



LIPSCOMB UNIVERSITY
STUDENT ORGANIZATIONS

Student Organization Handbook
2020-2021

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Student Organizations at Lipscomb University

Purpose of Student Organizations

Student organizations at Lipscomb University are designed to provide students the opportunity to develop valuable leadership skills, share experiences with friends, explore different interests, and be active members of the Lipscomb community. The Office of Community Life encourages all students to find a way to join, lead, or create a student organization.

A. STUDENT ORGANIZATION OVERVIEW

University Recognition as a Student Organization

Student organizations are only allowed to exist and operate after the Office of Student Life has properly recognized them. Student groups must submit their Student Organization Registration Form by Fall Break or Spring Break of the semester. New student organizations will only become recognized at the beginning of each semester. To learn how to become a new student organization, please refer to the “Becoming a Student Organization” section of this handbook.

Benefits of Being A Recognized Student Organization

By becoming a recognized student organization at Lipscomb University, each organization will receive the following benefits:

- Use of the Lipscomb University name to identify an association with the institution;
- Ability to act as a student organization on and off the Lipscomb University campus;
- Opportunity to apply for funding from the Students Government Association (in compliance with other SGA bylaws and guidelines);
- Accessibility to resources of the Office of Community Life;
- Access to an on-campus account to store organizational funds;
- Review of contracts by Lipscomb University Office of General Counsel;
- Recognition as a student organization on the Lipscomb University website, Organization Blog; and
- Ability to publicize announcements and events through all avenues and media that the University offers to student organizations (e.g., myLipscomb, Lipscomb University Student Events Calendar, student organization fair, etc.).

Categories of Student Organizations

During the summer after each school year, the Community Life will assign each recognized student organization to a category. This process will help determine the type of training needed for student organization leaders and advisors for the following school year. If the scope of activities for a student organization changes during the course of the school year, it is the responsibility of the organization to notify Community Life. For newly recognized student organizations, a category will be assigned in the recognition process. Academic organizations that are not opened to all students are not housed under The Office of Student Life. To start an academic organization please contact your academic department.

Category 1 - General Organizations

The primary purpose of these organizations is to create pathways for students to share similar interests. These organizations report directly to the Director of Community Life. Selected

officers from these organizations will be required to attend mandatory training that is provided by the Office of Student Life. Additionally, these organizations may be required to complete supplemental training as determined by the Director of Community Life, based on the organization's activities. If the leaders and advisors do not attend this mandatory training, it may jeopardize their status as a recognized student organization.

Category 2 - Affinity Groups

The primary purpose of these organizations is to provide a place for students who are or A) seeking a sense of identity, comfort, or support within a specific culture or B) interested in experiencing and/or learning about a different culture. Affinity organizations report to the Office of Intercultural Development. Selected officers of these organizations are required to attend mandatory training that is provided by the Office of Student Life. Additionally, these organizations may be required to complete supplemental training as determined by the Office of Intercultural Development, based on the organization's activities. If the leaders and advisors do not attend this mandatory training, it may jeopardize their status as a recognized student organization.

Category 3 - Ministry/Service

The primary purpose of these organizations is to provide some type of service to the community or fulfill a ministerial mission with its members. Ministry/Service organizations report to the Office of Spiritual Formation. Selected officers of these organizations are required to attend mandatory training that is provided by the Office of Student Life. Additionally, these organizations may be required to complete supplemental training as determined by the Office of Spiritual Formation, based on the organization's activities. If the leaders and advisors do not attend this mandatory training, it may jeopardize their status as a recognized student organization.

Category 4 - Club Sports

The primary purpose of these organizations is to provide a space for students to engage in non-varsity athletics. Club sports organizations report to the Director of Campus Recreation. Selected officers of these organizations are required to attend mandatory training that is provided by the Office of Student Life. Additionally, these organizations may be required to complete supplemental training as determined by the Director of Campus Recreation, based on the organization's activities. If the leaders and advisors do not attend this mandatory training, it may jeopardize their status as a recognized student organization.

