



Center for Student
Involvement and Leadership

TRUE INVOLVEMENT

Student Organization Handbook 2022-2023

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General Policies on Student Organizations

- A. No student organization may carry on any activity on the campus of MTSU unless the organization has been officially registered with MTSU.
- B. MTSU is not responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.
- C. Hazing is a violation of [Policy 540](#), Student Conduct.

Privileges of Registered Student Organizations

- Recognition from MTSU, allowing organizations to participate in events such as the Student Organization Fair, Connection Point, CUSTOMS, etc.
- Use of Middle Tennessee State University or MTSU AFTER the organization's name and materials.
- Ability to apply for Student Activity Fee funding.
- Permission to reserve space, hold events, meetings, and other activities on campus.
- Listing in university publications.

Conditions of Registration and Renewal Process

- **Registration:** Registration of a student organization (for other than a temporary period) will be on an annual basis only, effective until the beginning of the next fall semester, and shall be subject to annual renewal by MTSU for each ensuing year.
- **Criteria:** Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:
 - It must adhere to the purposes, aims, and activities as stated in the approved constitution and bylaws;
 - It must continue to meet all of the requirements for initial registration;
 - It must have remained in compliance with all policies, standards, rules and procedures of MTSU and all federal and state laws;
 - It must submit all changes in the constitution and bylaws to MTSU for approval;
 - It must maintain a current list of officers and advisors on file with MTSU;
 - It must have completed all required steps in the renewal process including the Organization Information Report and Statement of Assurance
 - All debts with the University must be paid in full unless the University has approved a payment plan.
 - The president or an officer of the organization must attend either: (a) a retreat, Presidium, in the fall of each year; or (b) the Orientation for Student Organizations at the beginning of the fall and spring semesters.

Re-Registration Steps

At the start of each fall semester, every student organization must complete the re-registration process. This four-step process is outline below.

- **MyMT Form:** This is where you will provide us with your current list of officers, your most recent constitution, and more. To access this form, follow the steps below.
 - Log into MyMT (www.mtsu.edu/mymt) using your Pipeline credentials.
 - Click on the “Organizations” tab.
 - Select the “Register an Organization” button on the left menu.
 - Find your organization’s name and select “Re-Register.”
 - Submit information for your members, officers, and current roster.
 - Upload your most recent constitution. Before submitting, please look at the sample constitution on our website (www.mtsu.edu/sos) to ensure the document contains all required clauses.
 - When completing the MyMT form, each registered student organization will submit an Organization Information and Statement of Assurance Report. This report will include a statement of assurance that, consistent with [Policy 25 Equal Opportunity, Affirmative Action, and Nondiscrimination](#), the organization must include nondiscriminatory membership policy. Social fraternities and sororities may have sex restricted membership. T.C.A. § 49-7-156(b) provides that religious student organizations may determine that the organization’s religious mission requires that only persons professing the faith of the group and comporting themselves in conformity with it qualify to serve as members or leaders. In addition, the report will include the following guidelines for the responsible use of alcohol at off-campus functions.
 1. Alternative nonalcoholic beverages are served and are made as available and at least as accessible as alcoholic beverages and in sufficient quantities to provide students with an opportunity to choose to consume nonalcoholic beverages.
 2. Alcoholic beverages will not be available on self-serve basis; that is, students attending a function do not have open and unlimited access to alcoholic beverages.
 3. Food items are made available in sufficient quantities and are served at the same location as alcoholic and alternative beverages.
 4. Reasonable efforts are made to enforce the legal drinking age.
 5. Drinking games and contests involving alcoholic beverages are not encouraged nor condoned.
 6. Persons who appear to be intoxicated are not to be served alcoholic beverages.
 - The Information and Statement of Assurance Report must be filed no later than the date designated and advertised by the director of Student Organizations and Service. Registration of the organization will be withdrawn if this report is not filed by the designated date. Officers are also expected to file corrected reports

as necessary or appropriate. Specifically, a new report must be filed when there is a change in the current organization's president or advisor. Failure to file a new report will result in the organization's placement on inactive status.

- Once the form is submitted, our office will review it. If any edits are needed, the person who submitted the form will get an email notifying them that the form has been denied. The email will explain what should be edited, and the person who submitted the form will be able to edit their original submission and resubmit.

