

# STUDENT ORGANIZATION

## GUIDELINES



Revised: June 2024

## Table of Contents

Student Engagement Mission Statement .....	6
What does the Coordinator of Student Engagement do? .....	6
University Services Fee Notice .....	6
Student Government Association.....	6
Guidelines, Policy, and Legal.....	7
Compliance Clause.....	7
Legal Recognition .....	7
Guiding Documents.....	7
Non-Discrimination .....	8
Free Expression.....	9
Enforcement .....	9
Purpose of Student Organizations .....	9
Student-Centered, Driven, and Led .....	9
Unique Purpose Among Peer Organizations.....	10
Creating a Lasting Organization.....	10
Enhancement of the Student Experience and Expression .....	10
Working with Outside Entities .....	10
Classification and Categorization of Organizations .....	10
Different Branches of Organizations.....	11
Different Categories of Organizations.....	11
Requirements and Benefits of all Student Organizations .....	12
Benefits of Being Registered .....	12
Basic Requirements for Registration .....	13
Organization Registration .....	14
Purpose of Registration .....	14
Registration for New Student Organizations.....	14
Re-registration (“transition”) for Current Organizations.....	15
Reviving a Previously Registered Student Organization.....	15
Registration Resources.....	15
Organization Membership and Advising .....	15
Membership Guidelines.....	15
Removal of Members.....	16



Membership Restriction .....	16
Organization Officers.....	16
Roles of Officer Positions.....	17
Officer Transition.....	17
Removal of Officers .....	17
Organization Advisors.....	18
Role of the Advisor.....	18
Advisor Appointment .....	18
Advisor Resignation and Retirement.....	19
Advisor Removal.....	19
Emeritus Status.....	19
Co-advisors .....	20
Constitutions.....	20
Purpose .....	20
Section Requirements .....	20
Additional Components.....	21
Amendments and Changes.....	21
Constitution Resources .....	22
Registration and Administration for Sport Clubs or Fraternity and Sorority Life .....	22
Sport Club Registration and Administration .....	22
Fraternity and Sorority Life Registration and Administration .....	23
Affiliation with a TAMUT Entity .....	23
Registration.....	23
Funding.....	23
Advising .....	23
EagleSync.....	24
What is EagleSync? .....	24
How to Use EagleSync .....	24
Organization Page .....	24
Admin Dashboard .....	24
EagleSync Features .....	24
Involve App .....	25
Financial Management.....	25



Student Government Association Allocated Funding .....	25
Bank Accounts .....	26
EIN Information .....	26
Tax Exemption Information .....	26
Fundraising .....	27
Dues Collection .....	27
Financial Management Best Practices.....	27
Event Management .....	28
Event Requests – Eagle Sync .....	28
Space Reservations.....	28
Attendance Tracking.....	28
Alcohol .....	28
Amplified Sound.....	28
Food .....	29
Costs Incurred .....	29
Storage Space and Mailboxes.....	29
Storage Space Overview and General Guidelines.....	29
Mailbox Overview .....	30
Leadership Transition.....	31
When It Occurs .....	31
Officer Elections.....	31
Appointment of an Advisor.....	31
Transition Binders .....	31
Transition Types .....	31
Officer Transition Workshop .....	32
Solicitation and Tabling.....	32
Policy and Guidelines .....	32
How to Schedule Tables .....	32
Marketing and Imagery.....	33
Posting of Flyers, Materials, and Signs on Campus .....	33
TAMUT Logo Usage Rules.....	34
The SquawkTalk Newsletter .....	34
Chalking on Campus .....	34



Utilizing Social Media.....	34
Best Practices for Marketing an Organization.....	35
Travel .....	36
Travel Requests.....	36
Funding for Travel.....	36
Best practices .....	36
Education .....	36
Consultations and Workshops.....	37
Student Org Training Day .....	37
Training Archives – In Development.....	37
Student Conduct Training .....	37
LinkedIn Learning.....	37
Risk Management .....	38
Understanding Risk Management.....	38
Types of Risk .....	38
Levels of Risk .....	38
Risk Assessment Matrix.....	39
Responsibility for Risk .....	39
Separate Legal Entity .....	40
Common Areas of Risk .....	40
Proactive Risk Management.....	43
What is Proactive Risk Management?.....	44
Promoting Proactive Risk Management .....	44
Organizational Amnesty.....	44
Crisis Response .....	45
Title IX.....	45
Conduct and Judicial Information .....	46
Non-academic Misconduct Policy.....	46
Student Conduct Office .....	46
Failure to Abide by the Compliance Clause .....	46
Civil Rights & Title IX Reporting and Enforcement Process .....	46
Student Organization Acknowledgement of Compliance with Texas House Bill 127 .....	47



# TAMUT Student Engagement Overview

## Student Engagement Mission Statement

Student Engagement, a subdivision of the Office of Student Life at TAMUT, provides impactful co-curricular experiences through experiential learning, social opportunities, civic engagement, and leadership training. We engage in each student's identity development by providing mentorship, resources, and involvement opportunities in order for students to be empowered to engage in their individual communities.

## What does the Coordinator of Student Engagement do?

The Coordinator of Student Engagement, an employee of the Office of Student Life at TAMUT, is the coordinator overseeing all campus registered student organizations, fraternity and sorority life, student civic engagement efforts, service learning, campus involvement events (Spotlight on TXK, What's Poppin Fair), and many of the leadership programs across campus. The Coordinator of Student Engagement serves as a central resource to help guide all student organizations and student leaders through their time being involved at TAMUT.

## University Services Fee Notice

Every semester, students pay a portion of their enrollment fees to support the University Services Fee. The fee is distributed between campus entities to support their missions in providing for the TAMUT community. A portion of the University Services Fee is utilized by the Office of Student Life for operations, programming, and allocated to student organizations registered with our office. More information regarding the University Services Fee can be found [here](#).

## Student Government Association

The Office of Student Life provides professional staff support for the TAMUT Student Government Association, which is the official student body government of TAMUT. SGA is the primary advocate for students on campus with legislative and executive members that work together to advocate for students' interests, host events, and help allocate student fees to Registered Student Organizations in ways that best serve students. For more information, the current SGA President is Orionna Williams, [orionna.williams@ace.tamut.edu](mailto:orionna.williams@ace.tamut.edu) and the Staff Advisor to SGA is Celeste McNiel, [cmcniel@tamut.edu](mailto:cmcniel@tamut.edu).

# Organization Administration

## Guidelines, Policy, and Legal

### Compliance Clause

All Registered Student Organizations agree to abide by the following Compliance Clause as a condition of registration with the Office of Student Life at TAMUT:

“All Registered Student Organizations and individual members of organizations agree to abide by and comply with all TAMUT policies and procedures, all local, state, and federal laws, and the Guidelines for Registered Student Organizations handbook. Failure to comply with these policies and procedures may result in a variety of disciplinary actions ranging from formal warnings to suspension of the organization and/or sanctions (up to expulsion) for individuals involved. Organizations that lose their registration status must re-apply for registration as a New Student Organization.”

### Legal Recognition

All Student Organizations registered with the Office of Student Life are registered as a separate legal entity from Texas A&M University - Texarkana. While RSOs are approved and overseen by a university department, the RSO itself is separate and does not constitute itself as a university department or as a legally bound unit of the University. RSOs are not permitted to speak on behalf of the University, utilize the logos of the University, or use the University name in a manner inconsistent with the guidelines set forth in the [TAMUT Policy Library](#) and [TAMUS Policy Library](#). As a separate legal entity, organizations are responsible for their own behavior, policies, finances, and legal issues, and assistance and/or intervention by the University will be granted on a case-by-case basis only. Additionally, no endorsement will be given by the University of an organization in an organization’s posts, websites, social media, or other mediums; organizations may not claim endorsement by the University, even if a University department shares an organization material to help promote the organization’s activities. The University does not regulate external organization websites; if an organization utilizes a website (social media page) outside of EagleSync, the organization must note that TAMUT does not endorse or associate with the content posted on that website.

### Guiding Documents

In order to assist student leaders with organization administration, the following guiding documents are in place to make all information related to policies, rules, regulations, and best practices readily available in as few places as possible. These guiding documents are:

1. Guidelines for Registered Student Organizations



This document strives to put as much important information for organization leaders as possible into one central location. Any information not located in the Guidelines for Registered Student Organizations can likely be found in one of the other guiding documents.

## 2. TAMUT & TAMUS System Policy Library

The [TAMUT & TAMUS Policy Library](#) serves as the central location for all University and System rules, regulations, and policies relating to academic and student conduct, as well as university operation.

## 3. Student Code of Conduct

The [Student Code of Conduct](#) (or "the Code" as it is more often referred to) outlines the rights of students and many of the standards of conduct (responsibilities) and values honored by the TAMUT community. The community standards set forth in the code contribute to the best environment for students to live and learn. The enforcement of community standards allows TAMUT to maintain and strengthen the ethical climate on campus and to promote the academic integrity of the University.

## 4. Student Organization Website

The [Student Organization Website](#) serves as the home of all information student organization related. It includes information related to organization administration, funding guidelines, and resources.

# Non-Discrimination

In order to retain recognition with the Office of Student Life, all RSOs at TAMUT must include the following non-discrimination clause in their constitution and hold members/membership accountable to it:

“TAMUT prohibits discrimination on the basis of individual’s race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or any other classification protected by federal, state, or local law in the university’s programs and activities.”

The university's nondiscrimination policy extends to employment practices, conditions of employment, personnel actions and all other educational programs and activities of the university and its affiliates. It also extends to any retaliatory actions by an individual and associates that may arise as a result of a discrimination complaint.

The following person has been designated to handle inquiries regarding nondiscrimination policies and are Title IX coordinators: Jill Whittington, Compliance Director, [jwhittington@tamut.edu](mailto:jwhittington@tamut.edu), UC 414, 903-334-6755.

For more information, please visit the [Civil Rights & Title IX webpage](#).

