



## Campus Organizations Guidelines

July 30, 2020

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### Introduction

Lee University values various forms of student engagement from across campus. This includes clubs of all types, musical and other traveling ensembles, SmallGroup groups, athletic teams, club athletic teams, and so forth.

During this pandemic, the university seeks to support the organizations to help them engage in their activities safely in accordance with broader university guidelines. We understand that the challenges our campus organizations are facing can present significant pressure. Our desire is to help our campus groups adapt to the challenges and find safe, effective ways to fulfill their missions.

The university's stance regarding campus organization guidance during the pandemic is predicated on the ideas of responsible citizenship and peer accountability. A critical aspect of this perspective is the role played by sponsors/directors/coaches. Through a consistent, unified effort, we can promote wellness and a sense of collective responsibility for our campus and the surrounding community.

The guidelines in this document pertain to all organization and club activity on and off campus, including smaller groups within each organization (e.g., cabinet, executive committee, section of a musical group). In addition, the guidelines apply to informal groups of students greater than 10 in number regardless of any club or organizational affiliation.

The chief sources consulted to inform these guidelines included:

- [Tennessee Governor's Executive Order #38](#)
- [CDC's Considerations for Institutions of Higher Education](#)
- [American College Health Association's Considerations for Reopening Institutions of Higher Education in the COVID-19 Era](#)

Numerous other resources were reviewed in an effort to draft these guidelines.

### Meetings

All meetings must comply with the university's expectations regarding social distancing and mask wearing regardless of the location of the meeting (i.e., on or off campus).

Additionally, all meeting attendees should be checked for an up-to-date green screen on the Health Screening Tool before being permitted to enter. Furthermore, students and staff are expected to clean and sanitize after their meetings to prevent the spread of the virus.

Cleaning supplies are located in each campus building.

Clubs and organizations must complete the [Campus Event Request Form](#) before the Office of Event Planning will reserve on-campus meeting spaces. These requests will be reviewed by a committee comprised of members of various offices from across campus and a student representative. If permission is granted, the group requesting the use of campus space then may proceed with scheduling through the Office of Event Planning ([kabrooks@leeuniversity.edu](mailto:kabrooks@leeuniversity.edu)).

All meeting requests must be entered in the online request form at least two weeks before the desired meeting date. If a meeting is recurring, permission may be granted for a series of dates; however, permission may be revoked at any time if the group does not abide by the university's guidelines. Groups that already have spaces reserved for the fall must use this process for official approval.

Please note that some organizations may need to utilize hybrid meetings due to the size of the anticipated attendance and the available spaces. Campus spaces with a large number of socially distanced seats are limited and may incur cost with use. Organizations needing technical assistance can request it through the Help Desk ([helpdesk@leeuniversity.edu](mailto:helpdesk@leeuniversity.edu)).

### **Campus Events**

Organizations or groups of students seeking to host an event, whether on or off campus and regardless of funding source (i.e., university or self-funded), must submit information via the [Campus Event Request Form](#). These event requests must be entered at least two weeks before the desired event date.

These plans must provide evidence that the university's guidelines will be followed regarding the use of face masks, social distancing, clearance with the Health Screening Tool, and cleaning/sanitization for every event. Events will be approved only if there is a reasonable and implementable safety plan. Each plan will be evaluated according to numerous factors, including:

- Anticipated crowd size and venue size to ensure appropriate crowd density (At this time, Governor Lee's executive order generally stipulates crowd sizes of no more than 50.)
- Location of venue (i.e., indoor/outdoor) and inclement weather plan
- Management of attendee behavior and sponsor/director/coach presence throughout the event
- Enhanced cleaning and sanitization of event materials
- Member safety plan (e.g., food service safety, event preparation, clean-up, money handling)
- Sufficient distances for musical performances (i.e., vocal and instrumental)

When events are approved, campus venues can be scheduled accordingly.

### **Campus Events Funding**

Historically, the Campus Events Committee has sought to empower various councils to distribute funds for events. However, in an effort to be consistent with event funding and

safety, the Campus Events Committee itself will review all proposed events for funding this fall and perhaps into the spring. The committee will meet on a regular basis throughout the fall semester to provide timely review of requests.

### **Retreats and Off-Campus Events/Meetings**

Due to the current level of infection in Bradley County and around our region, the university will not allow campus organizations to schedule off-campus retreats until further notice. For the purposes of this policy, retreats are defined as meetings longer than four hours. This policy applies to all campus organizations and any group of students and/or staff of over 10 people. This retreat policy will be revisited for the spring 2021 semester unless conditions related to COVID-19 drastically improve before then.

Any off-campus meetings (i.e., gatherings off campus shorter than four hours) will be reviewed according to the information in the Meetings and Campus Events sections. In addition to the information covered in those sections, the review process for proposed off-campus meetings will include the consideration of any travel plans, the location of the event/meeting (i.e., specific geographic location), plans for the facilities for the meeting (e.g., number of seats vs. number of attendees, indoor/outdoor meeting spaces), and the cleaning and sanitization plan.

In keeping with the Greek Club Induction Guidelines, no induction activities may take place in open campus facilities. Since all campus facilities are open for general use, induction activities will not be permitted on campus.

### **Recruitment**

Recruiting new members is an important part of sustaining any campus organization, and students need various opportunities to get engaged in the life of the campus. Recruitment opportunities must be planned according to the guidelines discussed in the Meetings and Campus Events sections. Organizations are encouraged to consider alternative strategies (e.g., virtual) for recruitment where possible. Specific types of recruitment events like those for musical ensembles will be reviewed by the School of Music or the appropriate oversight entity. All club recruitment activities must be submitted via the [Campus Event Request Form](#) at least two weeks before the desired recruitment event.

### **Organization Fundraising Activities**

All fundraising activities undertaken by organizations must meet the university guidelines. Campus organizations must submit their fundraising plans via the [Campus Event Request Form](#) at least two weeks before the desired fundraising event, whether it is on or off campus.

### **Service Projects**

Organizations wishing to perform on- or off-campus service projects should consult with the Leonard Center ([service@leeuniversity.edu](mailto:service@leeuniversity.edu)) before engaging in the project. The Leonard Center has developed detailed safety guidelines for service during the pandemic and is ready to assist clubs with service initiatives.

## **Consequences**

As previously mentioned, the university expects students to help establish a culture of peer-to-peer accountability to create a community characterized by responsible citizenship. Additionally, each campus organization's sponsor/director/coach is the immediate employee or volunteer responsible for the implementation of this policy.

Organizations that violate these policies may experience consequences that will be determined on the specifics of the case. Possible consequences include verbal warnings, written warnings, fines, club probation (i.e., inability to function as a club on campus) for varying periods of time, individual member probation, and accountability hours. Discipline proceedings may be initiated by the vice president for student development, dean of students, and/or the respective oversight entity. Available evidence, including social media postings, may be reviewed to determine corrective action. Campus organizations are expected to cooperate with investigations in an effort to promote wellness for the entire campus and community.

## **Consultation**

If students or staff have questions related to this policy, they should direct them to the Office of the Dean of Students.

## **Revisions**

The university reserves the right to modify these guidelines at any time. If revisions are made, they will be communicated with campus organizations through their presidents.