- **Advisor Agreement:** This is a short form that must be filled out by the organization's faculty advisor. It can be found by following the steps below.
 - Go to www.mtsu.edu/MyMT
 - Log-in with your Pipeline credentials.
 - Click the "Forms" button from the left menu.
 - Click on the form titled "Advisor Agreement."

- **Finance Report:** The finance report requests financial information from the previous academic year. It is important that student organizations keep sound records of all dues collected, fundraisers, and bank account balances. In addition to the annual finance report required for re-registration, all student organizations must be prepared to submit a financial statement and/or reports concerning programs and activities upon request of the Assistant Vice President for Student Affairs. The University reserves the right to place on probation or withdraw its approval from organizations who operate outside the bounds of sound financial procedure or show other evidence of financial irresponsibility. The University assumes no responsibility for indebtedness incurred by student organizations. To access the finance report, follow the steps below.
 - Go to our website, www.mtsu.edu/sos.
 - Click the "Student Organizations" button.
 - Click the "Policies & Forms" button.
 - Scroll to the "Finance Report" link.
 - The report must be filled out by either the President or Treasurer, it cannot be completed by the faculty advisor. Once it is completed and signed, it will automatically be sent to the President, Treasurer, and faculty advisor for their signatures.

- **Orientation Attendance:** All organizations must attend Presidium, the officer retreat that occurs each August, or a student organization orientation session. You will be notified of the next orientation opportunity when you complete the MyMT form. Organizations that fail to attend the orientation session are not eligible to receive funds from the student activity fee for any semester in which the organization is not in compliance with this requirement.

Additional Information

- **Constitution and/or By-Laws Changes:** Changes and additions in the constitution and/or by-laws of the organization must be submitted in writing to the director of Student Organizations and Service within seven (7) days after adoption.
- **Inactive Status:** Organizations placed on inactive status are not eligible to use University facilities, apply for or receive money from the Student Activity Fee, or exercise any other privilege associated with the status of a registered student organization. Organizations which have been previously registered but are placed on inactive status for more than one (1) year must complete the re-registration process to be reinstated to active status.

Resources for Registered Student Organizations

- **Mailboxes:** Student organizations are eligible to maintain a University post office box in the name of the respective organization. Each organization is responsible for paying the annual postal service fee. Mailboxes are located at the basement of the Keathley University Center.
- **Portable Sound System:** Two portable Fender amplifiers, two sets of speaker stands, and four microphones are available for rent. There will be a \$25 non-refundable fee for their use. You must submit the Request for PA System form to reserve the speakers.
- **Student Organization Resource Lab:** All registered student organizations are provided access to the Student Organization Resource Lab located in the Student Union Building room 330 (CSIL Suite). For your convenience, the Resource Lab is equipped and is equipped with 7 Dell[®] computers. All computers have internet access and half of them are equipped with graphic design software. Included in the space is a color copy machine for your organization's business use.
 - Each organization is allotted 1,000 prints each semester for organization use. This equates to 500 black and white copies and 500 color copies. It is important to note that once a student organization uses their allotment each semester, we will NOT be able to add more copies until the next semester.
 - The Resource Lab is for student organization business use only. Anyone found using the equipment for any other purpose not meeting the specifications set forth by the Director of Student Organizations and Service or the Assistant Vice President for Student Affairs will lose privileges for themselves and their organization.
- **Leadership Library**

Organizations will be able to check-out books on topics such as icebreakers, group activities, recognizing leaders, community development programs, and more. The Leadership Library is housed in the SU 330 (CSIL Suite). You are encouraged to look through the items & make copies of activities that are of interest to you. *Please do not remove books from the library.*

Reserving Space on Campus

Once your organization is re-registered for the academic year, you may reserve space on campus. All student organizations (including Fraternity & Sorority Life organizations) that are not affiliated with an academic department are recommended to use space in the MT Unions.

For all spaces, start by checking [25Live \(www.mtsu.edu/25live\)](http://www.mtsu.edu/25live) for appropriate facility and/or available space, a login is not needed. Spaces listed as restricted require additional approval. *By moving forward with an event reservation, you understand, and agree, that your name and MTSU email address will be included on both the event reservation system and event advertising.*

If you would like to book in Student Affairs Spaces (SU, KUC, JUB, follow the instructions on the Student Union embedded link (www.mtsu.edu/mtunions).

