



LEE
UNIVERSITY

Student-Led Club and Organization Manual

Lee University
August 2022 – July 2023

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Introduction

Student organizations are an integral component of the sense of community at Lee University. The campus has many groups that provide students with opportunities to build relationships, serve others, develop leadership skills, and explore their gifts and talents. Student-led groups are also central to fostering student learning outside of the classroom, while helping them integrate their learning experiences. These organizations represent a variety of interests and are a key factor in providing students with an enriching and supportive campus environment.

The first and foremost point of contact for all student-led clubs and organizations is the Office of Student Engagement (studentengagement@leeuniversity.edu). This manual has been created to provide clarity and support to current student leaders, as well as to assist students in taking the steps to establish a new student organization.

All Student Life offices stand ready to help each student organization succeed. Our offices will be happy to answer any questions that students may have regarding forming a new group or managing an existing one.

Our prayer is that God will help each group achieve its mission to make Lee University and the surrounding community a richer place.

For more information regarding leading, joining, and/or starting a student-led club or organization, you may contact the Office of Student Engagement, with the contact information listed below.



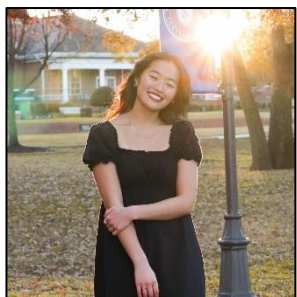
Alex Staup

Director of Student Engagement

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🏠 Office of Student Life (OSL)



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Lee University Mission Statement

Lee is a Christian institution which offers liberal arts and professional education on both the baccalaureate and graduate levels through residential and distance programs. We seek to provide education that integrates biblical truth as revealed in the Holy Scriptures with truth discovered through the study of arts and sciences and in the practice of various professions. A personal commitment to Jesus Christ as Savior is the controlling perspective from which our educational enterprise is carried out. The foundational purpose of all educational programs at Lee is to develop within the students knowledge, appreciation, understanding, ability, and skills which will prepare them for responsible Christian living in a complex world.

Student Life at Lee University

Contact Information

Several staff are involved in the support and leadership of student-led clubs and organizations. Those with direct involvement are listed below:

Office of Student Engagement

Alex Staup, *Director of Student Engagement*
astaup@leeuniversity.edu | (423) 614-8405

Jen Condon, *Secretary for the Office of Student Engagement*
jcondon@leeuniversity.edu | (423) 473-3784

Office of Student Engagement, 1161 Paul Conn Pkwy, Cleveland, TN 37311

Vice President for Student Life

Suzanne Holt, *Interim Vice President for Student Life*
sholt@leeuniversity.edu | (423) 614-8406

Jason Robinson, *Administrative Liaison to the Interim Vice President for Student Life*
jrobinson@leeuniversity.edu | (423) 614-8177

Ariane York, *Administrative Assistant for the Office of Student Life*
ayork@leeuniversity.edu | (423) 614-8406
Office of Student Life, 1161 Paul Conn Pkwy, Cleveland, TN 37311



Types of Student-Led Organizations

All student-led clubs and organizations can find support through several areas of campus. They are broken down into eight groups. Those groups and the appropriate contacts are listed below.

Academic Clubs

Departments support engagement through honors societies and academically inclined clubs. Questions about academic clubs? Contact Student Engagement (astaup@leeuniversity.edu).

Choirs and Ensembles

There are many choirs and ensembles that are part of the Lee community. The School of Music assists in overseeing and supporting these academic and co-curricular groups. Questions regarding ensembles can be directed to music@leeuniversity.edu.

Mosaic Council

The Mosaic Council (MC) supports the many clubs on Lee's campus dedicated to celebrating and shaping diversity at Lee. Questions regarding MC can be directed to the Office of Racial & Ethnic Relations (grichmond@leeuniversity.edu).

Greek Clubs

Greek clubs serve both a service-oriented and a social purpose in the Lee community. Lee's Greek community offers ten clubs. Questions regarding Greek life or the Greek Council can be directed to Student Engagement (astaup@leeuniversity.edu).

Recreational Clubs and Club Sports

There are several club sports teams and recreational clubs at Lee that engage students in active lifestyles and intercollegiate competition. Questions regarding club sports may be directed to campusrec@leeuniversity.edu.