## Free Expression

Student organizations are required to abide by the University's Free Expression Rule found in the [TAMUT & TAMUS Policy Library](#). Student organizations are allowed to invite speakers to speak on campus, in accordance with the Rule. The university may not take action against a student organization on the basis of viewpoints expressed by the organization or of any expressive activities of the organization. However, the university may take action against individuals or groups that engage in expressive activity that is not protected by the Rule or the First Amendment. These activities include physical abuse or assault, true threats, disruption of the academic environment or university-sponsored extracurricular event, inciting or producing imminent lawless action, or illegal harassment.

## Enforcement

All policies, guidelines, procedures, and laws are enforceable by their governing body, including the United States Government, the State of Texas, Texas A&M University – Texarkana and its departments, and the TAMUT Police Department, among others. Organizations and/or individuals that are involved in a potential act of misconduct regarding a violation of any policies, guidelines, procedures, and laws may be required to meet with the Office of Student Life, Office of Student Conduct, Office of Civil Rights & Title IX, and/or other offices. Organizations, Individuals, and activities found to be in violation of these stipulations may face disciplinary action, including sanctions up to deactivation of the organization as well as suspension and expulsion from the University for organization members involved in the acts.

## Purpose of Student Organizations

Student organizations exist to give students and community members an outlet to express themselves through various forms of interests and activities. Student organizations also serve as a platform for students to pursue their passions and interests while concurrently developing leadership and teamwork skills. Student organizations have been proven to help students increase their academic achievement levels, create lasting friendships, feel more connected to their peers, and establish a sense of belonging at their school and in the community. For these reasons, TAMUT actively promotes involvement in multiple organizations and activities that align with the interests of each student.

## Student-Centered, Driven, and Led

Student organizations help students build the skills they need to succeed outside of college, thus making sure students feel empowered to lead and manage their own organizations is critical. All student organizations will be student-centered, student-driven, and student-led. In other words, all organizations at TAMUT should be built with a focus around students and their needs, should be driven to meet that purpose, and should be led and operated by student leaders with guidance from an experienced staff or faculty member that understands the purpose and needs of the organization.

## Unique Purpose Among Peer Organizations

All student organizations will have a unique purpose when compared to similar organizations registered with the Office of Student Life. While similar and overlapping organizations can exist within TAMUT's realm of student organizations, there should not be two organizations with the exact same purpose. The uniqueness of an organization's purpose is at the discretion of the Coordinator of Student Engagement.

## Creating a Lasting Organization

Organizations that are registered with the Office of Student Life should be designed to last. Organizations being created or revived for the purpose of class credit, marketing and/or selling products for a business or class or designed to last for one academic year or less are strictly prohibited. Organizations that the Coordinator of Student Engagement determines are not meant to be a lasting organization will be denied registration.

## Enhancement of the Student Experience and Expression

Organizations should be designed to enhance the experience of TAMUT's student population. All organizations must fit into one or more of the different categories of organizations and should help students foster their academics, social life, leadership, hobbies/interests, and/or civic engagement. Organizations will allow their members the freedom to express themselves in ways that are reflective of the organization's purpose and mission.

## Working with Outside Entities

Student organizations often collaborate with outside entities, like local businesses, to create opportunities for their members to develop skills and gain real-world experience. When working with outside entities, both the organization and outside entity must keep in mind the student-centered, student-driven, and student-led principle. Control of a student organization by any outside entity is prohibited. Organizations are not allowed to register themselves on behalf of a business, front their operations on behalf of a business, or utilize their benefits of being registered to benefit a business. Organizations partnering with related businesses are not allowed to solicit sales to students on behalf of the business, advertise the business' for-profit products, or use the benefits the organization is awarded from TAMUT after registration with the Office of Student Life to serve the business without participation by the organization (i.e. using free room reservations to book a room for a business and allow the business to operate an event from the room for free without participation from organization members in hosting the event).

## Classification and Categorization of Organizations

Organizations are categorized to make it easier for students to find organizations of interest. Organizations are first assigned to a branch for administration and oversight purposes depending on the organization's purpose and are then assigned to a category that is searchable to make it easy for those browsing EagleSync to locate organizations of interest.

## Different Branches of Organizations

1. Student Organizations- This branch of organizations is directly overseen by the Coordinator of Student Engagement and consists of approximately 85% of all registered organizations. These include organizations such as academic-focused, hobbies, special interests, cultural groups, and faith-based organizations, among others.
2. Sorority and Fraternity Life- This branch is directly overseen by the Coordinator of Student Engagement & The Office of Student Life in conjunction with the Inter-Greek Council.
3. Department/Campus Life- All university-staffed and operated departments fall into this branch. The Office of Student Life supports these units with EagleSync questions and helps to administer organizations that are sponsored by their academic or functional area. The Office of Student Life also works to partner with these different groups on programs throughout the academic year. These units are permanently fixed on EagleSync and do not need to complete registration annually.

## Different Categories of Organizations

- Academic & Professional: Academic organizations focus on education, research, and scholarship in a particular field of study. Professional organizations focus on the advancement of the careers of professionals in a field of study.
- Arts & Culture: Organizations that promote the arts and cultural heritage of a particular community. These organizations can include museums, art galleries, theaters, cultural centers, music, geographic culture, and other means that showcase cultural expressions.
- Campus Department: Groups representing a TAMUT-operated department that are focused on specific areas of interest. These organizations can include academic departments, student services departments, administrative offices, and other groups that support the functioning of the campus community.
- Campus Governance: Groups within the university that are responsible for decision-making and policy-setting on campus. These organizations can include student government associations, faculty senates, and administrative committees that work to ensure effective management.
- Graduate Interests: Organizations that are focused on the needs and interests of graduate students. These organizations can provide opportunities for academic and professional development, social networking, graduate-level research, and advocacy for graduate student rights and issues.
- Honorary: Groups that recognize and celebrate academic excellence and achievements in a particular field of study. These organizations typically require a high level of academic achievement and provide opportunities for members to engage in academic development, community service, and leadership activities.
- Housing & Residence Life: Organizations that are focused on managing student housing and related services on campus. These organizations typically oversee residential life programs, coordinate residence hall operations, and provide support and resources for students living on campus, including residence hall councils and corporation boards.

- **Identity/Multicultural**: Organizations that are focused on promoting cultural education within the campus community. These organizations can include clubs and associations that represent different racial, ethnic, and cultural groups.
- **Political**: Organizations that are focused on promoting political awareness, activism, and engagement among students. These organizations can include partisan and nonpartisan groups that represent different political ideologies and provide opportunities for students to participate in political campaigns and debates.
- **Religious/Spiritual**: Organizations that are focused on providing spiritual and religious resources and support for students. These organizations can include campus ministries, religious clubs, and other groups that offer opportunities for worship, fellowship, and spiritual exploration.
- **Service/Philanthropy**: Organizations that are focused on community service and philanthropic efforts. These organizations can include clubs, associations, and other groups that organize volunteer projects, fundraising events, and other activities that support local and global communities.
- **Social Change/Advocacy**: Organizations that are focused on promoting social justice and equity through advocacy and activism. These organizations include clubs that work to address issues such as human rights, environmental justice, and other social and political causes.
- **Fraternity & Sorority Life**: Organizations that are focused on creating a sense of community, brotherhood/sisterhood, and shared values among members. These organizations include Greek-letter names that provide social, academic, and leadership opportunities for members.
- **Special Interests**: Organizations focused on specific hobbies, interests, and activities. These organizations can include clubs that represent interests such as gaming, art, music, and other recreational activities.
- **Sports Clubs/Recreation**: These are organizations that are focused on promoting physical activity, wellness, and healthy lifestyles. These organizations can include clubs that represent different sports, outdoor recreation, and provide opportunities for members to participate in events and tournaments.

## Requirements and Benefits of all Student Organizations

All Registered Student Organizations at TAMUT receive many benefits after registering with the Office of Student Life. Organizations that meet the requirements for registration will be officially registered with the Office of Student Life on EagleSync and are eligible to receive the benefits that come with registration.

### Benefits of Being Registered

Organizations must be registered with the Office of Student Life in order to receive University-granted benefits. Fortunately, there are plenty of benefits for registering, meaning that your organization should always make completing annual registration a priority. Below are many of the benefits organizations get for registering:

1. Room Reservations- RSOs can reserve rooms and spaces in TAMUT-owned and operated buildings and grounds for events they are hosting. Many rooms are available for free to registered organizations, as well as certain services associated with those rooms.
2. Funding- RSOs are eligible to receive funding for events, meetings, and various other things from the University Services Fee. More information in the section on Funding.
3. Campus events- RSOs are eligible to participate in university sponsored events such as the Spotlight on TXK, What's Poppin Spring Involvement Fair, Preview Days, and other campus events that invite student organizations. RSOs are also eligible to host their own events on campus. More information in the Event Management section.
4. EagleSync page- RSOs get their own website via a page on EagleSync. This space can be used to request to host as well as advertise approved organization events, recruit members, manage the club roster, store documents, and administrate forms.
5. Campus mailbox and storage space- RSOs can apply for both a mailbox and storage space in UC125 (Student Life Suite). Mail can be delivered, and organizations will be notified of its arrival. Storage space comes in the form of totes and shelves. It is the responsibility of the RSO to keep the assigned storage space clean and organized. RSOs that repeatedly disregard this requirement will have their mailbox/storage space revoked and risk having their belongings disposed of at the discretion of the Coordinator of Student Engagement.
6. Tabling- RSOs are allowed to table across campus both at campus events and on their own. Table reservations can be made using the following [form](#).
7. Administrative and Advisory Support- RSOs can receive administrative and advisory support from the Coordinator of Student Engagement. This includes printing, ordering supplies (if approved for funding), event planning help, and leadership development, among others.