- These buildings offer an array of venues, including various sizes of conference rooms, tiered rooms with fixed seating, ballrooms, and other event spaces. Several outdoor green spaces are also managed by MT Unions, including the Student Union Commons, and KUC Knoll.
- For conference room or tabling reservations, requests must be submitted at least **five business days before date requested**. For space reservations in event venues such as the KUC Theater or the STU Ballroom, requests must be submitted at least **twenty business days before the date requested**.
- A member of the MT Union team will reach out to discuss the details of your request and then follow up with an email confirmation of your reservation. Event planning meetings will be scheduled, if necessary, approximately 30 days prior to your event date. All event services will route through your event manager, including production, parking, etc.

If you would like to reserve any other space on campus, the student organization advisor can log into [25Live \(www.mtsu.edu/25live\)](http://www.mtsu.edu/25live) and submit an online room request. Or, complete the hard copy [Application for Use of Facilities form](#) (https://www.mtsu.edu/eventcoordination/docs/use_facility_form.pdf) and submit to evtcoord@mtsu.edu.

For more information, check out the [event services](#):
<https://www.mtsu.edu/eventcoordination/eventservices.php>

Check out the policy pag: <https://www.mtsu.edu/eventcoordination/forms.php> to determine fees and service options. Fees are based on event needs. An estimate can be provided by the appropriate scheduler.

Check the University Master Calendar (www.mtsu.edu/calendar) and Campus Life Calendar (www.mtsu.edu/campulife) for event information displays. More information can be provided by the appropriate scheduler.

Tips for Reserving Space

DO

- Review timelines and policies with the Facility Scheduler/Coordinator.
- Talk to your Advisor, a CSIL staff member, and Facility Scheduler/Coordinator.
- Have a backup plan.
- Create a budget.
- Use the full MTSU Student Organization name on all forms.
- Include accurate expected head count, event dates and alternative dates on your space request form.
- Specify event description and needs on your space request form.
- Include your MTSU Email for your contact information, not a personal email.
- Call the Student Union Help Desk at 615-898-5121 or the Event Coordination Department at 615-898-5002 to check the status of a reservation, if you have not received communication from the scheduler.
- Advertise on myMT and check the University Calendars to see that your event is listed.

DON'T:

- Wait until the last minute to check venue options (even for a small meeting).
- Submit late forms.
- Advertise a meeting or event prior to receiving a reservation confirmation.
- Assume facilities include additional resources without confirming with the scheduler
- Expect to access rooms prior to your reservation time or stay late without confirming with the scheduler.

Additional Information about the Use of Facilities

The use of any campus property or buildings by an organization shall be subject to the policies, standards, rules and procedures of MTSU concerning use of property and facilities, including, but not limited, to [Policy 100 Use of Campus Property and Facilities Scheduling](#). Events should not conflict directly with the first two weeks of Connection Points.

Student Organization Handbook

Except for routine meetings of the organization, no on-campus program or activity shall occur unless approved by the appropriate staff member in the Center for Student Involvement and Leadership. The organization is responsible for ensuring that all programs and activities (both on and off-campus) comply with state and local laws and regulations and meet the risk management guidelines required by the group's national organization, if applicable.

Any fundraising activity shall be for the benefit of the organization as a whole or a charity. No funds shall be distributed to the officers or members of an organization for personal profit or gain.

No guest speakers shall be invited to the campus except pursuant to policies of MTSU concerning guest or off-campus speakers. See [Policy 100 Use of Campus Property and Facilities Scheduling](#).

Questions?

Please visit the website www.mtsu.edu/mtunions or www.mtsu.edu/eventcoordination to contact a Facility Scheduler/Coordinator for questions.\

Schedulers' Contact Information

Academic Classrooms, Miller Education Center, MT Center	Quintina Burton (Quintina.Burton@mtsu.edu)	615-898-5143
Tom Jackson	Debbie Londre (Debbie.Londre@mtsu.edu)	615-904-8240
Tucker Theater	John Underwood (John.Underwood@mtsu.edu)	615-904-8230
Wright Music Hall	Todd Seage (Todd.Seage@mtsu.edu)	615-898-2493
Campus Recreation	Andy Allgrim (Andy.Allgrim@mtsu.edu)	615-898-2104
Student Union Building Keathley University Center James Union Building	Justin Reed (Justin.Reed@mtsu.edu)	615-898-2591

All schedulers have the right to refuse the use of facility space to any group. Reasons include but are not limited to: previous cancellations without notice, outstanding debt/non-payment or inappropriate use of facilities. Please check with facility schedulers for regulations and building hours.

