additional information regarding advertising in on-campus residence halls, please call Housing and Residence Life at 423-425-4304.

Banner requests are made in the UC offices for banners to be displayed above the UC Commons. Request for banner space must be made one week in advance of hanging the banner. Banners can also be hung outside, however organizations will have to pay Facilities to hang them. Banner paper and paint are available upon request in the UC Main Office.

There are digital display boards throughout the UC, placed in high traffic areas. If you would like to advertise an event on the boards in the UC, you will need to email the University Center a .jpg, .png, or .pptx file (contact UC for email address). The displays can also play .mp4 video files. All advertisements must be for specific events happening in the next 2-3 weeks.

ADVERTISING WITH THE *UNIVERSITY ECHO* AND MOCS NEWS

The *University Echo* is the University of Tennessee at Chattanooga's student newspaper. The print edition of the *Echo* is made available in over 20 campus locations every other Tuesday and online content is updated throughout the week. The *Echo* staff is committed to producing the best content and publication that we are capable of and would love to hear from you! Use the contact form on the [University Echo website](#) for more information.

Mocs News meets Monday through Thursday at noon in the UC student media area Room 143B. Mocs News tapes each Friday at noon during the fall and spring semester at the Metro Annex Studio Room 261. Archived newscasts can be found [on their website](#) or on [YouTube](#). Mocs News is also on Facebook, Twitter and Instagram.

Mocs News would be happy to cover campus activities and other events your organization puts on throughout the year to garner more attention to the positive work your organization is committed to. Please contact michael-andrews@utc.edu for more information.

In the event your organization receives or seeks off-campus media attention, please feel free to contact University Communications and Marketing for consultation and guidance in order to maximize the opportunity to improve your organization and the University's public image.

SOLICITATION OF FUNDS BY STUDENT ORGANIZATIONS

As it pertains to RSOs, "solicitation" is defined as the seeking of funds or support by an RSO from sources other than its members including the procurement of supplies and other forms of support, as well as the selling and distribution of items, materials or products and services. RSOs are allowed to solicit on campus as long as such solicitation is consistent with the aims of the organization and is not for the personal benefit of members. In interpreting the aims or purposes of the RSO, the statement in the constitution will be followed. The organization must make the appropriate arrangements with the administrative office of the facility reserved before hosting the fundraiser. Academic buildings and the non-public areas of the residence halls cannot be used for purposes of solicitation.

BANKING FOR REGISTERED STUDENT ORGANIZATIONS

RSOs are permitted to have an off-campus bank account. Benefits of having an off-campus bank account include safety and security of organization funds and the ability to write checks. Please contact a banking institution to inquire about the steps to set up an off-campus bank account for your organization. The University's tax identification number may not be used by any organization to set up an account at an off-campus bank or for any other reason. Please contact the Office of Student and Family Engagement at engage@utc.edu, should you have additional questions about RSO banking options.

In order to create a bank account, your organization will need certain documentation. A Tax ID Number or Employer Identification Number (EIN), is a number unique to your organization that you can use to identify yourself to financial institutions. For example, opening a bank account for your organization requires a tax ID number. No student organization is permitted to use the tax identification number of the University or any auxiliary. Its purpose is so the IRS will not make you personally responsible for taxes on revenue that you have earned.

To get a tax ID number you may contact the IRS and request a Form SS-4 (Application for Employer Identification Number) or visit their website in order to request an EIN online. This form can be accessed [HERE](#). Processing can take 2-4 weeks, so make sure you're planning ahead.

APPENDIX I: ON-CAMPUS CONTACTS TO KNOW

OFFICE OF STUDENT AND FAMILY ENGAGEMENT

Dir. of Student and Family Engagement	Laura Petrus	laura-petrus@utc.edu	423-425-2321
Asst. Dir. of Fraternity and Sorority Life	Elena Anderson	elena-anderson@utc.edu	423-425-2321
Asst. Dir. for Student and Family Engagement	Hannah Turcotte	hannah-turcotte@utc.edu	423-425-2321
Asst. Dir. for Student Engagement	Chris Bridgers	chris-bridgers@utc.edu	423-425-2321
Administrative Specialist	Mandy McAllister	amanda-mcallister@utc.edu	423-425-2321
Coordinator for Fraternity and Sorority Life	Benjamin Powell	benjamin-powell@utc.edu	423-425-2321