## Basic Requirements for Registration

All student organizations, both registered and prospective organizations seeking to be registered, must meet several requirements in order to be eligible for registration consideration with The Office of Student Life:

1. Organization Membership Count- All RSOs must have a minimum of three total people on their EagleSync Roster for registration, constituting a minimum of three students and one faculty or staff advisor.
2. Officers- RSOs must have a minimum of three officers constituting a president, vice president, and a treasurer or equivalent positions. Organizations are not limited to these positions.
3. Advisor- All RSOs must have a primary advisor that is a faculty or staff member of the TAMUT that meets the requirements to be an advisor as listed herein.
4. Unique and Lasting Purpose- Organizations should have a purpose that is different and unique to that organization from other active organizations. Organizations should be designed to last.
5. Constitution- All RSOs must have a constitution that meets the guidelines set by the Office of Student Life, and the constitution must be approved annually during the registration period.

6. Completion of annual re-registration (“transition”)- All organizations must complete the annual registration process (known as organization “transition”) assigned by the Coordinator of Student Engagement each April before the end of the academic year. This process contains multiple requirements that must be completed for an organization to be successfully re-registered for the upcoming academic year. Organizations must have an EagleSync page that is up to date with current information including the organization’s purpose, roster, officers, constitution, contact info, and logo, among others. This can be updated either via the registration process, known as “transitioning”, or can be done manually.
7. Completion of annual RSO risk training- All RSOs must have at least one officer and their faculty/staff advisor complete risk training yearly.

Note: If you are applying for status as a New Student Organization, your organization will not yet have a page on EagleSync. You will create one during this process.

All RSOs must meet these guidelines to be registered with The Office of Student Life for the academic year. Each of these basic requirements has further guidelines that organizations must meet for that requirement to be fulfilled and the registration request approved.

## Organization Registration

### Purpose of Registration

Organization registration is a critical component of managing student organizations. Registration serves to keep student organizations active and up to date every year. Through this process, organizations either apply for first time registration or renew their standing as an official organization with the Office of Student Life by updating their roster, refreshing their constitution, and keeping organization information up to date.

### Registration for New Student Organizations

New student organizations applying for registration must meet the basic requirements for student organizations. Additionally, those completing a new registration must keep in mind the purpose of student organizations. New organizations can fill out the [registration application](#) on EagleSync during August, September, October & November of the Fall terms, and January, February, March & April of the Spring terms. Registration applications filled out outside these months will be denied and asked to resubmit during the next open period for organization registration. Once the submitter has filled out all fields and confirmed the registration request, it is submitted for review by the Coordinator of Student Engagement. The primary components of a registration include naming the organization (name cannot imply any official relationship with and/or endorsement from the University), inviting users to join the organization’s roster, outlining the executive leadership, establishing the purpose and goals of the organization, uploading a logo (using university branding in the logo is prohibited), developing a constitution that meets the Office of Student Life’s requirements and effectively establishes the new student organization. Any officer or the organization’s advisor (if an eligible advisor has been found) can complete the registration process. Any questions can be directed to the Coordinator of Student Engagement.

## Re-registration (“transition”) for Current Organizations

Organizations that were active during the previous academic year will go through re-registration (also known as “transition”). Re-registration is different from registration as it is essentially renewing a previous registration for another year rather than creating a brand-new registration from scratch. Re-registration occurs on EagleSync under the organization dashboard page and will automatically pull the information that was most recently on the organization’s page and allow the submitter to edit it before it is submitted for review by the Coordinator of Student Engagement. The primary components of a re-registration include updating the organization’s roster, executive leadership, and constitution. Any officer or the organization’s advisor can complete the re-registration process. Questions can be directed to the Coordinator of Student Engagement. The re-registration/transition period will open April 1<sup>st</sup> each year and close on the last day of the Spring term. Organizations that do not complete the re-registration/transition process by the deadline will be “frozen” and have their benefits paused. “Frozen” organizations will have until September 30<sup>th</sup> to complete the re-registration/transition process. “Frozen” organizations that do not complete the required process by September 30<sup>th</sup> will be deactivated and will need to follow the Registration process for New Student Organizations to become active again.

## Reviving a Previously Registered Student Organization

Revival of old organizations that were once active at TAMUT is allowed and encouraged. Students are encouraged to inquire about the possibility of reviving an old organization or to see if an organization was previously registered at TAMUT. If a registration request is submitted for a new organization when a similar organization previously existed, the Office of Student Life reserves the right to deny a New Student Organization registration request in favor of reviving the old inactive organization. The Coordinator of Student Engagement will notify the submitter of a registration request if this is the case and will provide the submitter with instructions and support of how to re-register the old inactive organization.

## Registration Resources

The registration process can be tricky for those unfamiliar with how to complete it. For this reason, the Coordinator of Student Engagement is available to answer questions and help new and existing organizations with the registration/transition process.

## Organization Membership and Advising

RSOs must maintain certain numbers and positions of membership positions within the organization. Below are the thresholds that must be met for each:

### Membership Guidelines

Organizations must maintain a minimum of three enrolled students on their roster at any given time. These three people must be the organization’s president, vice president, treasurer. Membership in organizations is open to other TAMUT stakeholders (Faculty/Staff), but these non-student members do not count toward the minimum threshold of three student members.

Organizations may have as many general members as they wish provided the above roster minimum condition has been met. The roles of general members in the organization should be outlined in the organization's constitution if any roles are to be had. All general members must be in good standing with TAMUT, must be either an enrolled student at the University or Faculty/Staff member, and must meet all general membership requirements introduced by the organization in its constitution so long as those requirements meet the guidelines set forth by the Office of Student Life.

## Removal of Members

Organizations may remove any member of the organization from the organization if the member violates the organization's constitution, University policy, or any law, provided there is evidence that a violation of any of these has occurred. The process for revoking membership in the organization and reasons that a member may be removed from the organization must be outlined in the organization's constitution. Reasons that an organization member may be removed must be reasonable as they relate to the organization's purpose and operations.

If a potential violation has occurred and either the member in question wishes to challenge the membership revocation or the organization has issues removing a member, the case may be brought to the Office of Student Life for review.

## Membership Restriction

Organizations must be open to all TAMUT students that are currently enrolled with the option to be open to faculty and staff members that are not the organization's advisor. Membership in an organization may be restricted to: those in a specific degree program, holding specific interests, a minimum GPA requirement, and/or a minimum number of credit hours as a standard to join and maintain membership. Organizations may not, however, restrict membership based on a protected identity in TAMUT's non-discrimination clause (Social Sororities & Fraternities have an exemption to this rule and can reserve membership for members of a certain gender/gender identity). Organizations may market themselves as an organization based upon a specific gender (i.e. Women's Association) or an identity (Asian Student Association) to entice membership from those specific groups of people, but potential members cannot be excluded from the organization simply because an organization wishes to restrict a protected identity.

## Organization Officers

Organizations must maintain an executive board consisting of a minimum of a president, vice president, and treasurer. These positions do not have to be called as such (i.e. Director instead of President or Vice President of Finance), but organizations must maintain an equivalent position that performs roughly the same duties that the listed positions commonly oversee. Organizations may create as many officer-level positions as desired so long as the required positions are held. Officers may hold multiple non-required positions or one required position and other non-required positions, however an individual may not hold more than one of the required officer positions (president, vice president, or treasurer). Officers must be enrolled in a minimum of six credit hours per semester and maintain a minimum 2.5 cumulative GPA to be eligible to serve as an officer.

## Roles of Officer Positions

All officer-level positions, whether required or not, must be listed in the organization's constitution and on its EagleSync roster page. All officer positions must include the official name of the position and a detailed description as to the roles and responsibilities that officer is required to uphold.

If an organization has multiple presidents or directors, there must be an executive president or director that serves as the primary contact for the organization on EagleSync. If there are multiple vice presidents, there does not need to be an executive vice president; there must, however, be a transition plan in place for a vice president to carry out the duties of the president if the president is unable or ineligible to do so for any reason.

*The following responsibilities are suggested and not required.*

Traditional responsibilities of the required positions include:

- President:
  - Set organization's goals and create a plan or schedule
  - Plan meetings for the officer team and organization members
  - Act as point of contact for the organization's advisor and external organizations
  - Respond to external and internal inquiries
  - Re-register the organization with the Office of Student Life
- Vice-President
  - Assist in executing the organization's goals
  - Coordinate meeting dates, times, and locations
  - Communicate with the organization's members
  - Aid in the recruitment of new members
  - Fulfill the President's duties in their absence
- Treasurer
  - Manage the organization's budget and cashflows
  - Apply for funding opportunities
  - Manage the organization's bank account

## Officer Transition

Officers should transition every year. Organizations must include instructions in their constitution for how officer transition will occur as well as how often each position will be filled. Information about officer transition can be found under Leadership Transition.

## Removal of Officers

Organizations may remove any executive officer of the organization from their leadership position if the officer violates their role(s) and responsibilities as listed in the organization's constitution, University policy, or any law, provided there is evidence that a violation of any of these has occurred. The process for revoking an officer's leadership position in the organization and reasons that an officer may be removed from their position must be outlined in the organization's constitution. Reasons that an organization officer may be removed must be reasonable as they relate to the organization's purpose and operations. Organizations are allowed to remove an officer

from their position but allow the former officer to retain their general membership in the organization. Officers removed from their executive position may also have their membership in the organization revoked provided the officer also meets the requirements for removing a general member of the organization. When an officer is removed or resigns their position, the organization should begin the steps for an officer transition.

If a potential violation has occurred and either the officer in question wishes to challenge the leadership revocation or the organization has issues demoting an officer, the case may be brought to the Office of Student Life for review.

## Organization Advisors

All organizations must have a current benefits-eligible TAMUT faculty or staff member serve as an advisor for the organization. Advisors must maintain an active role at the University either through teaching or in a non-academic staff role. Advisors are only eligible to serve in an official advisory capacity if they are Full-time employees. Graduate Assistants, undergraduate and non-Graduate Assistant students are not allowed to serve as an organization advisor.