Service Clubs

The Leonard Center supports dozens of service organizations that foster the talents, skills, and passions of students to serve the Lee and Cleveland community. Questions regarding service organizations can be directed to service@leeuniversity.edu.

Social Clubs

There are many clubs dedicated to community development and social activities at Lee. For questions about social clubs contact Student Engagement (astaup@leeuniversity.edu).

Spiritual Life Clubs

Through its co- and extra-curricular programming, Lee seeks to help students invest in faith communities that foster spiritual growth. Questions about spiritual life clubs can be directed to Student Engagement (astaup@leeuniversity.edu).

Club & Organization Basics

Constitution and Bylaws

All university-recognized student-led clubs and organizations are required to have an approved constitution on file with the Office of Student Engagement. Creating a constitution helps define the organization and provides a foundation for years to come. It can be a time-consuming process, but it is critical in charting your organization's course. The constitution should define expectations of membership, meetings, and club leadership.



Membership

Clubs should have clear definitions of membership outlined in their constitutions. Membership entails certain privileges in participation, voting, and more. This should also include requisites from the institution that may limit participation in co- and extra-curricular activities, including pending disciplinary action, chapel probation, etc.

Meetings

Student-led organizations may host formal and informal meetings and activities to achieve their missions. The constitution may outline the processes of meetings.

Leadership

The constitution should outline the formal leadership structure of the club or organization. At a minimum, a club should have a president (or an equivalent) to oversee and lead the efforts. Leadership positions within student-led organizations offer unique opportunities for growth and development; resources and support are available through the Office of Student Engagement.

Starting a Club

If a student is interested in starting a club or organization, they may contact the Office of Student Engagement at studentengagement@leeuniversity.edu. All new clubs and organizations must be approved by the university president's cabinet.

To begin the process of creating a new student-led club or organization, there are three critical components: 1) Student interest and leadership, 2) Drafted constitution for submission to Student Engagement, and 3) An identified sponsor.

Administration and Sponsors

Student Engagement

Student Engagement seeks to cultivate a campus life that fosters the development of students through meaningful connections. By providing multiple facets for student involvement through campus events and programming, student-led clubs and organizations, and leadership development, Student Engagement aims to facilitate an integrated campus experience for all students. It is the mission of Student Engagement to help students know that they matter by supporting diverse facets of involvement and providing transformative leadership opportunities. The Student Engagement team is ready to support student-led clubs and organizations and can be reached at studentengagement@leeuniversity.edu.

Sponsors

A sponsor is a faculty, staff, alumni, or community member who provides support and guidance to officers and members of a student-led organization. Sponsors not only serve students in an official capacity, but also as student-advocates, advisors, mentors, and more. Sponsors offer key insight and developmental perspective for the betterment of their respective student-led organizations and the entire campus.



community. Sponsors act as trustees of their respective organizations and should not act for student organizations, but instead seek to challenge the student leadership with whom they work and support them as they make decisions. More information on the role of sponsors can be found in the *Sponsor Handbook*.

Resources and Support

Campus Events

Any student group wanting to host an on-campus event should submit a request through the online [Campus Events Form](#). The form will help student groups connect with helpful resources, event reservations, and funding requests.

Finances

Official clubs and organizations are given the opportunity to set up a free club account through the Student Financial Services office. Student Engagement is available to assist with club deposits and requisitions. The office can also provide support for budget tracking. The Campus Events Committee will meet regularly to review requests for funding for various events and activities. If a club or student group is interested in submitting a proposal for funding, contact the Office of Student Engagement. Clubs are also encouraged to raise funds (in accordance with university community standards). Additionally, some organizations may collect dues from students. More information regarding club finances can be found in the next section.

Advertising

There are several ways to advertise for events, club meetings, and other activities, including the Campus Events Calendar, flyers, chapel advertisements, social media, and more. All advertising on campus by student groups should be approved by the Office of Student Engagement. Advertisements should be removed no later than 24 hours after the final day of approval. In addition, no advertising is permitted without special permission on walls, windows, building exteriors, etc. The office maintains a listing of all campus bulletin boards and contact information for the various channels of advertising.

