

Tuskegee University Student Organization

Rules and Procedures

1. Each Fall Semester, student organizations must register with the Office of Student Life and Development by completing a **Vital Information Form using Campus Labs** by the last business day in September. If a student organization does not complete this requirement, it is listed as inactive by Student Life. If campus labs is not functioning properly, submit the form by completing the Vital Information Form on the University website.
2. Organizations Vital Information Forms must be updated as the information changes.
3. Every registered student organization must have an advisor (s) that is approve by the Dean of Student Life and Development and Director of Student Activities. Co-advisors are strongly recommend.
4. The Primary Advisor is a current Tuskegee University faculty or staff member. The Advisor (s) shall offer support and advice to the officers and the organization's members in carrying out the organization's mission, purpose, and goals. The advisor (s) shall be available to meet with the organization at regular meetings and at all activities. In addition, the advisor (s) shall serve as a liaison between the student organization, the faculty, and the administration in matters of concern.
5. Advisors must be present at all Membership Intake Sessions.
6. Before completing an Activity Request Form, please secure the facility/location in advance, when possible. Only special topic-related activities are approve in the Bioethics and Brimmer Auditoriums! Activities are approved when all **Reviewers** has granted approval in Campus Labs fifteen (15) days prior to the activity occurring. It is highly recommended that the approval process has begun at least twenty (20) days in advance of the date of the activity.
7. When seeking approval for an activity, all sections on the Activity Request Form must be complete (i.e., Non-Fundraising and /or Fundraising Forms).
8. **Again, the activity is not official until (a) the organization has acquired all necessary signatures in the "Approvals" section using Campus Labs.**
9. If an organization is observe having an activity without completing this process, the organization is discipline for having an unauthorized activity. Sanctions are impose on organizations guilty of having an unauthorized activity. We do not make it a practice to lift suspensions once they are impose on organizations. We will not address any appeals without the presence of the organization's advisor.
10. The organization must specify and do what it says it will do on the activity request form. University officials approve what is indicate on the form. The organization cannot be approve for an activity and then do something other than what was approve by university officials. If so, the organization is guilty of having an unauthorized activity.
11. **All approve activities must start and stop as scheduled.** If the activity is late beginning, the activity must still end as scheduled. Activities are not approve beyond mid-night Sundays through Thursdays and beyond 02:00 a.m. Fridays and Saturdays.

12. Activities in the Residence Halls must end at 9:00 p.m.

13. One must not program and solicit in the **Residence Halls** on **Wednesdays**.

14. No activities are approve the first two nights of Mid Term Exams nor during Final Exams.

Fall Semester: Last Day for activities, December 04, 2023

Second Semester: Last Day for Activities, May 03, 2024

15. All events and activities must be in good taste (PG-13). If university officials deem the activity as inappropriate, they will shut down the activity by communicating with the organization`s advisor and University Police.

16. Please be courteous and professional at all time. Your organization may be viewed according to its behavior. Do not allow students and /or non-students to have a negative influence on your organization and on the activities.

17. When it is an organization`s week to host activities, no other organization may host an activity that interferes with an activity of the organization whose week it is.

18. Organizations are responsible for contracting music and DJ (s), as needed.

19. Music on the yard and other activities from 11:00 a.m. until 1:00 p.m. must end promptly at 1:00 p.m. There will be no exceptions.

20. When hosting joint activities with another organization, please obtain a contractual agreement of who is responsible for what and if any, how are the proceed divide.

21. Providing rides to off-campus activities are strongly discouraged. The Office of Student Life does not approve off-campus activities other than travel (workshops, seminars, conference, etc.) and community service activities.

22. A written biography of all off-campus speakers are to be submitted to the Office of Student Life and Development 30 school days prior to the speaker`s anticipated arrival to the campus. Student Life will vet the speaker and determine if the speaker is approve or not approved.

23. Any group seeking status as a new student organization must: (s) complete and submit the application form; (b) attach a list with the names and student identification numbers of 10 or more potential members; and (c) await approval of university officials. Approvals are considered in September of each year.

24. No new student organizations are approved using the prefix “Tuskegee University”

25. New student organizations are place on probation for one academic semester. During the probation period, university officials will monitor the new student organization for compliance to rules and procedures.

26. Tuskegee University does not provide insurance coverage for student organizations; rather, all enrolled students are insured.