OFFICE OF THE DEAN OF STUDENTS

A.V.C. for Student Affairs and Dean of Students	Jim Hicks	jim-hicks@utc.edu	423-425-4761
Associate Dean of Students and Director of Student Conduct	Brett Fuchs	brett-fuchs@utc.edu	423-425-4301

OFFICE OF THE CHANCELLOR

Director of University Events	Tonya Love	tonya-love@utc.edu	423-425-4203
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UNIVERSITY CENTER

Director	Aaron Grisham	aaron-grisham@utc.edu	423-425-4455
Assistant Director of Operations	Maurice Dorsey	maurice-dorsey@utc.edu	423-425-4455

UTC DINING/ARAMARK CATERING SERVICES

Resident District Manager	William Walker	Walker-William4@aramark.com	423-425-4200
Catering Manager	Terri Ellis	ellis-terri@aramark.com	423-425-4200

HOUSING AND RESIDENCE LIFE

Director	Gary Thompson	gary-thompson@utc.edu	423-425-5903
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COMMUNICATIONS AND MARKETING

V.C. for Communications and Marketing	Cassie Mathes	cassie-mathes@utc.edu	423-425-2311
A.V.C. for Communications and Marketing	Gina Stafford	gina-stafford@utc.edu	423-425-4382
Creative Services Director	Stephen Rumbaugh	stephen-rumbaugh@utc.edu	423-425-1555
Senior Graphic Designer	Meghan Phillips	meghan-phillips@utc.edu	423-425-5690

APPENDIX I (continued): ON-CAMPUS CONTACTS TO KNOW

CAMPUS RECREATION

Asst. Dir. of Programs and Engagement	Craig Gosnell	craig-gosnell@utc.edu	423-425-5682
Coordinator of Club Sports	Eddrick Brooks	eddrick-brooks@utc.edu	423-425-2203
Coordinator of Facilities and Operations	Jordan Bowman	jordan-n-bowman@utc.edu	423-425-5685
Coordinator of Intramurals	Matt Quist	matt-quist@utc.edu	423-425-1507

SAFETY AND RISK MANAGEMENT

Director	Bob Jackson	bob-jackson@utc.edu	423-425-5949
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FACILITIES AND PLANNING MANAGEMENT

Work Control Supervisor	Kelsey Battles	kelsey-battles@utc.edu	423-425-4521
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ADDITIONAL CAMPUS DEPARTMENTS

UTC Graphic and Mail Services	graphics@utc.edu	423-425-4092
UTC Police	utcpd@utc.edu	423-425-4357

APPENDIX II: RUNNING SUCCESSFUL MEETINGS

To run a successful meeting, you must do some planning. Meetings with no structure tend to be long and fruitless. Remember that every group has a set of conditions under which it will best operate. Be sensitive to the climate of the meeting, and keep in mind that there may be times to change or bend the rules to best accommodate the goals of the group. The following are some suggestions for your use when you are presiding over meetings.

1. Have an agenda ready. This lets people know what will be talked about and provides order. This will also show the group what programs will be coming up and will get the chairs/co-chairs prepared for their turn to discuss their ideas. If possible, send the agenda to members before the meeting so they can prepare for meetings.
2. The group should set its own goals. Do not impose your goals. These should be goals to benefit the whole group.
3. The group should also work together to make decisions for the organization. This will help members feel like their voice and opinions are important, and they will have a vested interest in the project. In return, members will grow, develop and respect your leadership.
4. Be active. Set an atmosphere that encourages all to participate and collaborate. Ask questions. Accept opinions of all members without negating the opinions of others. Listen. Be friendly. Promote two-way communication.
5. Allow participation for problem solving. Break groups up into smaller groups. Groups are often too large for effective discussion; therefore, creating subgroups can facilitate better discussions, as well as help those with great ideas but don't like to talk in front of big groups.
6. Evaluate. Continually evaluate. Help the group to evaluate how it is doing, whether solving its problems or reaching goals. Use post-meeting reaction sheets, suggestion boxes, or simply ask, "How can we improve our organization?"
7. Give all facts to the group. Have confidence in the group. Trust that the group will make the right decisions and keep certain information within the group.
8. Think and say "we." Think in terms of "our group" and what "we think" or what we, as a group, will do not what I want for the group or what you as a group will do.
9. Believe that silence is "ok." Do not feel you have to fill in the silences. Be calm and confident. Wait for responses and the participants will take the initiative.
10. Start on time. End on time. Set a time limit for the meeting so the group can stay on topic and keep the meeting moving. The average person has an attention span of 21 minutes or less. Use the "parking lot" method to manage off topic discussions.
11. End with an action plan. Discuss the next steps, deadlines, and responsibilities with your members. Do not forget to follow up on the action plan!
12. Make sure to thank the members for coming to the meeting once you've covered all items on the agenda. Consider incorporating shout-outs or acknowledgement to members for their hard work.