## Role of the Advisor

Organization advisors may be as hands-on or hands-off as they wish with organization activities; it is up to the organization's student members to determine what the role of the advisor is. Advisors are expected to actively engage with and be a guide for the organization(s) they are advising. Advisors should be in consistent contact with the executive board and vice versa about the organization's operations. No matter how involved the advisor is with the organization's day-to-day operations, advisors must keep in mind and abide by the student-centered, driven, and led principle. Advisors are prohibited from controlling an organization; instead, advisors should let the student leaders operate their organization and should provide guidance to the officers.

A detailed description of the advisor's duties must be listed in the organization's constitution. Common duties may include: advising organization members on the duties of the executive leadership; answering questions from members; assisting the organization in applying for funding; helping run organization meetings; and serving as a liaison between the organization and an affiliated campus program/department (if there is one), among others.

## Advisor Appointment

Unlike officers, advisors do not need to have specified term limits; whereas officers transition every year, advisors typically only transition when an advisor retires, resigns their advisory position, or is removed from the organization. Organizations may require advisor term limits if they wish but do not have to. Organizations must include instructions in their constitution for how the position of advisor will be appointed; the most common ways this is done is through the election of a new advisor by the membership or the executive board appointing a new advisor. When an advisor is needed, the organization should begin the steps of appointing a new advisor.

## Advisor Resignation and Retirement

Advisors are allowed to leave their position at any time through either resignation or retirement. When an advisor resigns or retires from their position, the organization must work swiftly to fill the position. Organizations will have a grace period in which to find a new advisor, but the position must be filled by the next registration period. Organizations struggling to find a replacement advisor should contact the Office of Student Life for help. Information about advisor appointment and transition can be found under Leadership Transition.

## Advisor Removal

An organization's executive board is responsible for making sure that an advisor is fulfilling their duties as described by the organization's constitution. Should an organization determine that its advisor is not fulfilling their duties as listed in the organization's constitution, the organization may begin the process to remove the advisor. Organizations may remove the advisor of the organization if the advisor violates the organization's constitution, University policy, or any law, provided there is evidence that a violation of any of these has occurred. The process for removing an advisor from their position in the organization and reasons that an advisor may be removed from the organization must be outlined in the organization's constitution. Reasons that an advisor may be removed must be reasonable as they relate to the organization's purpose and operations.

Should an organization wish to remove an advisor from the organization but find that the advisor is unwilling to cooperate with the organization in the removal process, organization officers may reach out to the Office of Student Life for assistance and to review the situation. The Office of Student Life reserves the right to remove an advisor from an organization if determined it is necessary to do so to protect the organization, its members, the organization's reputation, and/or the University. When an advisor is removed, the organization must begin the steps of appointing a new advisor.

## Emeritus Status

Emeritus is a title given to former employees who have contributed to the University and wish to stay active in the academic community. Traditionally, this status is granted after retirement, however, it does not mean that the former employee has effectively relinquished all of their academic duties. Emeritus retirees frequently continue to teach, conduct research, or advise current employees.

A faculty or staff member who is recognized as an Emeritus may be the primary advisor for an organization; however, the Emeritus employees can only be an organization's primary advisor if they still actively teach at the University. Full-time or part-time Emeritus status falls under this category. If the advisor is an Emeritus but does not retain an active teaching role (i.e. they have Emeritus status but are fully retired and are recognized only in the status and not as a current employee) then the organization must find a new primary advisor who meets the qualifications for being an organization advisor. Emeritus employees who only conduct research without the addition of teaching may not serve as an organization's primary advisor.

## Co-advisors

Organizations are allowed to have multiple advisors through a process called co-advising. Organizations may utilize this process to have multiple advisors through TAMUT or with a community advisor. Organizations wishing to have co-advisors must designate one advisor as the organization's primary advisor on EagleSync so that the Office of Student Life has a TAMUT employee listed as a primary contact should one be needed; the primary advisor must meet the guidelines to serve as an organization advisor. Co-advisors may be another TAMUT employee, Emeritus employee, or a community member affiliated with a national or community organization.

## Constitutions

As part of the registration process, all new organizations must submit a constitution that outlines how the organization will operate and conduct its business. Each year during re-registration/transition organizations must review, and either reaffirm the existing constitution or resubmit an updated constitution.

### Purpose

Constitutions serve as the foundation of every student organization. Organization constitutions create the purpose of an organization, list all of the rules and regulations that the organization's executive leadership and members must follow, outline the organization's processes for operating, and establish bylaws that guide the principles behind the organization. Constitutions help to solve problems that may arise, such as how to transition leadership, votes required for elections, membership guidelines, and provide guidance on many more areas of operation.

### Section Requirements

Constitutions need to have several sections and requirements located within the body of the constitution. These requirements may change at the discretion of the Office of Student Life.

Required components of a constitution are:

1. Name- Establishes the official name of the organization (name cannot imply any official relationship with and/or endorsement from the University).
2. Purpose- The identity of the organization and the goal of its existence.
3. Non-Discrimination Policy- TAMUT's non-discrimination policy that organizations abide by
4. Membership Guidelines- Description of the requirements to join the organization and what is expected of the organization's members.
5. Executive Leadership- Establishes all officer-level positions, the requirements to hold each position, and the responsibilities/duties of the officer.
6. Role and removal of the Advisor- Establishes the role that the advisor/advisory board has in overseeing the organization as well as the reasons for and process of removing an advisor.
7. Methods and Process for Removing Executive Officers- Process for how officers of the organization may have their leadership position in the organization revoked via impeachment.

8. Methods and Process for Removing Members- Process for how members of the organization may have their membership in the organization revoked.
9. Voting Processes- The process for how general votes are conducted, the percentage needed for a successful vote, and when/how approved votes are implemented.
10. Elections and Transitions- Establishes the method of transition for organization officers, including how officers are elected/appointed, policies and requirements to do so, how officers communicate responsibilities (transition binder, meetings with incoming officers, etc.) and the frequency at which transitions occur.
11. Method for amending the constitution

#### *Exceptions for Nationally Affiliated Organizations*

While many organizations are unique to TAMUT, several organizations are an affiliate of a national chapter. Organizations may affiliate with a national organization, however, the constitution that is submitted must meet TAMUT's section requirements. All requirements set by the Office of Student Life must be met and these take precedence over requirements of a national organization. Organizations with national constitutions must update the language of the national constitution to make it reflective of TAMUT's campus.

## Additional Components

Organizations may add additional components to their constitution outside of the section requirements. Additional components may not contradict or overrule University policy, Student Engagement Office guidelines, or local, state, and/or federal law. During the constitution review portion of the registration process, the Coordinator of Student Engagement will vet constitutions in their entirety, including additional components, to make sure they are compliant with constitution section requirements.

Common components that are added to constitutions are:

1. Service hour requirement
2. Organization annual events
3. Unrequired officer positions
4. GPA requirements
5. Meeting participation requirement
6. Campus resources for members

## Amendments and Changes

Constitutions may be amended during the middle of the academic year after an organization's constitution has already been approved for the current registration period. Any changes and amendments must follow the organization's policy for amending the constitution, and all amendments must be approved by the Office of Student Life once the constitution is approved for the current registration period.

## Constitution Resources

Organizations undergoing a constitution creation or revision process may reach out to the Coordinator of Student Engagement to request help with creating and/or editing a constitution. The following resources are available to assist organization leaders in constitution creation and editing:

1. Constitution Checklist- This checklist contains two documents: Constitution Requirements, which lists all the things that a constitution needs and can include, and the Constitution Template, which is an example template that shows what a good constitution can look like and can be used to draft a constitution from scratch.
2. Guidelines for Registered Student Organizations- Read through this document in its entirety to have all the information you need for a successful year!
3. Consultations- Organizations that need extra help in creating and/or editing their constitution can set up an Organization Consultation with the Coordinator of Student Engagement.

## Registration and Administration for Sport Clubs or Fraternity and Sorority Life

Organizations classified as a Sport Club or Sorority and Fraternity Life have additional regulations that govern them since they are governed by multiple entities other than just the Office of Student Life. All organizations, regardless of classification, must complete the annual registration process overseen by the Office of Student Life to maintain registration status. For organizations specified above, there are additional steps and things to note regarding registration for those organizations:

### Sport Club Registration and Administration

Sport Clubs at TAMUT are directly overseen by the Recreation Services staff. Sport Clubs must register annually with both the Office of Student Life and Rec Services. Registration with the Office of Student Life can be achieved by completing the new organization registration application or re-registering/transitioning an existing sport club. Sport Club registration with Rec Services will happen as a separate process and occur in a timeline established by Rec Services. Registration with the Office of Student Life approves the organization as an official organization while registration with Rec Services establishes the organization as an official Sport Club and an organization eligible to receive benefits as a Sport Club. Clubs must be approved as a recreation organization by the Office of Student Life before full Sport Club status can be achieved.

In addition to abiding by the Guidelines for Registered Student Organizations (this handbook), Sport Clubs must also abide by any and all policies set forth by Rec Services pertaining to Sport Clubs.

## Fraternity and Sorority Life Registration and Administration

Sororities and fraternities are directly overseen by the Office of Student Life. Sororities and fraternities complete their registration directly with the Office of Student Life and are subject to the basic requirements for registration. In addition to meeting the Office of Student Life's basic requirements for registration, Sororities and Fraternities may have additional requirements that need to meet to complete registration; these requirements will be communicated by Student Life staff before, during, and after the registration process. Each sorority and fraternity will serve as a member of the Inter-Greek Council. The Inter-Greek Council will be advised by the Coordinator of Student Engagement.

Sororities and fraternities must abide by the Guidelines for Registered Student Organizations (this handbook) as well as all policies and expectations established in Fraternity and Sorority Life Handbook.

## Affiliation with a TAMUT Entity

Organizations may be sponsored by a TAMUT department or academic unit. Organizations that typically fall under this sponsorship are business- and- engineering-related organizations. Organizations sponsored by a campus entity are eligible for benefits granted by the sponsor, typically in the form of funding for events and activities and resources to promote the organization's mission.