Clubs planning to advertise an event or fundraise using a booth in the PCSU must adhere to the following guidelines:

- Only campus clubs/organizations may set up in the PCSU; all non-campus groups must be approved by Student Engagement or Calling & Career.
- PCSU reservations can be made through Mallory Smolen (msmolen@leeuniversity.edu)
- In the Student Union:
 - Only two groups may set up at the same time. Reservations are first come, first serve.
 - Each group may only host a booth a maximum of 3 days per week. Fundraising groups may only set up every other week.



- Groups must rent a table from Physical Plant or bring their own table. They may not use the patio tables or use tables from inside the PCSU.
- Groups must be respectful of the atmosphere of the building:
 - Groups must treat other students with courtesy (i.e., respecting passerby and other groups set up).
 - Groups may not promote activities that are incongruent with the Community Covenant and Student Handbook.
- At any time, a group may be asked to leave by the Director of Student Engagement, the Center for Calling & Career, or the HUB.

Facilities and Physical Resources Reservations

Student Engagement can assist with reserving rooms and common spaces across campus through the Office of Events, Campus Recreation, and Athletics. In addition, Student Engagement can work to liaise with Physical Plant for physical resources such as tables, chairs, trash receptacles, and more. Start this process by visiting leeuniversity.edu/campus-events-and-activities/ and filling out the Campus Event Request Form.

Leadership Development

There is a plethora of opportunities for both formal and informal leadership development through student-led clubs and organizations. By nature, these student groups foster leaders through their leadership teams and mentorship with sponsors and Student Engagement. In addition, students involved with clubs and organizations are encouraged to attend university-hosted conferences, such as Worthy Now and Focus Leadership Conference, take classes that emphasize leadership development (GNST-301, BUSN-479, COMM-480, CHMN-340, PSYC-344, etc.), and participate in other extracurricular opportunities such as the National Society for Leadership and Success (NSLS) and/or Servant and Leadership Training (SALT).

Club & Organization Finances

Terms of Funding

All clubs and organizations can apply for funding through their respective council. A full listing of councils can be found in the *Student-Led Club and Organization Handbook* or contact Student Engagement (studentengagement@leeuniversity.edu) for direction. Below are several guidelines to terms of funding:

1. All funding requests will be reviewed and approved by Campus Events Funding Committee.
2. Funding requests should include the following information:
 - a. Amount requested with itemized breakdown
 - b. Reason/rationale for request
 - c. Consideration for how the expenditure supports the mission of Student Engagement at Lee University



3. No funding is guaranteed, and all requests will be reviewed on a first come, first serve basis throughout the academic year.
4. The maximum total a club may request throughout the academic year is \$400.
5. Acceptable expenditures include, but are not limited to, event expenses (food, drinks, decorations, etc.), club resources or long-term assets that benefit members of the club and/or broader campus directly.
6. Club funding may not be used for charitable or political donations, postage, stipends or payment of services, or items prohibited by the *Student Handbook*.
7. Funding may be restricted if a club or organization does not have updated paperwork on file with the Office of Student Engagement.

Acquiring Funds

Once approved, funds can be distributed in several ways:

1. Student Engagement may request an advance check. This requires all receipts and leftover funds to be returned to Student Engagement. If receipts are not returned, the club will not be eligible for any other funding.
2. The club may utilize a Student Engagement card for purchases. This requires all receipts to be returned to Student Engagement with the card.
3. The club may receive reimbursement following the event by submitting their receipts. Note that the request must be approved by Student Engagement in order to receive reimbursement.

Tax Policy

It is the responsibility of the club or organization to utilize a Lee University Tax Exempt Form for purchases towards university events. No tax may be paid through club funding. Local businesses and organizations that provide tax exempt include:

- | | |
|----------------------|------------------------|
| • Cooke's Food Store | • Walmart* |
| • Publix | • Hobby Lobby* |
| • Dominos | • Food City* |
| • Papa Johns | *Requires Special Card |
| • Little Caesars | |

Dues & Fundraising

Many clubs will garner additional resources by requiring membership dues or fundraising. Dues and fee rates should be established according to each club's constitution. Fundraising activities by club members should be in accordance with the *Student Handbook* policies. Fundraising activities must also be a shared responsibility among the club or organization. The Office of Central Gifts can process any tax receipts for donations given to registered clubs and organizations.