Adapted from the East Carolina University Hot Topics series

PARLIAMENTARY PROCEDURE

Parliamentary procedure is a set of rules for conducting meetings and allows for everyone to be heard and make decisions without confusion. Parliamentary procedure means democratic rule, flexibility, protection of rights and a fair hearing for everyone.

The following are some basics of Robert's Rules of Order:

- The motion: You make a motion when you want the group to take some action (send a letter, spend money, accept a report) "I move that..." followed by the statement. This cannot be discussed until someone has seconded it. This will eliminate discussions on a subject in which no one else in the group is interested.
- The amendment: The amendment is offered the same way as a motion. You may offer an amendment when you agree substantially with the motion, which has been made, but want to make some changes before it is adopted.
- Amending the amendment: Just as a motion may be amended, an amendment may also be changed in the same way. It is in order only when it relates to both. No more than two amendments may be made to one motion.
- Speaking on motions and amendments: When you want to speak at a meeting, you raise your hand and ask the chair for the floor. As soon as the chair recognizes you, you may proceed to speak whether you are for or against the motion or amendments being considered.
- Motion to table: If you wish to postpone or end debate on an issue, you may also make a motion to table. Such a motion is not debatable, and if one other member seconds it, the motion must be put to an immediate vote by the chair.
- Calling a question: When a member is done with discussion, the person calls a question and if there is no more need for discussion, then a vote will take place.
- Voting: Can be formal and use ballots, or informal and have members say, "aye or nay." Unless proxy or absentee ballots are allowed, only members who are present may vote.
- Quorum: A quorum is the "number of members that must be present for business to be conducted legally." Generally, a quorum is two-thirds of the total membership that must be present for a vote to be valid. However, a quorum can be made greater or lesser to fit with your particular committee. This adjustment must be stated in your constitution or by-laws to be considered valid.

APPENDIX III: MOTIVATION AND RECOGNITION

Keeping group members motivated is key to a successful and sustainable student organization. The difficult part is figuring out how to do it. Motivation is not an exact science, but there are a few things you can do to keep your members interested and motivated in helping the team.

Here are a few quick hints:

- Use “we” statements rather than “I.”
- Delegate responsibility to members. Show members that you have confidence in them.
- Give credit when it is due and show appreciation.
- Be a good listener.
- Keep everyone informed.
- Be fair, honest and consistent – show no favoritism.
- Be respectful.
- Use members’ names often.
- Provide honest feedback. Privately give constructive criticism to help members learn from their mistakes.
- Make your wishes known by suggestions or requests, not demands, and explain why.
- When you are wrong or make a mistake, admit it. Don’t get upset by little mistakes—it’s a learning process for everyone.
- Give members a chance to take part in decisions, particularly those affecting them.

GRAPE THEORY OF MOTIVATION

Growth

Ability to increase one’s skills and competencies, performing new or more complex tasks, participating in training programs.

Recognition Promotion

Praise for achievements, positive and constructive critical feedback, giving an award, printed references to an individual’s activities, being “listened to.”

Achievement

Opportunity to solve a problem, to see the results of one’s efforts, to reach goals that one has established to create a ‘whole’ tangible product.

Participation Involvement

Being involved in the organization’s decision-making, planning and scheduling one’s own work and controlling one’s own work activities.