27. Student Life reserves the right to view organization's financial records when appropriate.
28. Because of legal reasons, an organization cannot use the term **"Raffle"** on activity request forms. Rather, use the terms **"Donation (s) or "Give-away (s).**
29. Tuskegee University students are required to have their student identification card on them at all time and present it on demand at the request of a university official.
30. When borrowing property, please get the proper owner's approval (s). Get permission in writing at least one week in advance. Establish in what manner and for how long the property will be used. Sign it out and sign it in. Return the property intact, as agreed.
31. The Office of Student Life and Development will discipline any individual (s) and/or organization responsible for borrowing property without the proper approval.
32. Permission to serve food of any kind (cooked, packet, snacks, etc.) must be obtained with a signature from Perkins USA, no exceptions.
33. It is a violation of Alabama State Law for any person under the age of 21 to possess or consume alcoholic beverages.
34. Any person providing or assisting someone under the age of 21 to possess or consume alcoholic beverages is guilty of contributing to the delinquency of a minor under state law.
35. There must not be any **IMPROMPTU STEPPING** or **STROLLING** on campus. Request to step or stroll by submitting an activity request form.
36. No organization may claim a territory on Tuskegee University property (stone, rock, steps, tree, bench, etc.). Submit all plot upgrades on an activity request form with a narrative and diagram describing the desired upgrades. Nothing is to be added to or placed on a "University Tree" without Special Permission!
37. No unofficial campaigning for campus elections prior to the official vetting and approval of all applicants and the releasing of the campaign timeline.
38. The displaying of Coke-a-cola and Pepsi signs and banners by student election candidates and organizations are prohibited on Tuskegee University property.
39. Organizations are responsible for setting up and maintaining their own bank accounts. The advisor, president and treasurer should all proceed to the bank to set-up the account. The bank will provide the paperwork to apply for a W-9/EIN Number. Do not take funds from the account without the approval of the **advisor, president and treasurer.**
40. If you are not sure where to post your material, please consult with the Office of Student Life and Development.

41. **There is a Zero Tolerance for HAZING** at Tuskegee University, per the Student Handbook. It is a capital offense. No person shall engage in what is commonly known and recognized as hazing or encourage, aid, or assist any other person. Any person who commits the offense of hazing shall be guilty of a Class C misdemeanor, as defined in Title 13A of the Alabama Criminal Code. For a more complete definition of hazing, contact Mr. Brown in the Office of Student Life and Development, Suite 400 Tompkins Hall.
42. Be courteous in your campaign advertising efforts. No fliers at the following locations: Washington Monument, Carver Museum, the entire fence surrounding and through campus, walls and most areas of the Bioethics and Brimmer Buildings, and in front of the Lincoln Gates. Flier entering the campus by way of the Lincoln Gates must not appear until one passes the Kellogg Hotel and Conference Center; East Gate, after one passes the Brimmer Building.
43. It is the responsibility of an organization's officers, advisor and members to practice safety and minimize risk and loss at all activities. In most cases, it is the sponsoring organization's responsibility to set-up, breakdown, cleanup, and make sure everything is in place and all customers have evacuated the premises safely after an activity ends. The latter is in conjunction with assistance from the Department of Police and Security.

Campus Labs- www.tuskegee.campuslabs.com/engage

- **Event requests in Campus Labs will be viewed for approvals on every Wednesday pending the availability of the REVIEWERS.**
- **If not viewed on Wednesdays, the reviewers will view the forms by the close of business on Thursdays.**
- **A minimum of Mr. Brown's "thumb up" and the person in charge of the facility's "thumb up" are required for an event to be approved.**
- **In many cases and especially when security is required, one must receive a "thumb up" from Campus Police and Security.**
- **An event approval request in campus lab starts with Mr. Brown. His thumb up tells every reviewer that the request is a valid request and they may continue reviewing the request for approval. Mr. Brown's "thumb up" alone does not constitute a totally approved request. When Mr. Brown does not give a thumb up, he will explain why not in the post at the bottom of the submission. When Mr. Brown does not give a thumb up and if additional information is required, the request must be resubmitted.**
- **When submitting a request for approval, please provide as much information as possible such as who, what, when, where, how, etc. If something is required from Facilities via a work-order, please indicate this request in the written narrative that explains the event.**
- **In most cases advisors must be present at organization activities. Meetings, dances, parties, field days, any physical activities, stroll-offs, step shows, pageants, movies, blood drive, travel, etc. are types of activities where an advisor must be present.**

- Examples where an advisor is not required is a clothing or food drive where boxes are placed in certain locations, a virtual fundraiser, a book drive, etc.
- Whether present or not, an activity is never approved by a reviewer without the completion of the section on the form that asks if the advisor knows of and approved the activity.
- All requests to serve food must be approved in writing by Perkins USA, which is located in the University Cafeteria on the 6th floor in Tompkins Hall (**Acting Food Services Director: Jackie Tezano 334-724-4820**)
- For Catering, contact Dawn McCall 334-724-4825 or go to
tu-perkinsflair.catertrax.com
- We are getting complaints about student organizations using rooms in Kenney Hall (Bio) and not replacing the furniture and leaving the room unclean and out of order. If this continues to occur, we are going to ask that the rooms be locked after hours, and we will look to discipline those responsible.
- Unauthorized activities are not tolerated and organizations and individuals will be disciplined when and if Student Life becomes aware of an unapproved activity.

This document cannot possibly cover every situation. We view organizations and activities on a case-by-case basis. Organizations and members are subject to the code of conduct in the Student Handbook, particularly Conduct Unbecoming of a Tuskegee University student/organization.

If you have any questions, please contact the Office of Student Life and Development at 334-727-8838 or 334-727-8155.