Club Accounts on Campus

Club accounts can be set up through the Accounting Services Office with the help of Student Engagement. To access the account, clubs must have an active sponsor who



is a full-time Lee University employee. The sponsor will assist with approving requisition requests, deposits, etc. In the event an eligible sponsor is not available, the director of Student Engagement may sign off on requisitions.

Itemized Funding Request Template

The breakdown below provides an example of an itemized funding request. This format may be edited and submitted for review by Student Engagement.

Event Name			
Anticipated Purchase	Amount Budgeted	Supplemental Funding from Other Sources	Amount Requested from Student Engagement
Food	\$ 300	\$ 100	\$ 200
Decorations (Balloons, Streamers,	\$ 50	\$ 25	\$ 25
Club Shirts	\$ 200	\$ 200	\$ 0
TOTAL	\$ 550	\$ 325	\$ 225

Reason/rationale for request

Contribution to mission of Student Engagement

Club & Organization Travel

Official travel with student-led clubs and organizations must be pre-approved by the Office of Student Engagement or another office with oversight of a council/club.

“Official travel” is considered any experience off campus that is funded by the university and/or arranged by an office or club sponsor. Club members participating in official travel may be asked to complete a participation waiver.

Guest Speakers and Political Candidates

The university recognizes the value community guests and speakers can bring in their respective fields of expertise and interest. If a club would like to invite a guest speaker who is not an employee with the university for an event, the club must receive approval from their sponsor and the Office of Student Engagement.

Proposal for Guest Speaker

A written proposal from a club/organization to host a guest speaker must be submitted to the director of student engagement (astaup@leeuniversity.edu) no later than two weeks prior to the event. The proposal should include information regarding name, date, time, location, and purpose of the event, the speaker’s name and background, and an anticipated number of attendees. Guest speaker proposals are subject to reasonable parameters of time, place, and a review of compliance with campus policies. Proposals will not be approved if the nature of a particular speaker endangers any member of the campus community or may disrupt the educational purpose of the institution. Approved events and speakers do not indicate institutional



acceptance or endorsement of the university for any views expressed but maintain an emphasis of the university as an educational environment.

Political Candidates

We believe it is imperative to live lives of responsible citizenship, which often entails various levels of political engagement and civic duty. The university is not permitted to participate in or intervene in any campaign activity for or against active political candidates. If an organization desires to sponsor political candidate(s) on campus, it must be dedicated towards an educational purpose and there must be equal opportunity provided to other active candidates. Any events or activities involving candidates for office must be approved by the Office of Student Engagement and University Relations. The same process to submit proposals for guest speakers should be followed for political candidate appearances.

Security

There may be instances in which an approved guest speaker or political candidate requires services of Campus Security. In this case, the Director and Assistant Director of Campus Security will be consulted to determine appropriate event management personnel. Student groups and/or the guest speaker may be responsible for additional costs associated with event management and security services.

Behavioral Expectations

These Club and Community Behavioral Expectations are not a replacement of the *Student Handbook*. It is imperative for student leaders to be aware of the community guidelines and values found in the [Lee University Student Handbook](#). As a Christ-centered community, Lee University holds values based upon biblical precepts and truths. These values are expressed through certain expectations of lifestyle and behavior in the Lee community. Other standards reflect sound discipline stewardship in their concern for one's influence in community. The rules and guidelines include the following matters, as outlined in the *Student Handbook*: alcohol and drugs, tobacco usage, inappropriate language, harassment and discrimination, sexual morality, sexual harassment, free expression, pornography, inappropriate use of technology, hazing, altercations, weapons and fireworks, illegal activities, entertainment, theft, and more.

By establishing rules, an attempt has been made to avoid the legalism that makes conformity a burden and that promotes a type of spiritual pride. However, the university stands firm in its commitment to be different from the wider society whose values, habits and attitudes are not based upon Scripture. Everyone is not expected to agree with all rules and regulations; however, all students are required to follow all rules and regulations of the university.



Community Covenant

Lee University is a Christian community dedicated to the highest standards of academic achievement, personal development, and spiritual growth. Together the community seeks to honor Christ by integrating faith, learning, and living while its members' hearts and lives mature in relationship to Jesus Christ and each other. Faith in God's Word should lead to behavior displaying His authority in our lives. Scriptures teaches that certain attributes such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control are to be manifested by members of the Christian Community (Galatians 5:22-23).