Enjoyment

Having fun in a warm, friendly, supportive atmosphere

GRAPE THEORY ACTION PLAN

Growth: What opportunities can you provide to help members grow as a person?

Recognition: How will you show appreciation to your members?

Achievement: How can members contribute to the organization and have a sense of accomplishment?

Participation: What opportunities can you create for members to socialize and be involved in organization activities?

Enjoyment: How can you make being part of the organization fun?



APPENDIX IV: ICEBREAKERS AND TEAMBUILDING ACTIVITIES

Who's Who: Ask everyone to silently arrange themselves into a line that is in order of birth date, shoe size, height or other detail. Once finished, go down the line to make sure everyone is in the correct order!

M&M Game: Distribute a bag of M&M's (or any multicolored candy) and tell everyone to take some. Have a pre-determined list of questions (Red—most embarrassing moment; Yellow—favorite movie, and so on). Have everyone go around and say something for each M&M they have.

Name Game: Have everyone stand in a circle. Introduce yourself while making a motion that goes with it. For example, “Hi, I’m Dancing Danielle,” and dance as you say your name. For an extra challenge, you can have everyone repeat the name and actions before them, and end back at the first person repeating all the names and actions.

Beach Ball Toss: Write different questions across the surface of a beach ball. For example: What was your favorite vacation? What is your pet peeve? Toss the ball around the room having people answer the question closest to their thumb.

Opposites Attract: Call out categories and have everyone run to one side of the room for each category. For example, Facebook or Twitter? Mac or PC?

Balloon Buildings: Split the group into smaller groups (3 – 6 people in a group). Distribute 100 balloons (uninflated) and 1 roll of tape to each group. Instruct each group to build the tallest, free-standing structure they can in a set time frame (15 – 20 mins). Afterward, discuss what was easy, what was challenging, how they succeeded, whether a leader emerged or was identified. Be sure to include other interesting and relevant questions.

Magic Shoes: For this activity, you will need 2 pairs of shoes (laces tied together, one pair for each group), tape and a large open room. Divide the group into 2 smaller groups and instruct them to stand on one side of the room (behind a tape line). Tell the groups, “In front of you is a river of hot lava! You must make it across the river in time to save everyone, using these magic shoes. The magic shoes may be only worn one time across the river of lava, by one person.” Allow each group ample time to get across the river and then discuss how they were successful and worked together.

- Suggestions:

1. Make some group members unable to see/talk/walk for an added challenge.
2. If you see someone crossing “the river” a second time with the shoes, the whole group needs to start over.

If you need more icebreaker, teambuilding and leadership development tools, visit the Office of Student and Family Engagement. We have several resources to offer you and can help you set up a retreat or workshop to help your organization grow and develop!

APPENDIX V: TABLING LIKE A PRO

Contact the University Center for the most up-to-date guidelines on tabling.

Step 1: Purpose

Before you commit to tabling as an organization, decide why you are tabling. Are you trying to advertise and upcoming event, fundraising, collecting donations for a cause, recruiting new members, etc.? Understanding your purpose will help you refine what materials are needed to be successful and make the most of this time commitment.

Step 2: Logistics

Consider key locations that get a lot of foot traffic on campus such as the University Center lobby, Heritage Plaza, Chamberlain Field, outside the library or Cardiac Hill.

Plan for key times during the day such as lunch or class changes to ensure you get a lot of traffic. Reserve your location and table well in advance.

Submit reservations 2 weeks in advance or more. Make sure to follow up to ensure you have made the proper arrangements for a table and chairs will be delivered to your desired location.

Once your reservation is confirmed, have members sign up to work the table in different shifts, making sure you have coverage the entire time.

Have all items you want to display on your table collected and compiled in advance to make grabbing your supplies the day of easy and stress free.

If your table is outside, check the weather as the event gets closer, if it will be windy, bring things to hold down any handouts or tablecloths. If there's a chance of rain, do you have time to make other arrangements to move your table inside?

Step 3: Table Presentation

Bring information that clearly displays your organization name, description/purpose, contact information, and social media accounts.

Provide a sign-up sheet or some way for students to leave their information to show interest in your organization or event. Be sure to also provide a couple of pens if using paper. *Pro Tip: Create an event on MocSync for tabling. You can swipe students in as they come to learn more, so you do not have to keep up with a paper sign-in sheet.