B. BECOMING A STUDENT ORGANIZATION

How to become a student organization

In order to be considered a recognized Lipscomb University student organization, certain start-up criteria must be completed/met. Once the criteria have been reviewed, the student group will be eligible to be officially recognized beginning the first day of the following semester.

Steps:

- Identify at least one full-time Lipscomb faculty or staff member to serve as the official advisor.
- Submit a list of at least 10 members (including officers).
- Submit a list of at least 3 officers/leaders (e.g., president, vice president, treasurer, and secretary).
- Submit Official Organization Documents (e.g., rules/guidelines, constitution/bylaws) complete with:
 - Purpose/Mission statement of organization
 - Officer/Leader roles and duties (also include officer transition plan)
 - Membership requirements (including dues if applicable) and expectations
 - Advisor roles
- Complete [New Student Organization Registration Form](#)
- Establish an official organization name and logo
- Meet with the Director of Community Life: OID and Student Organizations
- Complete yearly Student Organization Training (Date: TBD)

C. OPERATING A STUDENT ORGANIZATION

Maintaining Status as a Student Organization

To exist as a recognized student organization at Lipscomb University, certain requirements must be met. They are as follows:

- Have at least one full-time Lipscomb University faculty or staff member who serves as an organization advisor;
- Must have a minimum of 10 active members, all of whom must be full-time undergraduate Lipscomb University students that are in good standing with the university;
- Must have official club/organization documents (e.g., rules/guidelines, constitution/bylaws). See Official Club Documents section.
- Complete [Returning Student Organization Form](#) at the beginning of each academic year;
- Attend all required training given by the Office of Student Life (Additional training may be required depending on the organization's category);
- Abide by all University policies governing student organizations, including any specific to the type of organization, which might be communicated through the recognition process;
- Complete [End of Year Report](#) at the end of each academic year and provide annual full disclosure of the following to Community Life (e.g., size; financial information, including the total annual dues for each member; member limit (cap); the number of new-member openings; and traditional service projects and events/activities; and

Additionally, the University reserves the right to withdraw recognition from any student organization that fails to uphold the standards established by University policy or whose purpose or conduct does not fit within the University's mission. Before withdrawal, the student organization will be provided with an official notice and an opportunity to meet with the Director of Community Life.

Eligibility Requirements for Student Leaders/Officers

Students in leadership positions with any recognized student organization are expected to be within good standing with the university and uphold the principles outlined in the [Student Handbook](#). Students who are on academic, chapel, or disciplinary probation are not eligible to hold an officer/leadership position with the student organization, and must immediately forfeit any such position upon the occurrence of such probation.

Eligibility Requirements for Members

Each recognized student organization may determine eligibility requirements for individual students to join or participate in the organization. At a minimum, to join or participate in a student organization, a member must be enrolled as a full or part-time student at Lipscomb University.

Eligibility Requirements for Advisors

Student organization advisors must include at least one full-time faculty or staff member of the University. Organizations should select advisors who are mature and responsible enough to

fulfill this important role, who can attend meetings and participate in organization activities, and who are willing to enforce University policy. Depending on the category of the organization, organizations may have additional requirements and responsibilities for advisors.

Organizations' Responsibilities to Advisors

The following are a few specific responsibilities that organizations have toward advisors:

- At the beginning of each semester, each student organization must notify its advisor of the time and place of all regular meetings. From that time on, the organization must send a reminder to its advisors before each meeting, program, event, or activity of the organization. Advisors must be consulted concerning any extra meetings that are called or changes in the time or place of regular meetings. Advisors must be given as much advance notice as possible of any such changes. Each organization must formulate a clear, consistent plan for timely communication with advisors to outline the dates, times, and locations of all meetings, programs, events, and activities.
- Officers must consult with advisors when developing plans for programs, events, and activities. Advisors can assist and guide in determining the appropriateness of activities and locations.
- At least one advisor in each organization must be kept informed of the organization's financial status, particularly during the planning stages of large events. One part of the organization's financial responsibility is to take care of expenses incurred by advisors. Attending organization activities should not be a financial burden to any advisor. The organization should pay for the actual cost of any activity, including the cost incurred by all advisors related to such activity, as well as all other expenses for any activity outside off-campus with receipts provided by the advisor to the organization.

