

# General Policies

for Student Organizations at East Tennessee State University ETSU Division of Student Life and Enrollment and the Student Activities and Organizations office.

- A. The purpose of these provisions is to create a set of uniform expectations for all student organizations registered at ETSU regarding social behavior on or off campus. In this context, student organization activities should be conducted with regard to the rights and safety of other members of the community. The role of student organizations within ETSU's academic community should be to provide students an opportunity to meet with their peers and faculty in a relaxed setting. This interaction should serve to enhance the campus learning environment by providing students an opportunity to develop leadership and social skills and to apply classroom work to life experiences.
- B. Student organization business and activities must be conducted in accordance with local, state and federal law. Additionally, student organization activities must be in keeping with the ETSU Code of Conduct.
- C. All disciplinary rules and regulations concerning individual students shall apply to student organizations and are incorporated by reference. This shall include compliance with all local, state or federal laws. Student organizations are responsible for the conduct and action of each member and invited guest of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
- D. Student organizations chartered at ETSU in association with a local, state, regional or inter/national organizations will be held responsible for compliance with the policies required for that affiliation.
- E. The university shall not be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities of such organizations.
- F. All student organizations shall be registered with the university prior to engaging in any organizational activity. (See [TBR Policy 3:01:01:00](#) In addition, Greek-letter social organizations are required to be members of one of the Greek governing councils on campus. Finally, in order to be in good standing with the University, registered student organizations must attend one orientation session hosted by the Student Activities and Organizations office (SAO) annually and complete an end-of-year report each spring.
- G. Student organizations registered with the University become eligible for certain privileges so long as:
  - 1. The organization has met the requirements outlined above and is considered in good standing with the University;
  - 2. The organization or its members are not in violation of rules set forth herein and/or are not under restriction resulting from judicial sanctions;
  - 3. The organization has not had a history of incidents related to the privilege;
  - 4. Exercising the privilege does not interfere with academic priorities or student wellbeing;
  - 5. Exercise of the privilege is conducted in accordance with the recommendations and safe practices advised by University Administration.
  - 6. Privileges of Registered Student Organizations at ETSU (subject to change based on availability):
    - a. Reservation of university facilities for meetings, programs and fundraisers
    - b. Opportunity to apply for funding through B.U.C. Fund or Student Activities Allocations
    - c. Access to equipment, a limited number of free copies, and on-campus advertising
    - d. Listing in the ETSU Organization Directory ("Buc-Hub") with dedicated webpages for each student group on the SAO/Buc-Hub site
    - e. Ability to open Agency Fund accounts— on-campus bank accounts for student organizations
    - f. Invitations to participate in campus-wide events such as Homecoming and Welcome Week
    - g. Eligibility to host off-campus events involving alcohol
- H. Definitions
  - 1. A “**student organizational function**” is any meeting, event, banquet or program for social, educational, recreational, cultural or spiritual purpose(s) planned or attended by members and/or their invited guests.

2. An **“open” activity** is a function generally accessible to persons in the campus or community at large without regard to affiliation or association with the sponsoring organization.
3. An **“invited guest”** is one who appears on a submitted participant list and receives an invitation to attend a function from an identifiable member of the sponsoring organization. An announcement of general circulation to the campus or community at-large is not considered to be an invitation.
4. **“Fundraising”** shall refer to any monies paid for merchandise, tickets, admission, or services; donated merchandise, or coupons redeemable for merchandise or services collected by student organizations either for the organization's use or to be donated to charity. Membership dues are not considered fundraising.

#### I. Student Organizational Functions Involving Alcohol

1. Any and all student organizations functions at which alcohol will be served or consumed must be registered with the SAO using the “Risk Management Assurance for Events with Alcohol” form and comply with the guidelines and procedures described therein.
2. Student organizations intending to host a function involving the serving or consumption of alcohol shall complete and submit the “Risk Management Assurance for Events with Alcohol” form to the SOA at least seven (7) business days prior to the date of the function. This form must be submitted for each function individually and each time a student organization intends to host a function involving alcohol. With this form the organization acknowledges the risks associated with hosting an event where alcohol is served/consumed, while outlining measures that will be taken by the organization to ensure the safety of all event participants.
3. In order for a student organization to be eligible to host a function involving the serving or consumption of alcohol, at least two (2) current officers of the organization must attend a SAO-approved Risk Management workshop annually. Eligibility becomes null and void once those individuals attending the workshop are no longer officers in the organization or at the beginning of each fall term, whichever comes first. For some groups this will mean officers must attend Risk Management workshops in both the fall and spring semesters.
4. No organization funds may be used for the purchase of alcohol. Likewise, student organizations are prohibited from charging or raising funds through the sale of alcohol. In other words, host organizations may in no way create the impression that the organization is either paying for or selling alcohol.
5. Student organization functions where alcohol will be present are limited to houses owned by social fraternities recognized by ETSU and commercial establishments owned by licensed and insured third-party vendors. Third party vendor locations are subject to administrative approval and require a “Vendor Statement of Responsibility” signed by the owner or manager of the event location to be submitted along with the “Risk Management Assurance for Events with Alcohol.”
6. When functions are to take place in university-owned, leased or controlled property, policies concerning use of that property should be consulted and must be complied with. ETSU officials will be permitted full access to events hosted by student organizations for the purpose of inspection, regardless of location.
7. Possession, sale, use and/or consumption of alcoholic beverages during a student organizational function must be in compliance with applicable federal, state, and local laws and university rules. It is the responsibility of the sponsoring student organization to ensure that individuals under 21 years of age do not consume alcoholic beverages and to ensure that anyone who arrives at the function already impaired is denied entry.
8. Alcoholic beverages are permitted at functions only on a “bring your own [canned] beverage” (also known as “BYOB”) basis or through a contract with a licensed server at a commercial establishment, and shall not be made available on a self-serve basis. That is, students attending functions shall not have open and unlimited access to alcoholic beverages, and only single-serving containers will be permitted.
9. No liquor or glass containers are allowed into the event unless a third party vendor serves them. If the event is BYOB, each and every participant is limited to bringing in one (1) six-pack of 12-ounce beer, or equivalent single-serving standard drinks, throughout the course of the event. Any single-serving beverage exceeding 0.6