If your organization has promo items, those would be great to display and use as a pull to get students to your table. Ask students to provide their info on your contact sheet or have them follow you on social media before giving them a promo item to make the most of your resources. Don't have promo items? Use candy! Be sure to check with the reservation manager on any policies regarding passing out candy or food items when you make the reservation.

Covering your table can make a huge difference. If you can't afford a branded tablecloth, try using a solid color plastic table cloth from a party store or a bedsheet (wrinkles and folds ironed out).

Try to fill your table space as much as possible. If you only have a few handouts, think about other things you can add to your table to make it look for exciting and engaging, such as upcoming event posters/flyers, examples of things your organization has done in the past, pictures, and even decorative items. Try to incorporate items with different heights to really add dimension to your table, like a display board.

Look at your table from a viewer's perspective. Are things spaced out appropriately or does it look cluttered? Is it easy to find information and understand what the organization is/does? Does it look clean and professional?

Step 4: Advertising

Adding your tabling event as an event in your MocSync portal is an easy advertising step. It doesn't take a lot of time to set up and is free.

Post a picture of your table with some of your members at the beginning of the event. Include a location and end time so students will know where you will be and how long you will be there. Use the UTC hashtags and get members to repost/retweet to help share your message.

If you feel it's beneficial, you can create a poster or flyer to let students know about your upcoming table and post it in approved poster locations around campus.

Submit your tabling event via Scrappy Newsletter submission form on MocSync by noon on the Friday before your event to have it featured in the newsletter sent the following Monday.

- **Pro Tip:** Not all students look at posters or use social media, so it never hurts to advertise in different ways, especially when it is free. Just because you don't pay attention to a certain advertising method doesn't mean others don't.

Step 5: Table Conversation

You should be able to quickly explain the purpose of your organization in a clear, concise manner. If you only had a short elevator ride to describe your organization to someone, what would you want to say? Make sure members who are staffing the table know what you want to accomplish during the tabling event and provide them with some helpful resources. Think about creating a script or a Frequently Asked Question sheet they can reference when you are not around. This will help members stay on task and share a consistent message during your tabling event.

Step 6: Post-Event Procedures

Pack up table display items, fold tablecloth and clean up any trash. Be sure to leave the area better than you found it. Thank the members who signed up to table. Send follow-up emails to any student who swiped in or filled out your contact sheet. Thank them for stopping by and be sure to remind them about upcoming events and involvement opportunities to keep them engaged. Check your social media account for any new followers and be sure to follow them back!

APPENDIX VI:

PROGRAM PLANNING STEP BY STEP

This checklist can be used as a guide to help your organization plan events and programs. Depending on the size and scope of your event, additional steps may be needed. Feel free to reach out to the Office of Student and Family Engagement with any questions or for event planning assistance.

Step 1: Program Development

Timeline: Previous semester; 2-3 months out

☐ Define goals for program

- What do you want to accomplish by hosting this program?
- How does this program relate to your organization's goals?
- What impact would this program have on the campus community?
- What space would be ideal for this type of program?
- What kind of room set up would you need for this program?
- What time of day would be ideal for this type of program?
- Who is your target audience?
- How many people do you hope will come to this program?

☐ Define potential collaboration opportunities

- Has this program or a similar program been done before by another organization/department?
- Do the goals of this program relate to the goals/mission of another student organization?

☐ Determine budget

- How much money will this program cost?
- Start collecting quotes/estimates for all elements of the program (examples: food, event supplies/decorations, rental/reservation fees, posters/marketing materials, entertainer/vendor fees, security, etc.)

☐ Determine funding source

- How much money can the organization contribute to this program?
- Are outside funding sources needed to be able to finance this program?
- If you defined any collaboration opportunities, do those groups have any money they could contribute to this program?
- Does your organization need to fundraise?
- Is the amount of money needed to finance this program realistic in terms of how much money you will be able to secure or adjustments needed to be made to expected program expenses?

NOTE: If you are collecting money on campus, you are encouraged to have a security officer present during sale hours. Contact UTC Police to arrange for a security officer.