## Registration

Organizations sponsored by a campus entity must complete the Office of Student Life's initial registration process and the annual re-registration/transition process to remain a registered student organization and receive the benefits of being registered. Sponsored organizations may also be required to register with their sponsor, though this process is managed by the department or academic unit.

## Funding

Sponsored organizations may receive funding from their sponsor outside of the traditional forms of funding for student organizations. Stipulations for the usage of these funds will be established and marketed by the department or academic unit.

## Advising

Sponsored organizations must have a primary advisor like non-sponsored organizations. Sponsors may appoint a TAMUT employee to serve as the advisor for a specific sponsored organization; occasionally departments or academic units will appoint one employee of the sponsor to serve as the advisor for all organizations they sponsor. All advisors, whether appointed by a sponsor or selected by the organization, must meet the requirements to serve as an organization advisor.

# EagleSync

## What is EagleSync?

EagleSync is the home of student involvement at TAMUT. EagleSync is a database managed by the Office of Student Life that houses all student organization webpages, management functions, and events. All registered student organizations and departments appear on EagleSync after completing the registration process. Student Organizations are required to re-register/transition annually to keep their EagleSync page active and up to date.

## How to Use EagleSync

EagleSync is a very complex system with many features for browsing and managing student organizations. For help with utilizing EagleSync, please schedule an Organization Consultation with the Office of Student Life.

## Organization Page

All organizations that have completed registration for the current registration period are granted a page on EagleSync. Each page includes the name of the organization, roster and officer list, contact information, purpose and goals, constitution, logo, and any upcoming events the organization has scheduled. Changes to any of these should be updated by organization officers in EagleSync promptly. Each page has a unique URL that organizations can provide prospective members with. Those wishing to join an organization can request to join from the organization's main page.

## Admin Dashboard

All organization officers have access to the EagleSync Admin Dashboard. In this dashboard organization officers can complete re-registration/transition, update the roster, update officers, update the organization details, upload the organization logo, reserve rooms, request events, manage club finances, and request funding, among other things.

## EagleSync Features

EagleSync includes many features for organization management. Several of the most important features included are:

- Registration
- Roster management
- Document storage
- Elections
- Forms
- Webpage

- Event management
- Attendance tracking
- Service hours tracking

## Involve App

EagleSync has a mobile companion- introducing the Involve App! Involve allows organizations to take a simplified version of EagleSync on the go. With Involve, users can view all of TAMUT's organizations, see upcoming events, connect with organization leaders, and take attendance at organization meetings and events. While Involve is not a replacement for the web version of EagleSync, it serves as a complementary piece to help students find events and opportunities on the go.

**EagleSync is a complex organization management software tool. If you have any questions regarding the software, please do not hesitate to reach out to the Office of Student Life for questions and training.**

## Financial Management

Financial management is one of the most important facets of organization management, and it is also one of the biggest areas of risk. Understanding the following aspects of organizational financial management will help organizations at TAMUT better position themselves for success.

### Student Government Association Allocated Funding

Student Government Association is the primary advocate for students on campus. Serving as the student-elected government for undergraduate and graduate students, the SGA, in conjunction with the Coordinator of Student Engagement, is able to allocate approximately \$16,000 in funding from the University Services Fee to student organizations on an annual basis. This funding can be used for organization operations, hosting campus events, and ordering supplies, among other things. Any organization that has completed registration, meets the basic requirements of student organizations, and is in good standing with the Office of Student Life can submit a funding request.

The Student Government Association Funding Allocation process has four steps:

1. **Preparing** a budget for each of the events you have planned for the upcoming academic year, please be as detailed as possible including items such as event supplies, catering, third-party services, etc.
2. **Submitting** your funding request (along with the [Event Request Form](#) for Event related funding) for review. We take all funding submission requests through EagleSync using the [Create Allocation Form](#). **Funding requests (along with event requests that require funding if applicable) need to be submitted at least 30 days before the funding is needed.**
3. **Presenting** your request to our student representatives. Here, you'll be given the opportunity to explain the goals of your organization and how funding from Student

Government Association will allow you to improve student life. The SGA will then make a recommendation to the Coordinator of Student Engagement as to whether the funding request should be approved or denied. Final decision-making authority rests with the Coordinator of Student Engagement and the Student Life Account Managers.

4. **Coordinating** your purchases and payments with staff from the Office of Student Life. The coordinator of Student Engagement oversees all club funding allocations. All University purchasing guidelines must be followed when using allocated club funds.

The funding request period is open from August 1<sup>st</sup> – April 15<sup>th</sup>. Most funding requests are submitted during the academic year for events later that year — for example, a request submitted in October for an event in November. Funding can also be requested for non-event related purchases such as organization supplies. **Funding requests (along with event requests that require funding if applicable) need to be submitted at least 30 days before the funding is needed.** This allows time to set up a meeting with the appropriate SGA committee and to coordinate the purchases if approved. Funds allocated from the Student Activities Budget remain in University managed accounts and are not to be transferred to off-campus bank accounts owned by student organizations.

## Bank Accounts

Student organizations that wish to have a debit card and/or a check book are encouraged to apply for a traditional bank account off-campus. Traditional banks offer multiple locations, which may make them more accessible to organizations. Despite the benefits, bank accounts can be less convenient for organizations as bank accounts may charge sign-up fees, are ineligible for TAMUT Student Activity Allocated funds, and TAMUT cannot intervene if the organization goes defunct or misplaces banking information.

## EIN Information

An Employer Identification Number (EIN), also known as a Tax ID, is essentially a Social Security Number for a business. EINs are used by organizations that wish to set up bank accounts, apply for tax exempt status, and do a wide variety of other financial-related tasks. While organizations are not required to have an EIN, it can be extremely beneficial for an organization to apply for an EIN so that the organization can be prepared for financial matters.

An EIN is vital for creating a bank account as it puts an organization at risk instead of an individual member. Organizations should never use an individual's SSN to create a bank account for the organization as that individual is at risk should something happen to the account. Using an EIN helps to alleviate the risk associated with running an organizational bank account.

EINs are administered by the IRS. Organizations can apply for an EIN online. Please note: the Office of Student Life cannot answer any questions associated with an EIN.

## Tax Exemption Information

Non-profit organizations can apply for tax exemption with the State of Texas. If approved, organizations will receive a Tax Exemption ID Number with which they can provide businesses to

purchase items without paying sales tax. Purchased items must qualify as an item that can be purchased without sales tax and must be used for business purposes. Organization leaders should review tax exemption guidelines to understand the policies associated with tax exemption. Purchases made by the Office of Student Life on behalf of non-profit registered student organizations using SGA Allocated Funding will be tax-exempt purchases.

Tax Exemption ID Numbers are issued by the State of Texas. Please note: the Office of Student Life cannot answer any questions related to tax exemption application, usage, or guidelines.

## Fundraising

Fundraisers held by student organizations do not need university approval to do so. Organizations hosting fundraisers should follow fundraising best practices and should also follow University policy when doing so. Important things to note when fundraising are:

- Fundraisers may not be disruptive to University business such as classes or staff members.
- Branding rules remain in effect during fundraisers.
- Any form of gambling is not allowed.
- Fundraisers may not sell an item or service that directly competes with a University function (such as Chartwells) as determined by the Student Affairs division.

## Dues Collection

Organizations are allowed to collect dues from members to fund the organization's operations. Some organizations, such as Sport Clubs and Sororities and Fraternities, may be required by their oversight office to collect dues. Organizations collecting dues should set a reasonable limit that funds the organization but does not take advantage of members. It is highly recommended that organizations use a dues collection agency like LegFi or Cheddar Up to manage this process. Social payment platforms such as Venmo and PayPal may be used, however organization leaders should take extra precautions to make sure that dues are paid to the correct account and that payment collectors are held accountable for all incoming funds.

## Financial Management Best Practices

Organizations should follow the following practices to make sure all aspects of their finances are well-managed:

1. Separate asset management (financials and things) so that more than one person is responsible for the organization's assets.
2. Keep track of passwords and account information for all financial tools.
3. Conduct frequent audits to keep track of where money and items are at.
4. Budget for expenses for the upcoming year.

5. Educate yourself on processes for different financial matters before your organization undertakes them.

Please be sure to research financial best practices online to educate your organization on ways to successfully manage your organization's financial matters.

## Event Management

Organizations host all kinds of events including general meetings, recruitment events, campus-wide events, and fundraisers and charity events. Learn about the important information to make your event successful here.

### Event Requests – Eagle Sync

Prior to hosting an event on campus, all organizations must submit an [Event Request Form](#) in EagleSync. Logging events in EagleSync helps students find out about events, helps keep the Office of Student Life and the larger campus community aware of ongoing activities, and helps provide organizations data that will help in future planning of events. As a reminder, events must go through an approval process, so ***please make your requests at least 2 weeks in advance for events/meetings that do not require SGA Allocated Funding / purchases and 4 weeks for events/meetings that require funding/purchases, or your organization will be at risk of having your meeting/event request declined.***

### Space Reservations

Requesting to reserve a specific space can be done using the [Event Request Form](#) in EagleSync. Space Reservations are granted on a first come, first served basis. The Office of Student Life reserves the right to make changes to space reservation requests depending on factors such as expected attendance, room availability, room size, etc. Certain spaces on campus require the additional approval of building supervisors before space can be reserved in that building. Examples include TAMUT Housing, The Rec Center, and Athletic Complexes.

### Attendance Tracking

Student Organizations are required to take attendance using EagleSync (or the Involve App) at all general meetings and events. For help with learning how to take attendance using EagleSync please contact the Coordinator of Student Engagement in UC125.

### Alcohol

Alcohol is strictly prohibited at Registered Student Organization Events.

### Amplified Sound

As an academic institution and residential community, TAMUT's primary focus is on promoting academics and learning. Disturbing noise and/or amplified sound in or around campus buildings or

residence facilities that infringes on the rights of other residents or members of the University community is a violation of event procedures. Sound is considered amplified when the output is produced or made louder by any electric, electronic, mechanical, or motor-powered means.