Temporary Signage Guidelines

The MT Unions department offers designated spaces inside the Student Union building and outside the Keathley University Center where student organizations may display banners. Stop by the Campus Life Desk if you want to hang a banner. Temporary signage guidelines (including yard signs) are currently being updated. Make sure all signage is labeled with contact information and is scheduled to be taken down directly following the meeting/event.

Amplified Sound Guidelines

- All student-sponsored events must be approved by the Center for Student Involvement and Leadership.
- Outdoor amplified sound may be requested for events hosted at the Union Commons, as follows:
 - Mondays – Fridays between 10:00 a.m. – 9:00 p.m.
 - Saturdays and Sundays: 1:00 p.m. – 9:00 p.m.
 - Amplified sound levels may not exceed seventy-five (75) decibels Mondays-Fridays
 - Amplified sound levels may not exceed one-hundred ten (110) decibels Saturdays and Sundays
- Outdoor amplified sound may be requested for events hosted at the KUC Knoll as follows:
 - Fridays: 6:00 p.m. – 9:00 p.m.
 - Saturdays and Sundays: 1:00 p.m. – 9:00 p.m.

Student Unions Event Fee Structure

Effective July 1, 2019

Service fees are applicable for gatherings in event venues and/or those which require setup and support.

For Ballrooms, KUC Theatre, and Tennessee Room (including audio visual, event staff, and cleaning)

Student Sponsored – \$100.00 per hour

University Sponsored – \$150.00 per hour

University Co-Sponsored – \$200.00 per hour

University Related – \$250.00 per hour

1/6 Ballroom, Hazelwood, Dining C, Parliamentary Room – ½ service fee rate
 Conference Rooms – FREE for single-room meetings without services (*groups are expected to clean and return room to original condition*)

Technical Services

Technical Setup - \$200.00

Tier 1 - \$60.00 per hour

Tier 2 - \$100.00 per hour

Tier 3 - \$150.00 per hour

Special production support will be assessed as direct costs.

*Technical Services are determined by MT Unions professional staff based on the services requested for event(s).

Setup Fees

General Setup, Theatre style – \$200.00

Banquet Rounds, Fair Style – \$300.00

1/6 Ballroom, Conference Rooms, Gallery – ½ setup fees

Penalty Fees

Cleaning charges – \$100.00

Damage fees – price of repair

Over-crowded capacity – \$150.00

Additional Services

Audio visual support for conference room meeting – ½ service fee rate

Registration - \$150.00

Coat Check – \$250.00 (includes staffing and equipment)

Extra Staff – \$22.00 – \$45.00 per hour

Box Office Services/Parking/Shuttle – Varies based on need

**Additional fees may be assessed for cleaning and large product*

Planning Programs

- A. **Scheduling Activities:** On-campus social activities sponsored by a registered student organization must be approved a minimum of five (5) working days prior to the date of the event (additional notice may be required based on the complexity of the event). Dances and similar events may require custodial, maintenance, and/or security services. The costs of such services are the responsibility of the sponsoring organization. Procedures listed below must be followed:

- a. Any event that involves the use of University facilities must be cleared with the facilities coordinator of the building being utilized. Properly executed forms must be filed in that office by an officer of the organization making such application for use of the facility.
 - b. Except as provided in [Policy 100 Use of Campus Property and Facilities Scheduling](#), the use of campus grounds that are not directly associated with and reserved through the facilities coordinator of a particular building requires the completion of an Application for Use of Facilities Form, which must be filed with and approved by the Assistant Vice President for Student Affairs.
 - c. Events sponsored by social Greek letter student organizations must be approved by the director of Fraternity and Sorority Life.
 - d. Events sponsored by non-Greek registered student organizations must be approved by the director of Student Organizations and Service.
 - e. Events that require police, custodial, and maintenance services may be denied, if such services are not available on the date requested for the activity.
 - f. Events sponsored by registered student organizations and national Greek letter organizations may not conflict with official Connection Point activities. All events that occur during Connection Point must be approved in advance by the Assistant Vice President for Student Affairs or designee. Student organization events or meetings taking place on study days or during final examination periods will not be approved, unless they are academically related (i.e., study halls, presentations, recitals, etc.) and approved by the Assistant Vice President for Student Affairs or designee.
- B. Guidelines for Social Activities:** In order to maintain an environment that promotes student-centered learning, social activities must be conducted in accordance with established guidelines.
- a. Social activities include, but are not limited to, open houses, parties, dances, mixers, musical performances, or any other activity of a social purpose planned by registered student organizations. Social activities must be approved for registration by the appropriate University official.
- C. The following guidelines apply:**
- a. Access to social activities is limited to University students with MTSU IDs and/or to persons with invitations. National Greek letter organizations must comply with policies set forth by the Office of Fraternity and Sorority Life and their national offices.
 - b. Social activities with unrestricted access by nonmembers of the organization without specific invitation are prohibited. Specific invitations must be approved by the Office of Student Organizations and Service or the Office of Fraternity and Sorority Life. A general announcement to the campus community is not considered an invitation.
 - c. The advertising and promotion of social activities must be limited to the MTSU Community.