fluid ounces (14 grams) of pure alcohol and/or not contained and labeled for single-serving consumption is prohibited. Event participants should not be permitted to leave the event with open containers of alcohol in their possession. If the event is held at a third party venue, bar service should be closed thirty (30) minutes prior to the event end time.

10. Open parties where alcohol is served or consumed are prohibited. That is, events involving alcohol require a controlled list of participants that must be submitted along with the "Risk Management Assurance for Events with Alcohol." Organizations assume responsibility for the welfare of all event participants and any damage caused by those participants.
11. Possession, sale, use and/or consumption of any illegal drug or controlled substances at any student organizational function is prohibited.
12. Any student organizational function at which alcohol is served or consumed must have a minimum of two sober monitors present at the site of the function. For events where more than 25 people will be attending, organizations may be required to hire a minimum number of bonded security guards and increase the number of sober monitors in proportion to the number of participants. See the "Risk Management Assurance for Events with Alcohol" form for required minimums and additional procedures.
13. On an annual basis by August 1st, all social fraternities with houses are required to submit a current report from the fire marshal approving the house for occupancy and specifying the capacity limits of the facility, including the capacity limits of public areas. The report must be submitted in writing to the Coordinator of Greek Life. Attendance at student organization functions must be restricted to the facility's public areas and may not exceed the capacity limits of the public areas as determined by the fire marshal. Additionally, in houses of social fraternities recognized by ETSU, attendance at student organization functions with alcohol may not exceed two (2) invited guests for each active organization member, regardless of facility capacity.

J. Student Organization Fundraising Activities

1. Student Organizations are expected to abide by the general [Fund-raising Policy for Student Organizations](#) at ETSU and [TBR student organization policies](#) regarding fundraising. Failure to abide by these rules may result in judicial action against individuals or the student organization. All student organizations must be registered with the SAO in order to have a fundraising activity on campus.
2. Student Organizations wishing to sell food items on campus may only do so three times per year. In general, food items approved for sale would include baked goods only: cookies, brownies, cakes, etc. For safety, items are requested to be pre-packaged or individually wrapped. If the food item is anything else, the organization will be required to request clearance from the campus food service.
3. Sales tax must be collected on all items in accordance with the laws of the State of Tennessee.
4. Student Organizations are not tax-exempt organizations, and may not use the University's tax-exempt status. Tax-exempt status for organizations is applied for on an individual basis through the state office of the Internal Revenue Service (IRS.)
5. Gaming activities (i.e. raffles, lotteries, etc.) can only be held under the guidelines set forth by the State of Tennessee. The guidelines and forms needed to make a request to the State can be found at <http://www.state.tn.us/sos/charity/gaming/gaming.htm> .
6. Student organizations wishing to sell items from an off-campus vendor (flowers, candy, donuts, books, jewelry, posters, t-shirts, etc.) should make such arrangements through a written contract or agreement. This contract serves as protection for both the vendor and the student organization. If the vendor comes onto campus to assist with the sale, the student organization must have a member at the sale site at all times. Student organizations are requested to report any difficulties with off-campus vendors to the SAO.

7. If a student organization wishes to solicit monetary or any in-kind donations from alumni or businesses, permission must be granted from the SAO prior to such solicitation.
- K. Complaints about a student organization shall be brought before the Director of Student Activities. Mediation among parties may result, or disciplinary charges may be referred to the ETSU Judicial System for hearing.
- L. Student Organization Sanctions. Any registered student organization may be subject to the following disciplinary sanctions as listed here and defined in TBR Institutional Student Disciplinary Rules Section 0240-3-2-.04  
Disciplinary Sanctions: warning, reprimand, restitution, community service, constructive or educational project, restriction, probation, suspension of registration, withdrawal of registration. These sanctions may be imposed either singly or in combination, and such action will be taken only pursuant to disciplinary procedures established by these rules.