Advisors' Responsibilities to Organizations

The following are a few specific responsibilities that advisors of each organization have:

- Advisors should make an effort to be at all of the organization's meetings and activities, and at least one advisor must be present at all organization meetings and activities.
- Advisors must be present at any special events as defined below unless otherwise approved. No voting on any organization matter may take place without the presence of an advisor. Advisors must take some initiative in making sure that they are made aware of all meetings and activities.
- Working closely with the officers, advisors are expected to help address any problems that may arise surrounding the organization. If an advisor feels it is needed, the advisor is free to address the organization directly and make his or her feelings known.
- Advisors must be familiar with and enforce University policy.
- Advisors must attend trainings as required by the Office of Community Life.

Official Club Documents

It is the responsibility of each recognized student organization to adopt and periodically review its official club documents (e.g., rules/guidelines, constitutions/bylaws) including appropriate provisions pertaining to the mission of the organization, voting of the members, officer roles and duties, member expectations, and membership dues. Each organization must ensure that its official club documents are consistent with the mission of Lipscomb University. A current copy of each organization's official club documents must be on file with the Community Life at all times.

Student Organization Events and Special Events

Student organization events include, but are not limited to, regular meetings, activities on campus, and other similar routine activities. Special events include, but are not limited to, formals, socials, events off campus and involving travel outside the city limits, events involving minors, and events outside the normal scope of day-to-day organization activities. While student organizations must involve their advisor(s) in the planning of both events and special events, at least one advisor must be present at all special events unless otherwise approved. All special events must be registered through the Office of Community Life [Special Event Submission Form](#) which can be found here and approved by the Office of Community Life. Failure to register any special event may lead to sanctions for the organization, which could include loss of recognition status.

Every effort should be made by student organizations to schedule programs, events, and activities that do not interfere with protected/signature university events including but not limited to, Singarama, Men's and Women's home basketball games, Imagine, and Homecoming/Family Weekend. Please contact the Director of Community Life for a complete list of protected/signature university events.

Student Government Association Funding

The Student Government Association (SGA) is dedicated to helping create space for the student body and its different clubs and organizations in any way they can. As a result, Lipscomb's SGA is committed to offering \$200 to every registered Club or Student Organization every school year that will be granted upon request. It is important to note that \$200 is not the maximum amount of money that will be granted to a Club/Organization each school year. However, that money will be available upon request.

\$200 Student Club/Org Request Guide:

1. Make sure your organization is registered under Lipscomb Student Life.
2. Complete the [Application for SGA Funding Form](#) and indicate that this is the request for your organization's \$200.
3. The SGA Treasurer will reach out to you with further information.

Note: If you are wanting more funding, SGA invites Clubs to come and formally present funding requests during our bi-weekly SGA Senate meetings. 2020 Fall SGA Senate meeting dates are August 31; September 14, 28; and October 12, 26.

*If your organization is NOT registered and you would like it to be email:
cwilliams@lipscomb.edu*

Standard SGA Funding Request Guide:

1. Make sure your Organization is Registered under Lipscomb Student Life
2. Fill out the [SGA Funding Request Form](#)
3. Attend a SGA Senate meeting and present your funding request. **Please note: that a formal SGA Request requires a member of your Organization to present your proposal in front of the SGA Senate.**
4. Allow the two week proposal process to take place between your request and the Senate's final decision. **If two weeks is too long, select the option for "SAME NIGHT VOTING" in the Google Form**
5. The SGA Treasurer will reach out to you with further funding information so be checking your email.

Organization Blogs and Websites

Student organizations may have external websites for their site. The organization will be responsible for purchasing server space and the domain name for any such websites. The domain name for any such website cannot specifically reference Lipscomb University without advance approval of the Director of Community Life. (For example, the domain name could be StudentOrganizationX, but could not be Lipscomb UniversityStudentOrganizationX). If an organization chooses to maintain an external website, it must provide the URL to the Director of Community Life. Lipscomb University might, in its sole discretion, provide a link to an external website maintained by a student organization.

Student organizations should actively manage their site/blog by keeping the information up to date. Moreover, all student organization websites/blogs must comply with all applicable policies of Lipscomb University and obtain any necessary releases for copyrighted or trademarked material they may choose to post on their website/blogs.