- d. Organizers of activities that are considered performances, where admission is charged, may request special permission from the appropriate University official to advertise the event at off-campus locations and not require written invitations.
 - e. Organizations planning social activities must comply with all University policies and standards, and with local, state, and federal laws and ordinances.
 - f. Any student organization which intends to conduct a social activity at an off-campus location at which alcohol will be present must conduct the activity in compliance with the requirements concerning responsible use of alcohol outlined in this policy, and on the Statement of Assurance form. Student organizations must also secure liability insurance in the name of the organization.
 - g. Rallies or Marches. Rallies or marches must be registered with the Assistant Vice President for Student Affairs Office five (5) working days before the rally or march and must comply with [Policy 100 Use of Campus Property and Facilities Scheduling](#).
- D. **Other Organizational Programs:** All other organization-sponsored programs must comply with all University policies, standards, and procedures concerning the use of University facilities.
- E. **On-Campus Publicity:**
- a. **Signs.** Signs advertising club or organization activities must comply with [Policy 100 Use of Campus Property and Facilities Scheduling](#).
 - b. **Public Address and Loudspeaker Systems.** Organizations planning to use public address systems, platforms, and other special equipment must consult the Assistant Vice President for Student Affairs.
- F. **Use of Amplification Equipment.** The use of loudspeakers or any other type of amplification equipment for outdoor use must be approved by the Assistant Vice President for Student Affairs in concert with the filing of the Application for Use of Facilities Form or the Student Unions Facility Request Form.
- a. Sound equipment must not disrupt normal functions of the University (including residential facilities) or unduly disturb the surrounding community. Band, DJ, or other functions involving the amplification of music are restricted to the certain times. Exceptions may be approved by the Assistant Vice President for Student Affairs. Refer to [Amplified Sound Guidelines](#) for more information.

Solicitation and Fundraising

The buildings and grounds of MTSU exist for, and are exclusively devoted to, the organized and approved University program of higher education. As such, they are committed to the nonprofit, tax-exempt use of the official program of the University. Therefore, private, unsolicited business activities are not permitted on University premises. However, in certain

limited areas, the University contracts with private firms to provide needed on-campus services for students, faculty, and staff that contributes to the accomplishment of the University's educational purposes.

Apart from prohibiting profit-making commercial business activities, the University also regulates within limits under separate policies and consistent with the above policy, any use of its buildings and grounds for solicitation, including fundraising activities. Fundraising activities must not violate state law by including a drawing, raffle, lottery, game of chance, or any scheme for distribution of prizes among persons who are playing for a chance to obtain a prize.

- Campus property and facilities may not be used by any non-affiliated group, organization, or individual for the conduct of commercial solicitation, on-site sales, or other profit-making activities except when (1) a license or lease agreement exists, (2) the activity is conducted in accordance with any other valid contract or agreement with MTSU, or (3) the commercial solicitation, on-site sales, or other profit-making activity is sponsored by a registered student organization for the purpose of raising funds to support the organization's activities pursuant to [Policy 100 Use of Campus Property and Facilities Scheduling](#).
- Failure of a nonaffiliated group, organization, or individual to receive approval for fundraising on university premises will lead to the removal of the solicitor by the appropriate university authorities. Specific procedural guidelines should be sought from the Director for Student Organizations and Service.
- No unaffiliated group, organization, or individual will be permitted to solicit during the week(s) designated as Connection Point. The only opportunity for this is provided through participation in the Meet Murfreesboro event or by an exception made by the Assistant Vice President for Student Affairs.
- An unaffiliated group providing a tangible product or service may be permitted to come onto campus under the sponsorship of a campus department or registered student organization. The fundraiser must exist for the purpose of assisting the department or student organization in some way toward meeting its established goals.
- Unaffiliated groups who collect applications for purposes other than educational or career-oriented reasons are restricted from soliciting said applications on campus. In such instances where an unaffiliated group has received the appropriate sponsorship, the sponsoring department or student organization must adhere to the following guidelines:
 - All fundraising activities by registered student organizations (including occasions when admission is charged or donations are requested), on campus must be registered in advance with the Director of Student Organizations and Service.
 - Registered student organizations may charge membership dues at meetings and conduct fundraising projects on the campus. These activities must support the program of the organization as stated in that organization's registration