All amplified sound on campus must have the approval of the University administration. Amplified sound policies are subject to change.

## Food

The University Food Policy requires that any food, snacks, or beverages sold or given away on the TAMUT campus in all University facilities and for all University sponsored events (including fund-raisers) must be prepared following [safe food handling practices](#). This includes food distributed at student organization general meetings and events held on campus.

## Costs Incurred

When hosting an event, there may be associated costs that the hosting organization will incur that need to be accounted for. Common examples of incurred costs include technology, catering, portable restrooms (if held in a location without), security, event insurance, and entertainment, among others. Organizations should communicate all associated costs for an event with all involved parties and budget necessary funds to pay for said costs. Remember, Organizations hosting events using SGA Allocated funding must submit the Event Request Form and Funding Allocation Request Form in EagleSync at least 30 days prior to the Event Date.

## Storage Space and Mailboxes

A major benefit of registering an organization is the opportunity to receive both storage space and a mailbox on campus. Organizations must be registered and in good standing with the Office of Student Life to use either benefit.

### Storage Space Overview and General Guidelines

The Office of Student Life offers 1 Storage Container to each registered organization that has items they are unable to store. Organizations may apply for one by contacting the Coordinator of Student Engagement. Space is limited and is granted on a first-come, first-serve basis to organizations that are registered.

#### General Guidelines for Holding and Managing a Storage Space

- The Office of Student Life is not responsible for damage done or loss of student organization materials due to infrastructure and other storage room users. Storing materials here is at the risk of the organization.
- The Office of Student Life will contact organizations storing supplies at the beginning of each school year to have them reapply for the space, and failure to respond regarding storage may result in termination of use and removal of items.
- The responsibility of communicating with and receiving communication from the Office of Student Life is passed on to new officers when transitions occur. It is the responsibility of

outgoing officers to ensure the new officers are aware of their organization's use of this space and the requirements for using it.

- Only members listed on the student organization's roster are eligible to access storage spaces to receive organization materials.
- All materials or boxes of materials must be clearly labeled with the organization's name, either in the design or with masking tape.
- Stored items must not be easily replaceable (forks, plates, etc.). All items stored must be unique to their organization and used semi-frequently for organization-related matters.
- Stored items must be legal to own, non-flammable, and must meet the parameters for approved items on campus by the Student Code of Conduct.
- Archive files are prohibited from being stored in University granted storage spaces.
- Organization members must adequately maintain the items their organization is storing, as well as provide upkeep to the storage space as necessary. Should any damage occur to a space, an organization member must alert a member of the Office of Student Life staff.
- Organization members will treat storage spaces and the items of other organizations with respect. Members will refrain from touching the items of other organizations and will not intentionally damage any property, either that of organizations or of the University.

Failure to abide by these guidelines may result in eviction of the organization's items from the Office of Student Life -managed storage spaces and potential restriction from using these spaces in the future.

## Mailbox Overview

Organizations may use the Student Life front desk as a PO Box for mail. Organizations using this service must be registered, incoming mail must be addressed to the organization, and the organization's roster must be up to date so that office staff can contact the correct person(s) when mail is received. Staff will email officers whenever mail is received on behalf of an organization. Organization officers are responsible for picking up mail once notified of its arrival. To pick up mail, an officer must request mail at the Student Life front desk in Suite 125 of the University Center; mail left unpicked up after 30 days will be disposed of.

Mail should be sent to the following address:

[Organization Name]

Student Life Suite

7101 University Avenue

Texarkana, TX 75503

# Leadership Transition

## When It Occurs

It is up to individual organizations to decide when their leadership will transition. Traditionally, organizations will follow one of three timelines:

1. Elections held in April, new leadership transitions in May (aligns with Organization Re-Registration/Transition Period)
2. Elections held in January, new leadership transitions in February
3. Elections held in May, new leadership transitions in August

While these are the most popular transition timelines, organizations are free to transition leadership whenever works best to meet the organization's needs. Organizations should discuss with their advisor when is the right time to elect and transition new leadership.

## Officer Elections

The process for electing new officers and committee members must be outlined in the organization's constitution, including when elections occur, positions that are elected, how the vote is collected and decided (ex: RCC Elections, 51% of vote required to win), when the transition process will begin, when elected officials will begin their positions, and the length of their term.

## Appointment of an Advisor

Organizations may choose to either elect or appoint a new advisor. The process for choosing a new advisor must be outlined in the organization's constitution. The advisor appointment process may be the same as for officer-level positions or it may differ depending on what organizations decide. Advisors – whether elected or appointed – must meet the requirements to serve as an advisor. Advisors need only transition when the current advisor either resigns, retires, or is removed from their position.

## Transition Binders

Organizations should create transition binders for incoming leaders. These binders should include things such as account passwords, position responsibilities, important dates and timelines, and important contacts, among other things.

## Transition Types

There are three types of transitions:

1. Self-Transition- The newly elected officer reads through a transition binder and organization materials on their own.
2. Individual Transition- The outgoing officer goes over transition materials with the incoming officer, provides advice, and answers any questions.
3. Group Transitions- The outgoing executive board meets as a group with the incoming group of officers to go over transition materials that are important for the entire group to know.

Organizations are encouraged to include all three types of transitions into their transition process.

## Officer Transition Workshop

The Office of Student Life offers an Elections & Transitions Workshop that can help organizations manage their transition process. This workshop includes information on how to go about training new officers and steps to take after elections have concluded.

## Solicitation and Tabling

Organizations wish to solicit or table across campus are allowed to do so within the parameters of TAMUT solicitation and tabling policy. There are strict guidelines in place for solicitation and tabling that organization leaders need to be aware of:

### Policy and Guidelines

The following guidelines apply to all solicitation and tabling opportunities:

- Space used for solicitation and tabling must be reserved in advance.
- Sound amplification is not permitted as it disrupts classes and university staff.
- A member of the sponsoring organization must be present at the table at all times. Table volunteers/solicitors must remain behind the table.
- Spaces must be cleaned afterwards, and all materials must be removed from the table(s) at the end of each day.
- The Office of Student Life reserves the right to decline access to registered student/campus organizations and/or departments that facilitate sales, solicitation or promotional activities that are in conflict with our mission, not in line with University Policy, and/or are detrimental to University sales, services and/or business partners.
- The activity may not include expression that is obscene, defamatory, or constitutes “fighting words”, threats of physical harm or imminent lawless action, to the extent not entitled to protection as expression.
- The activity must be lawful and may not violate or conflict with University policies or local, state and federal laws.
- All sale activities will be reviewed and approved by the appropriate department(s) to assure that the sales activities are not in conflict with University rules and regulations.
- Use of University’s logos is strictly prohibited.

This is not a comprehensive list of solicitation and tabling policies, but rather serves as a starting point of guidelines for organizations wishing to solicit and table.

### How to Schedule Tables

Table reservations can be made using the following [form](#). Table reservations are provided on a first come first served basis.

# Marketing and Imagery

## Posting of Flyers, Materials, and Signs on Campus

The University has established bulletin boards across campus for the purpose of posting materials such as flyers, posters, handbills, and similar materials. Posting materials must be confined to designated bulletin boards to prevent littering and administrative costs associated with maintenance, upkeep, and campus beautification goals.

Posting in areas other than designated bulletin boards is prohibited. Prohibited areas include, but are not limited to, walls, doors, chairs, utility poles, bus stops, newspaper distribution boxes, vehicle windshields, trash cans, or other surfaces.

Flyers, posters, handbills, and other similar materials must be posted on a designated University bulletin board, as outlined below:

- Classroom Bulletin Boards- Classroom bulletin boards are located within classrooms, and their use is restricted to instructional information, as defined by the instructors who use that classroom. These boards may not be used by other groups or individuals for other purposes, and unauthorized materials may be removed immediately. Examples of instructional information may include course syllabi, assignments, information about lectures or events related to the course, or other relevant course materials posted by the instructors.
- Unit/Department Bulletin Boards- Unit/Department bulletin boards are assigned to specific university units or departments (e.g., the Office of First-Year Experience, the Chemistry Department). These bulletin boards are often located near the physical office of the unit or department to which the bulletin board is assigned. Use of Unit/Department bulletin boards is restricted to the assigned unit or department and may not be used by other groups or individuals for other purposes. Examples of materials that units and departments may post on their boards may include notices about classes, departmental meetings, scholarship, study, employment opportunities, lectures, exhibits, or performances.
- General Use Bulletin Boards- General Use bulletin boards may be used by the entire TAMUT community, though they are intended primarily for students. These boards can be used to post information on any non-commercial topic, including but not limited to campus events, student groups, job opportunities, current events and news, political causes, opinions, etc.

Additionally, the following considerations apply to all bulletin board categories:

- Materials must receive prior approval from the Office of Student Life
- Materials for organizations must be clearly labeled with the organization's name and logo.
- Organizations must remove posted materials from bulletin boards within two business days of the end of the event being advertised.
- Commercial materials are not permitted.
- Individuals may not post two of the same materials on the same bulletin board.
- Individuals should be respectful of existing materials on the bulletin board and not alter, remove, or post over other materials.

- Unauthorized materials may be removed.

## TAMUT Logo Usage Rules

Organizations may not use the TAMUT Eagle or TAMUT logos in logos for their organizations or for their marketing materials.

## The SquawkTalk Newsletter

The Office of Student Life sends out the SquawkTalk Newsletter every Monday morning. Our newsletter is sent out to thousands of TAMUT students and is the best way to inform students and community members about upcoming events. All organizations registered with the Office of Student Life can have their events advertised in the SquawkTalk Newsletter. Events that are requested and logged in EagleSync will automatically be placed in the SquawkTalk.

If your organization would like to include information in our newsletter unrelated to an event (e.g., member recruitment information), please email [ktaylor@tamut.edu](mailto:ktaylor@tamut.edu).