All student organizations must also post the following statement on their site/blog: *"Lipscomb University does not review, approve, or endorse the contents of this website, nor does the University monitor the content of any page except as necessary to investigate alleged violations of University policies, federal, state, or local laws. The views and opinions expressed in this page are those of students and do not necessarily reflect the official policy or position of Lipscomb University."*

Social Media

Student organizations have the opportunity to advertise and promote their programs, events, and activities through various social media accounts. A disclaimer stating that *"The views and opinions expressed on this page are those of students and do not necessarily reflect the official policy or position of Student Life or Lipscomb University"* OR *"These posts reflect our views only"* must be present in the bio of every social media profile of a recognized student organization.

Advertising

Flyers and posters used by student organizations must be approved by Community Life or the residence hall director of the building affected. All flyers and/or posters that are distributed without approval may be removed. All approved flyers/posters should be hung in appropriate locations and should not damage walls or other surfaces. Flyers/posters should be removed by the student organization on the day following the event. Costs may be incurred in the event that flyers/posters cause damage to university property and/or require assistance from the Office of Service Operations in clean up (please note that this most often applies to chalk messaging, banner signage, or other large displays). Flyers/posters affecting the enjoyment of common spaces may be repositioned and/or removed.

Room Reservations

Please make sure to properly reserve spaces for events, meetings, or other activities on campus prior to use. Space is not confirmed unless the student organization receives a confirmation through the Office of Event Management or instructions otherwise. In order to request space, please use the following form: [Student Event Request Form](#). Make sure to read the guidelines at the top of the form prior to submitting a request. Depending on what room or venue is requested, and/or what additional services are requested, there may be additional fees to cover set up and use of equipment. Requests are reviewed Monday-Friday, and it may take up to 24-48 hours to process a request, so please submit requests in ample time. In addition, if a student organization received a confirmation to use a room, the group should leave it as they found it. Oftentimes, rooms are used the following morning for classes or other events. Keep in mind that room reservations are filled on a first-come, first-serve basis and facilities are often booked far in advance. For questions, please email scheduling@lipscomb.edu

T-Shirts and Other Products

Student organizations desiring to sell or distribute t-shirts or other products must obtain the written approval of their advisor or sponsor before the t-shirts are printed or the products are ordered. All t-shirt designs must be approved in advance by the organization's advisor/sponsor. T-shirts, designs, and messages must be in good taste and not be questionable or inappropriate in design. Student organizations may not sell or distribute any product that would embarrass the university, conflict with its mission, or violate any of the university's existing contractual obligations. Designs, including the use of Lipscomb University's name or logos, must also be reviewed and approved in advance by the Office of University Marketing.

D. POLICIES RELATED TO STUDENT ORGANIZATIONS

Hazing

Hazing is illegal, and no individual or group shall engage in hazing. Hazing is most broadly defined as the subjection of a person(s) to any situation in which he/she is demeaned, humiliated, or caused uncommon physical/emotional stress for acceptance in any group. For more information about the university's Anti-Hazing Guidelines, see the section entitled "General University Policies and Regulations – Anti-Hazing Guidelines" in the [Student Handbook](#).

Sexual Harassment or Misconduct

Sexual harassment of any kind will not be tolerated. Lipscomb University has developed a detailed policy, and complaint procedure concerning sexual harassment and sexual misconduct, which may be viewed online at [Sexual Misconduct Prevention](#). Any sexual harassment or sexual misconduct allegations will be subject to the terms of the sexual harassment and sexual misconduct policy, and none of the other procedures or guidelines outlined in this handbook will apply to such allegations.