material, the educational purposes of the University community, and/or a philanthropic purpose.

- Fundraising projects for philanthropic purposes must be directed to nonprofit, tax-exempt organizations and not made directly to an individual or individuals.
- The campus department or student organization must share in the proceeds from the sale of the product or service.
- A sign that clearly indicates the name of the sponsoring organization must be displayed at all times at the location of and for the duration of the fundraising activity.
- A representative from the sponsoring organization must be present at all times at the location of and for the duration of the fundraising activity. This representative must be actively involved in the solicitation of the product or service.
- Use of University premises for fundraising activities is permitted only at designated locations and under the following specified conditions:
 - a. Use is subject to scheduling arrangements.
 - b. Fundraising may be conducted only if the activity does not duplicate the services already provided by MTSU, its contracted vendors, or other lease operations.
 - c. Exceptions can be made with approval of the Vice President of Business and Finance. Questions relating to such activities should be referred to the Office of Student Organizations and Service.

Food Policy

It is important that Student Organizations review the University Food and Beverage Policy 661 with any events that will include food. Student Organizations can also find information regarding fundraising events that include food sales. [MTSU Policy 661 Food and Beverages](#)

Student Activity Fee Dates & Deadlines

Application Dates

Student Activity Fee Applications are available three times per year. You may only request funds in the semester in which the program/event takes place. Please visit <http://mtsu.edu/sos/SAF.php> for more information about Student Activity Fee funding.

Fall Applications Available	August 22, 2022
Fall Applications due	September 7, 2022
Spring Applications Available.....	November 1, 2022
Spring Applications due	November 30, 2022
Summer/Early Fall Applications Available	March 13, 2023
Summer/Early Fall Applications due.....	April 14, 2023

Reimbursement Dates

Student Activity Fee money is by reimbursement only. All reimbursements must be submitted by the deadline of each semester in order to guarantee reimbursement. Make sure you attach all receipts to the completed Reimbursement Request Form.

Summer/Early Fall Reimbursement Forms are available **September 9, 2022**

Fall Reimbursement Forms are due..... **December 9, 2022**

Spring Reimbursement Forms are due **May 5, 2023**

Student Organization Finances**Off-Campus Bank Accounts**

Student organizations who have off-campus bank accounts must have sound financial procedures. For Student Activity Fee reimbursements, funds will be distributed by direct deposit to off-campus bank accounts or to the organization's on-campus Agency Account.

MTSU Agency Accounts

Student organizations are able to open an MTSU agency accounts through the Business Office. You may contact the MTSU Business Office by calling (615) 898-2940, visiting our offices in Cope Administration Building, or emailing boffice@mtsu.edu.

Financial Reports

All University approved student organizations must be prepared to submit a financial statement and/or reports concerning programs and activities upon request to the Assistant Vice President for Student Affairs. The University reserves the right to place on probation or withdraw its approval from organizations which operate outside the bounds of sound financial procedure or show other evidence of financial irresponsibility. The University assumes no responsibility for indebtedness incurred by student organizations. Every University-approved organization must submit a statement of fees, dues, and assessments to Assistant Vice President for Student Affairs upon request.

Student Organization Fiscal Procedures are listed in [Policy 560 Student Organization Registration & Recognition](#)

Marketing & Advertising Events

myMT Events

Student organizations have the option to create a myMT event that will be posted to the myMT home page. These events can be created from your student organization's homepage and will be viewable by current MTSU Students.

Office of Student Organizations and Service Announcements

Student organizations can request announcements to be posted on the weekly email sent to all myMT users. Requests should be made to camporgs@mtsu.edu by Friday at noon for the following week.