## Chalking on Campus

Sidewalk chalking is permitted for members of the University community on paved, uncovered campus sidewalks. Only water-soluble, dry-stick sidewalk chalk is allowed. Postings and chalking may not violate applicable laws or policies regulating or related to unprotected speech, including but not limited to true threats, incitement to imminent violence, fighting words, and unlawful targeted harassment.

Aerosol spray chalk, paint, and all other products that do not wash away in the rain are prohibited. Chalking is prohibited on any surface other than paved, uncovered campus sidewalks, including but not limited to stairways, curbs, covered sidewalks, brick surfaces, buildings, windows, benches, planters, trash containers, pillars, flag poles, and other vertical surfaces. Chalking that is commercial in nature (i.e., advertising a business or product) is also prohibited.

All chalking is subject to routine removal by Operations staff in the interest of campus beautification and cleanliness.

## Utilizing Social Media

In addition to keeping your organization's EagleSync page up to date, we recommend maintaining a social media presence so potential new members can stay connected and get an idea of what your organization is all about. Instagram is currently the most effective social media tool. Follow [@tamutstudlife](https://www.instagram.com/tamutstudlife) and make sure to tag us in posts or stories you want us to share to our audience. Email [ktaylor@tamut.edu](mailto:ktaylor@tamut.edu) if your organization would like to be promoted on the TAMUT Student Life account.

Follow other TAMUT organizations and departments with a similar audience to your organization. If you actively support their posts (e.g., liking, commenting, and sharing), they are more than likely to return the favor.

# Best Practices for Marketing an Organization

## *Strategy*

Consider building a strategy that outlines your organization's social media goals, audience, voice, platforms and management processes before making your first post. Will you use social media to communicate with potential new members or will you focus on reaching current members? Do you want to promote events or spread a particular message? Who will manage the accounts and what is the process for transitioning ownership as students graduate?

## *Accuracy*

- Be consistent with your handle and brand logo across social media platforms
- List the time, date, and location of an event in the caption of every post pertaining to that event
- Canva is a great resource for ensuring brand consistency in your marketing materials
- Check your facts, spelling, and grammar before posting

Did you list the time, date, and location of your event correctly? Is the statistic you're sharing verified?

## *Activity*

- Focus on being active on just one or two networks instead of spreading yourself too thin
- Choose the platforms that will most effectively help you reach your goals and target audience
- Try to post a set number of times per day or week
- Instagram, Twitter, Facebook, etc.
- Third-party platforms like Hootsuite, Sendible, and Buffer can also help with content scheduling and engagement
- Use calls to action - all content type should lead to an action for your audience!

## *Interaction*

- Schedule posts for peak activity times among students, between 12:00-4:00pm
- Tag people and utilize stories to encourage engagement
- Tag offices to get reposted and spread the reach of your organization even further
- Don't forget to comment on, like, and share other campus events to foster good relationships with those offices!
- Include your organization's contact information in your social media profiles
- Have a process in place to ensure you are responding to messages, mentions and comments as quickly as possible.

# Travel

Organizations frequently travel, especially those that are nationally affiliated or are professionally based and travel for competition or conferences. TAMUT has policy related to student travel that all organization leaders need to be aware when traveling for organization-affiliated business.

## Travel Requests

All organization members traveling for organization- and- University-related business must complete a travel request prior to the beginning of travel. Travel requests must be completed in compliance with the University's travel policy; travel solely within 25 miles of the University does not require a travel request.

Travel requests can be made by visiting the Office of Student Life in UC125.

## Funding for Travel

Organizations can secure funding for travel in various ways. Organizations will commonly accrue funding via fundraising events specifically designed for the travel to be had and by collecting organization dues and budgeting a percentage of said dues to allocate for travel. Organization members may also fund their own costs if they are affordable, and the student is willing to do so. Funding may also be available for travel via Student Government Association Allocated Funds if the organization meets requirements for it, however funding is not guaranteed and may not be provided during every funding cycle.

## Best practices

To have a safe and enjoyable travel experience, here are travel tips and best practices that organizations should follow:

- Complete a travel request- Completing a travel request keeps a log of all University-related travel and helps University officials know where organization members are and who to contact should an issue arise.
- File an itinerary- Creating and submitting a travel itinerary to organization members not traveling and to the Office of Student Life helps further safety by knowing the whereabouts of traveling members and making sure travelers know where to be at all times.
- Bring multiple forms of ID- Bringing multiple forms of ID, such as a driver's license and a passport, will help solve any issues that may arise at the airport or with government officials.

# Education

It is important for organization leaders to make sure all executive officers and organization members are educated about the policies that impact them and have a good understanding of how

the organization is run and how to do so. Here are several resources to make sure that all members of an organization are educated:

## Consultations and Workshops

The Office of Student Life offers consultations and workshops for student leaders looking for more information across a wide slate of organization-related topics. Organization Consultations with our office can help officers learn more about managing the organization's EagleSync page, editing the constitution, and transitioning leadership, along with many more subjects. Workshops are presentations designed to help give student leaders a more detailed and in-depth guide to many different things, including organization finance, using the Involve app, Risk and Conflict Management, and so much more. Our offerings are always changing, and topics are available upon request.

## Student Org Training Day

Student Org Training Day is perhaps the single most important educational opportunity available to student organization leaders. Held every fall near the beginning of September and near the end of every January, SOTD is 2-to-3-hour gathering of student organization leaders to discuss campus policy and procedures related to running a student organization. A presentation is given by members of the Student Life staff related to many of the topics that are relevant to running a student organization with time for questions at the end. Be on the lookout at the beginning of each semester for information related to SOTD!

## Training Archives – In Development

Missed SOTD or one of the Office of Student Life's workshop offerings? Our training archives are a great way to catch up on all that you missed! Our archives house video recordings and important resources for Student Organization Leaders. – [In Development](#)

## Student Conduct Training

The Office of Student Conduct and Community Standards offers a wide array of prevention and educational training programs designed to help student organization leaders more aware and alert of common issues surrounding student organization. These trainings range from risk management to hazing recognition and beyond.

## LinkedIn Learning

LinkedIn Learning is a digital training platform offered for free to TAMUT that offers thousands of interactive video trainings for a wide array of audiences. LinkedIn Learning is commonly used by student organizations to educate members on topics such as leadership training, financial education, health & wellness, marketing, and more.

# Risk Management

## Understanding Risk Management

Risk management is the identification, evaluation, limitation, and prioritization of risk via planning and implementation to prevent undesired consequences to one or more people or organizations. There is inherent risk present in every aspect of everyday activity, especially in student organizations and student activities. Risk management is essential to help limit the amount of risk and potential dangers that are present.

It is impossible to completely eliminate risk from an activity or an organization. The goal of risk management is not to entirely remove risk but rather to reduce and mitigate as much of it as possible.

## Types of Risk

There are five types of risk that affect everyday activities:

1. Physical- Bodily injury that can occur to a member/participant  
Ex: Broken bones; hospitalization; scraped knees; physical altercations; hazing
2. Reputational- Incidents that can result in negative publicity for student organizations  
Ex: Hazing; appointing a controversial advisor; hosting poorly run events
3. Emotional- Feelings of marginalization, discrimination, and/or trauma due to the content or nature of an organization/event  
Ex: Hazing; appointing a controversial advisor; hosting poorly run events
4. Financial- Financial transactions, both public and private, that impact the financial stability of the organization or individual involved with the event  
Ex: Embezzlement; overpaying a vendor; mismanagement of dues
5. Facilities- Damage caused to the venue or environment used by an organization and the dangers associated with the venue  
Ex: Damage to property; weather; poor upkeep

Each of these types of risk is present in all organizations and activities and can severely hinder an organization and its members should the risk not be mitigated effectively.

## Levels of Risk

While there are five types of risk, there are also three possible levels of risk that each type may escalate to, and that organization leaders and event planners should keep in mind:

### Low

- Risk likely to be non-catastrophic in nature



- Risk typically universally accepted by all participants
- Low impact or likelihood of occurrence

#### Moderate

- Risk is not excessive or extreme and likely to be infrequent
- Risk management office or team may get involved
- Waivers may be required

#### High

- Involves the possibility of life threatening or debilitating personal injuries, property damage and/or negative financial implications
- Consequences may be severe
- Waivers will be required

When planning an event and carrying out organizational duties and activities, it is important to identify what types of risk may occur as a result of the activity, and then assess what level of risk those types may present due to the actions that are occurring. This is part of a process called Risk Assessment Matrix.

## Risk Assessment Matrix

The TAMUS Risk Matrix Assessment is the process of vetting organizations, events, and activities for risk and creating a plan to manage that risk. Organization leaders are required to submit the [Risk Assessment Matrix](#) along with their event request to the Office of Student Life for events deemed to be of a certain level of risk by the Risk Compliance Office. The form is helpful for organization leaders to:

1. Identify types of risk that may occur/are occurring with each activity/scenario
2. Evaluate the seriousness of the risk by considering the probability that it occurs and the impact it may have
3. Plan for potential risks by laying out the options to address said risk and mitigate it
4. Limit the effect of the risk(s) by implementing your plan to reduce the negative effect or probability of said risk
5. Prioritize mitigating risk by acknowledging the threat of risk and actively working to keep it at bay in future events/operations
  - Discuss the strengths/weaknesses of your plan and continually adapt it to meet the parameters of future events/group operations
  - Be proactive, not reactive!

## Responsibility for Risk

It is important to understand who is responsible for risk in any given situation. All parties involved – organization, individuals, vendors, etc. – all have some liability of risk whenever something happens. Generally speaking, waivers are a way to remove most liability from a host organization

should injury occur to a participant. When utilizing contracts with vendors, contractual language should make sure that all risk is placed on the vendor.

Because an organization hosting an event is liable for a large portion of risk through the majority of events, organization leaders should understand their options to manage risk. Steps that an organization should take before an event are:

- Risk Acceptance- recognize the risk of an event and choose to proceed with caution.
- Risk Modification- make changes to an event to reduce risk.
- Risk Transfer- shift part or all the liability to another party by not holding sole responsibility for the event. This includes waivers for participants and contractual agreements with vendors and other hosts.
- Risk Elimination- remove as much of the risk associated with an event as possible.