Working with Minors

Student organizations may not conduct events or activities with non-enrolled minors (e.g., individuals under the age of 18) unless all of the following criteria are met:

- Consult with the partnering organization to ensure that necessary background checks, forms, procedures, and any other relevant documents are signed prior to service.
- Establish a procedure to notify the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant activity disruptions.
- Provide adequate supervision of minors. At a minimum, all activities involving minors must be supervised by at least two or more members of the student organization. Under no circumstances may any member of a student organization be alone with a minor at any time.
- Develop rules applicable to the activity for both participants and members of the student organization. If members or participants do not abide by applicable rules, they may be removed from the activity. The following must be included in such rules:
 1. One-on-one contact with minors in the activity is strictly prohibited for any member of the student organization.
 2. No member may strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor. Harassment and bullying, including verbal, physical, and cyber-bullying, are also prohibited.
 3. The possession or use of tobacco, alcohol and other drugs, fireworks, guns, and other weapons is prohibited in accordance with the terms of the Student Handbook.
 4. Do not pick up minors or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian and with at least two members of the student organization in the vehicle. The operation of a motor vehicle by minors is

- prohibited.
5. Misuse or damage of Lipscomb University property is prohibited. Charges will be assessed against the student organization for any damage to or misuse of Lipscomb University property, whether or not caused by a minor.
 6. No members of a student organization may take pictures or video of any minor without the express written consent of the minor's parent or guardian. Upon such consent, the inappropriate use of cameras, imaging, and digital devices is prohibited, including the use of such devices in showers, restrooms, or other areas where privacy is expected.
 7. If an allegation of inappropriate conduct is made against any member of a student organization, the member must discontinue any further participation in activities with minors until such allegation has been satisfactorily resolved.
 - In the event of any suspected child abuse or neglect, immediately notify the [Tennessee Department of Children's Services](#) in accordance with Tennessee law.

Nondiscrimination

Lipscomb University is a private Christian university open to any qualified student without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Lipscomb University complies with all applicable federal and state nondiscrimination laws, and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its educational policies, programs and activities. This policy includes admissions policies, scholarships and loan programs, employment practices, and athletic and other school administered programs.

Lipscomb University is affiliated with the fellowship of the Church of Christ. The university is controlled by a Board of Trustees and is operated within the Christian-oriented aims and ideals and religious tenets of the Church of Christ as taught in Holy Scripture. As a religiously controlled institution of higher education, Lipscomb University is exempt from compliance with some provisions of certain civil rights laws.

Incident and Accident Reporting

In an emergency, call the Department of Security and Safety at 615-966-7600. In the unlikely event the Department of Security and Safety cannot be reached, call 911. When calling, stay calm, and carefully explain the problem and location to the Lipscomb Security officer or 911 dispatcher. Do not hang up until told to do so.

Risk Management

Risk management is a process of evaluating potential and perceived risks involved in an organization's activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. Student organizations may adopt their own risk management policy addressing organization-specific procedures and guidelines to ensure that the student organization plans and hosts events and special events where everyone involved has a safe and fun experience. For questions about developing an organization-specific risk management policy, contact the Office of Risk Management.

Contracts, Releases and Waivers

Student organizations and/or their advisors do not have the authority to enter into contracts on behalf of their organization or Lipscomb University. Instead, any contract entered into by a student organization must first be reviewed by Community Life, as well as the Lipscomb University Office of General Counsel before being signed by one of a select number of Lipscomb University administrators. Most facilities and vendors will have a form contract. Once you have a draft contract, please send or bring it to the Director of Community life. The Director of Community Life will make sure the contract is signed by an authorized officer and returned. Please allow two (2) weeks for contracts to be reviewed and returned. Moreover, each member of every student organization must sign a release and waiver before participating in any organization activities.

Travel

Recognized student organizations may make off-campus trips that are deemed appropriate and approved by the organization. Student organizations must submit the [Special Events Submission Form](#) any time they are traveling outside the city limits, and an organization's advisor must be in attendance for any organized activity or event (such as conferences, field trips, socials, etc.). Students and their parents should understand that participation in such off-campus trips and activities is at the student's own risk.

For travel in leased or rented vehicles, student organizations should purchase comprehensive optional damage insurance coverage and drivers must be at least 21 years of age. If the organization is using a leased or rented vehicle for out-of-town travel, the University may impose additional requirements on the organization.