Flyer Postings

Student organizations, MTSU departments and individuals may post flyers on designated bulletin boards in the Student Union, Keathley University Center, and James Union Building. No reservation is required, but each posting must be approved and stamped by the MT Union's department. Approval may be acquired at the Student Union Information Desk or the Keathley University Center Information Desk when an attendant is on duty. The MT Unions department reserves the right to decline any posting that is deemed inappropriate.

Handbills, Pamphlets, & Table tents

Registered student organizations and MTSU departments may request permission from the MT Unions department to distribute printed materials such as handbills, pamphlets, etc. Details on where and when these items may be disseminated will be determined on a case-by-case basis, according to the nature of the advertisement and the intended audience. Printed materials found around the buildings and grounds in areas not explicitly approved by MT Unions staff will be discarded. Unapproved printed materials found around the buildings and grounds will be discarded and promoters will be asked to leave campus.

Yard Signs

Yard signs advertising or promoting products, events, or services by unaffiliated groups or individuals or by commercial enterprises are prohibited. Only registered student organizations and departments are authorized to post yard signs. No reservation is required, and yard signs are allowed in most locations on campus, with the exception of all campus roundabouts and the President's Lawn. Yard signs must not block or protrude onto any sidewalk or impede accessibility to any walkway on campus. They must be removed by sponsoring organization promptly after event concludes.

Chalking

Sidewalk chalking is **NOT** permitted on campus grounds. Chalking is treated as a police offense for Destruction of Public Property.

Banner Space

The MT Unions department offers designated spaces inside the Student Union building and outside the Keathley University Center where student organizations and MTSU departments may display banners. Requestors may submit a reservation application to hang banners on the patio railings outside the KUC Grill, and/or in the Student Union Atrium on the 2nd floor railing. Banner reservation application outlines specific guidelines on the size and type of banner that may be displayed in each area. Please read these details carefully to ensure that your organization/department does not spend money on purchasing a banner that does not meet the requirements.

PLEASE NOTE: Bed sheets are not permissible in any area, but canvas cloth is an inexpensive alternative for handmade banners. Banner reservation applications can be found on the MT Unions website, www.mtsu.edu/mtunions and by clicking the “Campus Organizations” button on the right hand navigation.

The following conditions must be met to receive banner approval:

- Banner space applications must be submitted a minimum of five - seven business days prior to the date the banner is to be displayed, though more lead time is appreciated.
- Banner space may be utilized only by registered student organizations or MTSU departments for the purpose of advertising events and/or promoting their organization.
- Banners may be displayed up to two (2) consecutive weeks unless approved by the Dean of Student Life or his/her designee for a longer period of time.
- Banners are limited to one per organization unless approved by the Dean of Student Life or his/her designee.
- Banners must be retrieved from the Information Desk of the building where they were hanged (KUC or Student Union) no later than five (5) business days following the removal date, after which they will be discarded. MT Unions is not responsible for the loss or damage to any banner.
- Banner space is available on a first- come, first-served basis. Placement will be determined by available space in the requested location at the time of the reservation.

Student Organization Awards

The Office of Student Organizations and Service sponsors an annual awards recognition program during the spring semester. All organizations are encouraged to apply for awards so they may be properly recognized for all of their hard work and dedication. Award applications will be available in January 2023.

Student Organization President of the Year Award

This award is given to the President or primary officer of a registered student organization who displays outstanding organization leadership and involvement, based on the following criteria:

1. Contributions to nominating student organization and its individual members
2. Contributions to the overall MTSU community (i.e., students, staff, faculty, programs)
3. Extensive involvement in campus, other organizations, or community programs
4. Demonstrated commitment to the organization's purpose
5. Relations with members and officers of the nominating student organization

Student Organization Silent Inspiration Award

This award recognizes a member of a registered student organization who has made significant contributions to his/her organization, but not within an officially recognized leadership capacity for that student organization, based on the following criteria:

1. Contributions to nominating student organization and its individual members that is not expected as a part of the student's membership responsibilities
2. Demonstrated commitment to the organization's purpose
3. Demonstration of going above and beyond expectations of membership responsibilities

Student Organization Advisor of the Year Award

This award is given to the advisor of a registered student organization who displays outstanding leadership, dedication, and involvement, based on the following criteria:

1. Contributions as an advisor to nominating student organization, MTSU, and community
2. Effective advising within the standards and expectations of the organization, any affiliated national/regional offices and all applicable university expectations
3. Excellent student relations, aptitude in challenging and empowering the organization to thrive, and providing support to assist the organization with meeting its goals
4. Dedication in affectively advising the student organization

Organization of the Year Award

This award is given to a registered student organization that displays outstanding effort based on the following criteria:

1. Contributions to the overall MTSU community (i.e., students, staff, faculty, programs)
2. Contributions to the Murfreesboro community
3. Contributions to the development of its members
4. Demonstrated commitment to the organization's purpose
5. Outstanding and effective communication with relevant MTSU departments and other student organizations

Student Organization Office Space

The purpose of this procedure is to outline the guidelines for use of designated rooms or office space within the Student Union by a Student Organization.