Step 2: Program Logistics

Timeline: 1-2 months out from your program

☐ **Reserve space for your program**

- Are there any other events currently scheduled for that day that might conflict with your program?
- Check upcoming events listed in MocSync: mocsyncorgs.utc.edu
- Check the UTC Calendar: events.utc.edu
- Understand the policies/procedures and any fees that may apply depending on the space you want to reserve
- Submit a reservation form:
 - University Center, Classrooms and Exterior Space: reservations.utc.edu
 - McKenzie Arena: contact the Arena Office at 423-425-4706
 - Maclellan Gym, ARC, Sports Complex: utc.edu/campus-recreation
- Your space is not reserved until you receive a confirmation. Submission of the reservation request form does not guarantee a reservation.
- Make sure to read all the terms and regulations of the space you have requested outlined in the confirmation email you will receive once your reservation is confirmed.

☐ **Confirm vendors/entertainers**

- Once your space is reserved, confirm the event and details (set up time, event start time, event end time, etc.) with any vendors or entertainers you want to use.
- Make sure to check with the Office of Safety and Risk Management to verify that your vendor or entertainer has a valid certificate of insurance on file with the institution.
- If you're being asked to sign a contract, talk with your organization advisor about it first.
PLEASE NOTE: Students are not allowed to sign any contracts or agreements on behalf of the University. Please refer to the Contracts section of this manual for additional details.

☐ **Secure other program details as needed, such as:**

- Security
- Custodial services
- Audio/Visual needs
- Parking for guests/vendors
- Ticketing
- Catering
- Hospitality area for performers
- Lodging and transportation for performers/vendors (if requested)

Step 3: Program Promotion

Timeline: 2-4 weeks out from program

☐ **Posters and Flyers**

- Student organizations may post flyers within the University Center on the metal strips throughout the building and the metal screens around the stairwell by the ATMs.
- No request is needed to place flyers in the UC or on any campus bulletin boards as long as the content adheres to community standards.
- Organizations wishing to post flyers in residence halls can drop off their flyers in the main housing office. For additional information regarding advertising in on-campus residence halls, please call Housing and Residence Life at 423-425-4304.

☐ **UC Digital Boards**

Email a current staff member a .jpg, .png, or .pptx file. The displays can also play the

video files .mp4. You can find a list of current staff at utc.edu/university-center and selecting profiles in the sidebar options. All advertisements must be for specific events happening in the next 2-3 weeks.

☐ **MocSync**

Add your program to your organization's MocSync portal. If you need help, contact the Office of Student and Family Engagement at 423-425-2321.

☐ **Scrappy Newsletter**

Fill out the online form to get your program included in the Scrappy Newsletter that goes out to all the students.

☐ **Social Media**

Make sure to include all program details (date, time, location) in the caption even if they are included in the graphic itself.

☐ **Chalking**

Reserve space for the planned chalking through the Director of University Events in the Chancellor's Office at least 3 business days prior to the day that the chalking will take place.

☐ **Be Creative!**

Any out of the ordinary, unexpected, creative, positive publicity is GREAT!

Step 4: Confirm Program Details and Run the Program

Timeline: 2 weeks before program to day of program

☐ **Follow up, follow up and more follow up!**

- Re-confirm all your reservations and make sure the room set up needs have been communicated.
- Confirm all supplies have been purchased and delivered/picked up, if applicable.
- Follow up with vendors to make sure they are still confirmed for event, see if they have any final questions.
- Confirm program staffing: Who from your organization will be there to help and when. Outline expected duties and time frame. Don't forget to allow for time needed set up before and to clean up after event.

☐ **Push promotions**

- Make a last push for publicity! Word of mouth, announcements at other events/organization meetings, social media!
- Submit another request to include your event in the Scrappy Newsletter that week.

☐ **Plan ahead and be prepared**

- Pull together event supplies before the day of the program.
- Arrive early to troubleshoot any unexpected issues.
- Check out a card reader from the Office of the Dean of Students to track attendance at your program in MocSync.
- Start the event ON TIME.

Step 5: After the Program

Timeline: Day after to 2 weeks after the program

- ☐ Make sure all invoices/bills are paid. Process them the day of event or immediately after the program is over.
- ☐ Make sure to pull the program planners together, including anyone from a collaborating organization, shortly after the event to discuss the successes and areas to improve. If you think of a way to do something better, put it in writing.
- ☐ Create a folder for the event and pass it on from year to year. This is an especially good idea if you plan to make this a recurring event!
- ☐ Thank your performers and support staff! The event would not have been possible without them.



