



Date: Friday, March 13, 2020

To: Student Organization Presidents and advisors

Dear Student Organization Presidents:

Many of you are carefully monitoring ETSU's response to COVID 19 (coronavirus). We want to provide some specific communication regarding recommendations for operations of all student organizations. **All university updates** will continue to be emailed to ETSU student e-mail accounts and posted to [www.etsu.edu/coronavirus](http://www.etsu.edu/coronavirus).

In the university update that was distributed (attached) at 5:30 p.m. on Thursday, March 12, 2020 the following instructions were included:

*"All ETSU events scheduled through April 13 are cancelled; however, some events may be rescheduled at a later date and updates will be provided. During this time, in-person gatherings or employee/student organization meetings should be minimized. Everyone is encouraged to follow recommended COVID-19 mitigation procedures and social-distancing. Please take advantage of teleconferencing resources available through Zoom."*

Student organizations are asked to follow the universities directive in cancelling all in-person events and gatherings scheduled between now and April 13, 2020. Please work to determine what are essential operations that occur through Zoom meetings.

**Presidents:** Please look at your scheduled organization operations from now through April 13, 2020 and determine:

- What essential operations or deadlines are planned between now and April 13?
- How will you cancel or adapt these to online-only events?\*
- General events
- Awards deadlines for governing body
- Voting on bylaws
- Voting on budget
- Voting on membership
- Election timeline
- Officer transitions
- Recruitment of new members
- If you have new members or members you are concerned about, how will you reach out?
- Who else (beside organization members and advisors) should be notified of changes? Building or reservation staff? Catering? Transportation or Security company? Etc.

\*This list is not exhaustive, there may be other activities or operations that are specific to your organization.

Please continue to consult and communicate with your advisors and the members of your organization regarding these changes. Let us know if you need to know anything from the



university that you haven't heard yet. Continue to reach out to us as questions arise. The university is not closed and will remain operating. As described in the communication sent on Thursday, March 12, we are not extending spring break, academic instruction will resume following spring break. University operating status attached.

### Campus Resources

This can be a frightening time. Social distancing can have a psychological impact. Please know that we are here to help you. The [BucsCARE](#) website has a great listing of campus resources. The [Graduate Student Success Specialists](#) will still be working in-person and via phone call/web conference/email to support you. If you or a graduate student colleague become ill in Johnson City and need supplies, we can mobilize staff to get a care package delivered to your door. [Bucky's Food Pantry](#) will be operating, so you can get food if needed.

ETSU Zoom conferencing instructions [HERE](#).

Thank you in advance for your efforts to keep our vibrant student organizations healthy and safe!

*Leah Adinolfi (Associate Dean for Student Engagement)*

*Don Armstrong (Director of East Tennessean/Student Media)*

*Maggie Darden (Director of Fraternity and Sorority Life)*

*Joy Fulkerson (Director of Leadership & Civic Engagement)*

*Alicia Luc (Central Campus Area Coordinator, RHA & Community Councils)*

*Laura Terry (Director of Programming & Outreach, Multicultural Center)*

*Carter Warden (Director of Student Activities & Organizations)*

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### **Division of Student Life & Enrollment**

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