1. Use of space within the Student Union is a privilege which will be extended to certain MTSU registered student organizations on an annual basis or at discretion of the Director of Student Organizations and Service.
2. The Office of Student Organizations and Service reserves the right to terminate an organization's use of space at the end of the designated occupancy period or due to a violation of the terms of use for the space. They also reserve the right to refuse to accommodate any organization's request for space.

Terms of Use:

1. The Office of Student Organizations and Service shall determine the length of use for each space. Typical length to use will follow an academic year calendar. Each space occupancy agreement will be reviewed on an annual basis with each group submitting a new request to utilize the space for the next academic year. Renewals are not guaranteed and may be contingent on allowing other student groups an opportunity to occupy office space.
2. Requests for space occupancy and renewal of space will be in April each year and will be reviewed by the Director of Student Organizations & Service or designee. Decisions will be made by the end of the spring semester, with occupancy taking place for the upcoming academic year.

Criteria for Qualifying for Student Organization Office Space:

- The student organization must be active for a minimum of one year, attended Presidium or a Student Organization Orientation Session completed all necessary reports through myMT, and in good standing with the University.
- Documented activities/programs that serve the MTSU student body (e.g. number of programs, numbers of student participation in meetings and events; co-sponsorship, open engagement with the University and greater community).
- Demonstration that the organization's activities reflect its stated mission, goals, and objectives.
- Suitability of organization functions and needs for office space.

Priority given to groups who can demonstrate:

- A student organization that has been registered with Student Organizations and Service for at least one year.
- Ability to share space with other groups
- Willingness to maintain office hours (10 hours per week)
- Lack of other designated space on campus

Guidelines for Use of Office Space:

1. The Office space is to be utilized for legitimate activities, meetings, gatherings, and functions consistent with the registered purpose of the organization and the curricular and co-curricular mission of the University, and shall be compliant with all terms of this Agreement and University policies (MTSU Rights and Responsibilities, and Student Union Policies).
2. It is expected that all groups and guests of the organization utilizing the space maintain an attitude of respect and civility and respond in a professional manner to Center for Student Involvement and Leadership (CSIL) requests.
3. Organizations must maintain a minimum of 10 offices hours each week during the academic year Monday – Thursday between 8 AM – 7 PM and Fridays 8 AM – 4 PM. All office hours must be posted on the office door so that guests will know when they can reach you.
4. Sleeping, overnight stays, or using the office space as a place of residence in any way by any individual is prohibited and will automatically subject guilty persons to University disciplinary action and may result in immediate loss of office space privileges for the organization.
5. The designated office space must be kept clean and organized. Any shared common space should be kept clean of trash and other items at all times. Any changes in office appearance must be submitted to and approved by the Director of Student Organizations and Service. This includes changes of paint, hanging items on the wall, etc.
6. All furniture assigned to the office/space must remain in the office. All common area furniture must remain in the common area space and should not be placed in offices.
7. All damages to the space (carpet, furniture, walls, equipment, locks) are the responsibility of the organization, which may be assessed the cost of repairs, replacement and/or fines for the damage.
8. Guest Policy: An MTSU Student Organization member must accompany visitors who are not MTSU students or organization members. Organizations are responsible for guests' behaviors and actions.

9. MTSU assumes no responsibility for materials placed in or missing from the allocated spaces. No cash should be left in offices; deposits should be made within 24 hours following any collections.
10. Any general maintenance concerns should be reported to the Office of Student Organizations and Service.
11. Organizations that lose recognition by MTSU or the Office of Student Organizations and Service will automatically forfeit their allocated space.
12. Allocated space will be checked weekly to ensure appropriate use and safety.
13. If it is determined that an organization is not utilizing their designated space or is using it inappropriately, the Director of Student Organizations & Service has the right to terminate the organization's use of the space.