With this purpose and spiritual foundation, students are expected to comply with these lifestyle standards:

- Community life at Lee University should be marked by personal stewardship of abilities and resources and sensitivity to the God-given worth and dignity of each individual. Respect for the worth and dignity of each individual regardless of any differences is a foundational tenet of the Christian community of faith. The university does not allow and will not condone discrimination or harassment of another person because of race, color, national or ethnic origin, religious background, age, gender or disability.
- Corporate worship aids in community building and support of the body of Christ. We gather as a community at special times for nurture and instruction in the truths of God's Word. These activities include required attendance at chapel and spiritual emphasis weeks. Personal devotions and local church involvement are encouraged.
- Scripture condemns such attitudes as greed, jealousy, pride, lust, needless anger, an unforgiving spirit harmful discrimination and prejudice. Furthermore, certain behaviors are expressly prohibited by Scripture. These include theft, lying, cheating, plagiarism, gossip, slander, profanity, vulgarity, adultery, same-sex sexual behavior, premarital or extramarital sex, sexual promiscuity, pornography, drunkenness, gluttony, immodesty and occult practices. (Galatians 5:19-21, I Corinthians 6:9-10).
- Scripture teaches that all our actions (work, study, play) should be performed to the glory of God. We endeavor, therefore, to be selective in the choices of clothes, entertainment and recreation, promotion those which strengthen the body of Christ and avoiding those which would diminish sensitivity to Christian responsibility or promote sensual attitudes or conduct.
- Since the body of the Christian is the temple of the Holy Spirit, it deserves respect and preservation of its wellbeing. Therefore, the use of alcohol, illegal drugs, tobacco in any form and the abuse of prescriptions and over-the-counter drugs violates our community standard.

Discipline Policy

The Office of Student Conduct will be responsible for disciplinary processes for student-led clubs and organizations. It is the goal of the Office of Student Conduct, as



well as the vice president for student life, to always be fair and consistent. Student Conduct may investigate disciplinary matters according to the severity of the allegation, and leaders and members of student-led clubs and organizations are expected to cooperate with disciplinary processes.

Office of Student Conduct

Chris Gates, *Director of Student Conduct*
cgates@leeuniversity.edu | (423) 614-8410 | OSD

Hazing Guidelines

Hazing is prohibited in all forms at Lee University, and it will not be tolerated. Hazing is not only a violation of university policy, but it is illegal in the state of Tennessee and a violation of state law.

Hazing Defined

Tennessee law defines hazing as follows: **“Hazing means any intentional or reckless act, on or off the property of [Lee University by one or more students,] that endangers the mental or physical health or safety of another student or that induces or coerces a student to endanger such student’s mental or physical health or safety.** Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.” ([TN Code Annotated](#)).

The university has developed extensive hazing-prevention guidelines. These standards seek to:

- Create a safe environment for all students at all times.
- Minimize risk for students, student organizations, athletic teams, employees, and the institution.
- Facilitate the reporting of hazing concerns.
- Educate students concerning their rights and the university’s efforts to guarantee those rights.
- Comply with federal and state regulations for reporting crime on campus.

The hazing prevention guidelines are available upon request from Office of Student Conduct.

What this Means for You

In an effort to be as clear as possible, we want to outline guiding questions to help you determine what these guidelines mean for you.

- *If your club or organization hosts some sort of initiation process, your process should be focused on educating your new members about your values, not degrading, humiliating, or endangering them.*



- *Hazing does not only occur when someone is severely harmed.* Remember that hazing is considered any action that endangers the mental or physical health of another person; this means that any level of endangerment, whether something bad happens or not, is not tolerated by our community.
- *Our goals are for clubs and organizations to be the best they can be.* This is not possible when any culture of hazing is prevalent.
- *When in doubt,* consider other ways to teach your new members about your club or organization's values and purpose. If you have questions about a certain activity, contact the Induction Review Committee (inductionreview@leeuniversity.edu).

Examples of Hazing

The activities below have at one time or another been construed as hazing by the courts and/or institutions of higher education.

