

Tuskegee University Student Organization

Rules and Procedures

1. Each Fall Semester, student organizations must register with the Office of Student Life and Development by completing a **Vital Information Form using Campus Labs** by the last business day in September. If a student organization does not complete this requirement, it is listed as inactive by Student Life. If campus labs is not functioning properly, submit the form by completing the Vital Information Form on the University website.
2. Organizations Vital Information Forms must be updated as the information changes.
3. Every registered student organization must have an advisor (s) that is approve by the Dean of Student Life and Development and Director of Student Activities. Co-advisors are strongly recommend.
4. The Primary Advisor is a current Tuskegee University faculty or staff member. The Advisor (s) shall mission, purpose, and goals. The advisor (s) shall be available to meet with the organization at regular meetings and at all activities. In addition, the advisor (s) shall serve as a liaison between the student organization, the faculty, and the administration in matters of concern.
5. Advisors must be present at all Membership Intake Sessions.
- 6.

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

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

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

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

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

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

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

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

27.

28. Because of legal reasons, an organization cannot use the term _____ on activity request forms. Rather, use the terms **Give-away (s)**.

29. Tuskegee University students are required to have their student identification card on them at all times and present it on demand at the request of a university official.

30. When borrowing property, please get the proper owner's approval (s). Get permission in writing at least one week in advance. Establish in what manner and for how long the property will be used. Sign it out and sign it in. Return the property intact, as agreed.

31. The Office of Student Life and Development will discipline any individual (s) and/or organization responsible for borrowing property without the proper approval.

32. Permission to serve food of any kind (cooked, packet, snacks, etc.) must be obtained with a signature from Perkins USA, no exceptions.

33. It is a violation of Alabama State Law for any person under the age of 21 to possess or consume alcoholic beverages.

34. Any person providing or assisting someone under the age of 21 to possess or consume alcoholic beverages

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

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

Event requests in Campus L

Examples where an advisor is not required is a clothing or food drive where boxes are placed in certain locations, a virtual fundraiser, a book drive, etc.

Whether present or not, an activity is never approved by a reviewer without the completion of the section on the form that asks if the advisor knows of and approved the activity.

All requests to serve food must be approved in writing by Perkins USA, which is located in the University Cafeteria on the 6th floor in Tompkins Hall (Acting Food Services Director: Jackie Tezano 334-724-4820)

For Catering, contact Dawn McCall 334-724-4825 or go to

tu-perkinsflair.catertrax.com

We are getting complaints about student organizations using rooms in Kenney Hall (Bio) and not replacing the furniture and leaving the room unclean and out of order. If this continues to occur, we are going to ask that the rooms be locked after hours, and we will look to discipline those responsible.

Unauthorized activities are not tolerated and organizations and individuals will be disciplined when and if Student Life becomes aware of an unapproved activity.

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

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