APPENDIX VII: PROGRAM CHECKLIST

PROGRAM	Program Name:	Date & Time:	Estimated Attendance:
	Budget:C	ontact Info for Program Planner:	
	Location: Rain Location:	Materials Needed:	Partners/Co-Sponsors:
	Reserved: _____ Confirmed: <input type="checkbox"/>		
	Table/Chair Request:		
	Reserved: _____ Confirmed: <input type="checkbox"/>		
Media Needs:			
Reserved: _____ Confirmed: <input type="checkbox"/>			
Food/Catering:	Items will be purchased by: _____ / _____ / _____		
Reserved: _____ Confirmed: <input type="checkbox"/>			
MARKETING	Preferred look for poster/ marketing materials:	Volunteer Needs:	
	Social Media and Marketing Schedule: <ul style="list-style-type: none"> • Instagram • Facebook • Twitter • Emails • MocSync • Banner in the UC • Scrappy Newsletter 	Key Information for Social Media Content:	
		Target Audiences:	
OUTREACH	Tabling Ideas:W	ays to Asses the Program:	

APPENDIX VIII: STUDENT ORGANIZATIONS SAMPLE CONSTITUTION AND BYLAWS

This is a template of the constitution that your student organization will construct and adhere to. You can either utilize the template or create one of your own.

(Name of Organization) Constitution

ARTICLE I NAME

The name of the organization shall be:

ARTICLE II PURPOSE AND MISSION STATEMENT

The purpose of the organization shall be:

The mission statement of the organization shall be:

ARTICLE III MEMBERSHIP

- Membership in the organization shall be open to those regularly enrolled students at the University of Tennessee at Chattanooga who: (list criteria, if any)
- Eligibility for membership or appointed or elected student officer positions in the campus-recognized chapter or group may not be limited on the basis of race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental handicap, ancestry or medical condition, except as explicitly exempted in federal law.

ARTICLE IV OFFICERS & DUTIES

- The officers of this organization shall be: President: Vice-President: Secretary: Treasurer:
- To be eligible for office, candidates must be regularly enrolled students at the University of Tennessee at Chattanooga and: (list additional officer criteria, if any).
- Nominations for office shall occur: (list when and how).
- Elections shall occur: (list when and how).
- The term of office shall be for (one year/one semester) and shall begin _____ and end _____
- Vacancies shall be filled by (list manner) and serve (list time period).
- Officers may be removed from office by: (list manner and vote required).
- The duties of the officers shall be: (list officers and duties)

ARTICLE V FUNDING

- The organization shall be funded through the following means: (list dues, appropriations, etc.)
- All money transactions must be approved by: (list officers/advisors responsible for funds)

ARTICLE VI MEETINGS

- Regular meetings of the organization shall be held: (when).
- Special meetings may be called by: (list manner).
- Agendas for meetings shall be: (list who prepares and how distributed).
- A quorum for any regular or special meeting shall be:

ARTICLE VII POWERS

- The organization shall have the following standing committees: (list names).
- Additional committees may be created by and members to the committees shall be selected by:
- The organization shall operate as a non-profit association and no profits may accrue to any individual within the organization. Unless otherwise provided in these bylaws, decisions of the organization shall be made by a simple majority of those present and voting, with those abstaining from the vote not figuring into the determination of the majority required. For purposes of any vote, the determination of the current eligible voting membership shall be (list method).

ARTICLE VIII AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

ARTICLE IX ADVISOR

The organization must have an advisor that is a staff member employed full-time at the University of Tennessee at Chattanooga. The role of the advisor is to serve as a resource and provide advisory support for the organization.

ARTICLE X DISSOLUTION CLAUSE

Should the organization be dissolved due to lack of interest or other reasons, it is the responsibility of the current president to notify the Office of the Dean of Students that they have disbanded and provide reason. The treasurer is responsible for ensuring all fundraising dollars go to the appropriate source and notifying the Dean of Students Office that any allocated funding left will not be used.