- Paddling or striking in any manner
- Marking or branding
- Physical harassment: pushing, cursing, yelling, etc.
- Staging any form of "line-up"
- Conducting any type of "hell week" activities
- Requiring new members to practice periods of silence
- Phone duty
- Requiring the carrying of items such as statues, rocks, paddles, etc.
- Requiring calisthenics such as sit-ups, push-ups, etc.
- Sleep deprivation
- Preventing/ restricting class attendance
- Forcing or coercing someone to eat or drink against their will
- Completing tasks in order to obtain signatures
- Preventing personal hygiene
- Causing indecent exposure
- Requiring uncomfortable attire
- Keeping the date of initiation a secret
- Work parties/ clean-up for new members only
- Scavenger or treasure hunts

Title IX Policy and Sexual Harassment

The university is committed to prohibiting discrimination on the basis of sex. In accordance with federal standards, the Office of Student Care is responsible for Title IX compliance and serves as the first responder for any concerns regarding Title IX, including sexual harassment and other forms of discrimination on the basis of sex.

Additional resources and information can be found on the [Title IX webpage](#), along with both the university's [Title IX Policy](#) and [Non-Title IX Policy](#) for alleged prohibited conduct that does not meet the definitions of Title IX sexual harassment and non-discrimination.

Office of Student Care

Brittany Gates, *Director of Student Care and Title IX Coordinator*
bgates@leeuniversity.edu | (423) 473-3817 | CEN 316C



Referral Offices

Office of Student Engagement

The Office of Student Engagement is directly responsible for student-led club and organizations' support and all facets of campus engagement.

Office of Student Engagement

Alex Staup, *Director of Student Engagement*
astaup@leeuniversity.edu | (423) 614-8405
1161 Paul Conn Pkwy, Cleveland, TN 37311

Office of Student Care

Student Care offers several resources for holistic development, including workshops, readings, videos, personal support, and more. Student Care also oversees the Title IX compliance for the institution by coordinating prevention programming and investigations.

Office of Student Care

Brittany Gates, *Director of Student Care*
bgates@leeuniversity.edu | (423) 473-3817
Higginbotham Administration Building, CEN 117

Office of Student Conduct

The Office of Student Conduct is responsible for promoting the community values of the university and conducting disciplinary procedures for the students and clubs.

Office of Student Conduct

Chris Gates, *Director of Student Conduct*
cgates@leeuniversity.edu | (423) 614-8410
1161 Paul Conn Pkwy, Cleveland, TN 37311

Campus Security

Campus Security is a service-driven department committed to providing security and promoting safety for the Lee University community.

Campus Security

Matt Brinkman, *Director of Campus Security*
security@leeuniversity.edu | (423) 303-4444
Physical Address: 1000 Barnes St NE, Cleveland, TN 37311
Mailing Address: P.O. Box 3450, Cleveland, TN 37311



Lee University Counseling Center

The Lee University Counseling Center (LUCC) exists to provide professional and psychological services to support the holistic personal and emotional development of Lee University students. LUCC provides individual counseling sessions, group counseling, and trainings.

Lee University Counseling Center

David Quagliana, *Director of Counseling Center*
counseling@leeuniversity.edu | (423) 614-8415
Watkins Building, 100 8th St, Cleveland, TN 37311

Center for Student Success (The Hub)

The Center for Student Success (The Hub) offers comprehensive services focused on supporting students in their academic journey at Lee University. Students may receive personalized coaching, individual tutoring, supplemental instruction, peer mentoring, career counseling, and more at The Hub.

Center for Student Success

thehub@leeuniversity.edu | (423) 473-3761
Paul Conn Student Union, 304

Racial & Ethnic Relations

The mission of Racial & Ethnic Relations is to help racially, ethnically, and internationally diverse students, employees, and alumni know that they are valued members of the Lee University community. The office works to advocate for, empower, and support those from racially, ethnically, and internationally diverse backgrounds.

Racial & Ethnic Relations

Gloria Scott-Richmond, *Director of Racial & Ethnic Relations*
grichmond@leeuniversity.edu | (423) 614-8238
Higginbotham Administration Building, CEN 119

Residential Life & Housing

Residential Life & Housing seeks to help students know that they matter by fostering purposeful community, promoting responsible living, and encouraging life-long learning in a Christ-centered environment.

Residential Life & Housing

Jarad Russell, *Director of Residential Life & Housing*
housing@leeuniversity.edu | (423) 614-6000
Higginbotham Administration Building, CEN 316