Students may use their privately-owned vehicles to travel to student organization activities within the Nashville city limits. The bed of pick-up trucks may not be utilized to transport anyone, and each passenger shall use a seatbelt. However, the use of privately owned vehicles for travel to student organization activities outside of Nashville is strongly discouraged. When a personal vehicle must be used for organization travel, it is imperative that the owner and passengers understand that Lipscomb University provides no physical damage or liability coverage for non- Lipscomb University-owned vehicles. If a student uses his or her own personal vehicle for student organization business or activity, the vehicle owner's insurance will provide the only coverage for any liability associated with the trip.

Financial Responsibility

The leaders/officers of each organization responsible for keeping the organization aware of its financial needs and handling the organization's budget. At least one advisor should mentor the treasurer to ensure appropriate stewardship and accountability of organization funds. Advisors should also actively participate in the budget development process. Each student organization has the ability to have an on-campus account. If an on-campus account does not currently exist for an organization, the Director of Community Life can assist that organization in opening an account. Together with the treasurer, advisors should establish guidelines on which expenditures need specific advisor approval. The money in each account belongs to the organization members and should be accounted for accordingly. Accounts are open to an audit by the University at any time. Money collected for an organization should not be kept in any student residence overnight.

Fundraising

Lipscomb provides officially recognized student organizations, clubs, ministries, and classes the opportunity to apply for a fundraising permit. Permits will only be granted to fundraise for legitimate organizational requirements and university contractual obligations. All fundraising projects must be approved by the Office of Community Life in advance.

Political Campaign Activity

Subject to University policies on permission and scheduling, recognized student organizations may use Lipscomb University facilities for partisan political purposes, so long as they pay the usual and normal charge, if any, for such use. However, prolonged partisan use of Lipscomb University facilities should be avoided. Moreover, subject to other relevant University policies, recognized student organizations may temporarily post political advertising (e.g., signage) on university property during their on-campus events. Student groups may also invite candidates for political office to appear in their candidate capacity only if the candidate appearance meets and adheres to the following:

- The appearance consists of speeches, question-and-answer sessions, or similar communications in an academic setting;
- No political fundraising occurs;
- It is made clear that Lipscomb University takes no position with regard to the candidate; and
- All candidates seeking the same office must be provided an equal opportunity to appear.

Any complaint regarding a violation of this political campaign activity policy must be made in writing, outlining the facts surrounding the violation and should be submitted to the office of the Vice President for Student Life and Director of Community Standards. This section does not apply to on-campus Student Government Association elections, which are governed by rules established by the Student Government Association in consultation with the Office of Student Life.

Disciplinary Procedures

Student Organizations may be charged with violations of the Student Handbook. Student Organizations may be held collectively responsible when violation of this code occurs either during an event sponsored by the organization or when four (4) or more members participate in or are otherwise present during the alleged incident. Individual members of the student organization may also face disciplinary action through the normal disciplinary process. Sanctions that may be imposed upon groups or organizations include but are not limited to deactivation, warning, reprimand, probation, fines, loss of privileges, restitution, and other educational sanctions. Deactivation includes loss of all privileges, including university recognition, for a specific period of time.

Additional Requirements for Club Sports

The following requirements must be met for all club sports:

- Acquire approval from the Athletic Director for the desired club sports team to ensure it supports all Lipscomb Athletics endeavors and mission.
- Acquire approval from the Director of Campus Recreation to ensure the purpose of the club sports team falls in line with the missions of healthy activity that promotes the passion for living well.
- Acquire approval from the Office of Community Life to become a recognized student organization by following the appropriate steps and procedures to be approved and maintain student organization status.

Once established, each club sports team will be subject to the authority of and requirements specified by the Director of Campus Recreation, which has the authority to approve, monitor, and sanction all club sports, and must approve in advance any logo or other design used by each club sports team.

EFFECTIVE DATE

This Student Organization Handbook was adopted as of August 3, 2020, and supersedes any prior handbooks previously in effect. In the event of a conflict between the provisions of this Student Organization Handbook and any other policy of Lipscomb University, the provisions of this Student Organization Handbook shall control.

This Student Organization Handbook will be reviewed annually. The policies and procedures set forth in this Student Organization Handbook are subject to amendment at any time by Lipscomb University without prior notice. Any material amendments will promptly be communicated or disseminated to students within 30 days of adoption.