## Separate Legal Entity

RSOs are a separate legal entity from TAMUT. When organizations host events or an incident occurs within an organization's operations, TAMUT cannot be held responsible. Organizations and their leaders hold the liability for risk in their operations and are responsible for assessing, mitigating, and responding to risk.

## Common Areas of Risk

While risk is present in all areas of organization operations, there are several aspects that exponentially increase the potential level of risk that can occur. Organization leaders have a responsibility to understand the following common areas of risk:

### *Alcohol and Drugs*

Alcohol is one of the most prevalent forms of risk inside of student organizations. Alcohol is known to cause cognitive impairment, poor judgement, mood shifts, inability to focus, high blood pressure, as well as many other concerning factors. Increased alcohol consumption can result in severe consequences such as slurred speech, vision impairment, brain damage, and even death. Illicit drugs and substances can cause many of the same affects.

TAMUT prohibits the unlawful possession, use, manufacture, purchase, or distribution of alcohol or drugs, or any attempt thereof, by students or by employees on its property or as part of its activities. The consumption of alcoholic liquor on the campus of TAMUT is prohibited by State statute except under special circumstances provided by law. Any alcoholic liquor service must conform to the policies of TAMUS and TAMUT.

The University is committed to a program to prevent the illegal or irresponsible use of drugs and alcohol by students and employees. Any student or employee found to be using, possessing, manufacturing, or distributing controlled substances or alcohol, or whose behavior evidences being under the influence of alcohol or controlled substances, in violation of the law on University property or at University events shall be subject to disciplinary action in accordance with policies of the State of Texas, the TAMUS, and TAMUT.

Organizations should take precautionary measures to root out alcohol and drugs from the organization's events and organizational leaders should educate their members about alcohol prevention and hold members of their organization accountable for their usage of alcohol and illicit drugs. Additionally, all organization leaders and members should make themselves knowledgeable about TAMUT's Drug and Alcohol Policy.

### *Hazing*

Hazing is an unfortunate part of global culture that poses a large and detrimental risk to organizations across the globe. Hazing has historically existed in organizations such as fraternities, sororities, athletic clubs/teams, and band. Hazing also exists across all student organizations in addition to the aforementioned ones. TAMUT seeks to provide information, support, and alternatives to these activities to members of these groups.

Hazing is defined as:

*"Hazing is any intentional or reckless act by one person alone or acting with others that endangers the mental or physical health of a student. Hazing may occur on or off campus and usually takes place in connection with obtaining membership in or holding office in a student organization.*

*"Student" includes all persons presently enrolled, accepted for admission, and those intending to enroll after a period of vacation.*

*A person commits the offense of hazing if the person engages in hazing, solicits, encourages, aids, or attempts to aid another in hazing, knowingly permits hazing to occur, or has firsthand knowledge that a specific hazing incident has occurred or may occur and fails to report the act to the proper authority.*

*A student organization which knowingly engages in or encourages hazing may also be charged with the offense of hazing.*

*This offense is punishable by a fine and/or confinement in jail. It is not a defense to a charge of hazing that the person at whom the act was directed consented to or acquiesced in the hazing activity.*

*If you have knowledge that a person or organization is planning or has committed an act of hazing, you must report the information to the Coordinator of Student Engagement or the Director of Student Life. The full text of the act is published in the Texas School Law Bulletin 4.51 (Texas Education Agency, 1990)."*

Examples of Hazing:

1. Psychological hazing, which is defined as any act which is likely to: (a) compromise the dignity of another; (b) cause embarrassment or shame to another; (c) cause another to be the object of malicious amusement or ridicule; (d) or cause psychological harm or substantial emotional strain.
2. Humiliation in front of non-members by reference to "pledgeship."
3. Line-ups of the new members/recruits, or interrogating individuals or groups with questions of any kind.

4. Deception prior to the end of an initiation process to convince a new member that he or she will not complete initiation/training.
5. (Non)Members told to do anything exclusively for the entertainment of the organization members.
6. Forcing, coercing, or permitting students to disrupt scheduled classes, public forums, or other facets of the University's academic programs such as creating activities that are so time consuming that students cannot go to class, do homework, sleep, etc.
7. Any form of obtaining signatures of members or alumni (i.e. lists, on paddles, on balloons, etc...) or obtaining handshakes/greetings/phone calls in a manner inconsistent with the Hazing Policy.
8. All forms of physical activity not a part of an organized athletic contest and not specifically directed toward constructive work (push-ups, sit-ups, morning walks, calisthenics, etc.). No one truly knows the physical limitations of individuals and the safety of our students must always come first.
9. The application of foreign substances to the body, such as throwing food, spraying water of any temperature, etc.
10. Such activities, such as scavenger hunts, which result in illegal activity, new member ditches, kidnaps, unity walks, blindfolding, etc.
11. Forcing, coercing, or permitting students to be deprived of sufficient sleep. (Eight consecutive hours per day is the required standard.)
12. Any paddling, swatting, or individual or collective spanking.
13. Personal errands run by new members for returning organization members.
14. Assigning pranks such as stealing, painting objects, or harassing another team/organization.
15. Depriving students of access to their residence hall rooms such as taking their keys, making them spend the night in another's rooms or at a house, etc.
16. Not providing decent and edible food (i.e., no unusual combinations or preparation, colored foods, raw food, strange combination shakes, etc.).
17. Depriving student access to means of maintaining a normal schedule of bodily cleanliness (including a minimum of one shower per day).
18. Forcing, coercing, or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onion, hot peppers, baby food, etc.
19. Forced nudity and/or forcing, allowing, or suggesting that students dress in a conspicuous, embarrassing, and/or degrading manner.
20. Forcing, coercing, allowing, suggesting, or permitting students to drink excessive amounts of alcohol.
21. Forcing and/or coercing the branding/cutting/tattooing of any part of the body.
22. Forcing, coercing, or permitting an individual to be "buried alive", for any period of time.
23. Forcing, coercing, or permitting students to disrupt the operation of the University dining commons.
24. Any form of punishment/and or demerit system is prohibited.
25. Any activity or ritual that involves the abuse or mistreatment of an animal.

Organizations should take precautionary measures to root out hazing in the organization's culture and organizational leaders should educate their members about hazing prevention and hold members of their organization accountable for their actions.

Organizations that are found to have violated the hazing prohibition must be publicly disclosed on the university web site and via email to all students each semester for three years.

Hazing is an inexcusable act and will not be tolerated in any form. If you know of any hazing occurring at the TAMUT, please report it immediately to the Office of Student Life (UC125) or TAMUT Police.

### Contracting Services

Organizations frequently use outside vendors for events. Hiring vendors such as food trucks, bands, and security are common examples. Organizations should never sign a contract alleviating a vendor of any liability related to the event. Vendors should be held responsible for all aspects of the services you are hiring them for. If your organization wishes to have a vendor on campus, please reach out to the Office of Student Life for assistance. **RSOs are strictly prohibited from signing or entering into contract agreements on behalf of the University and will be held fully responsible for any financial or other damages for doing so. Only University Employees with authority to sign contracts are allowed to enter into contract agreements on behalf of the University. Please contact the Office of Student Life with any questions.**

### Travel

Travel poses a lot of risk for organizations. Members can get hurt, plans can change, and goods and services can pose a financial loss, among other things. When traveling for organization-related business, organizations should follow all travel guidelines, specifically completing a travel request, so that University officials have information on file should an incident occur while traveling. Additionally, organizations should consider purchasing travel insurance to cover the costs associated with an incident occurring on a trip, such as injury, flight cancellation, and damage to rental vehicles, among others.

### Money and Asset Management

Financial and asset management is an extremely important area of organizational operation that poses tremendous risk. Organizations should make sure they know who has access to money, bank accounts, payment platforms, and fundraising materials and that frequent internal audits are conducted. No one person from an organization should be responsible for all financial matters; concurrently, custody of assets should be split among several people, meaning that more than one person should be responsible for holding onto/having access to materials (i.e. t-shirts, card readers, promotional materials, props, audio equipment, etc.).

## Proactive Risk Management

It is important for organizations to be proactive about managing risk rather than reactive to it. Organizations that are proactive about managing and mitigating risk are far more successful at avoiding instances of occurred risk than those that ignore or discredit the amount of risk present in organization programs and activities.

## What is Proactive Risk Management?

Proactive risk management is the process of recognizing and preparing for risk before it happens. Proactive risk management means that those responsible for the well-being of an organization and its members put an emphasis on understanding risk, recognizing factors associated with it, educating others about the potential for risk, and plan for it so that, should an incident occur, the response is swift.

What differentiates a proactive risk management approach from a reactive approach is the way risks are assessed, reported, and mitigated. It involves carefully analyzing a situation or assessing processes to determine the potential risks, identifying drivers of risks to understand the root cause, assessing probability and impact to prioritize risks and accordingly preparing a contingency plan.

## Promoting Proactive Risk Management

Promoting proactive risk management can make a huge impact in an organization's emergency preparedness should an incident occur. Below are steps that organization leaders can take to make sure their organization is proactively managing risk:

1. Understand the process for managing risk and learn how the process for managing risk makes an impact and utilize it before every event or function.
2. Consistently analyze the responsibility for risk and practice spreading liability for an event through multiple channels to limit the liability of one organization.
3. Identify common areas for risk that may be present in your organization and work to root them out. Make sure members are prepared for risk factors by educating them on proper procedure to handle an incident and provide resources to do so.
4. Create contingency plans to address situations should certain things happen to your organization. Make sure all members of the organization are aware of the contingency plans in place and how to implement them if needed.
5. Preach the importance of being prepared for risk to members and help educate them on why it is better to be anticipate and be prepared for risk and not have an incident arise than not plan for it and have to scramble should an incident occur.

## Organizational Amnesty

The Office of Student Conduct and Community Standards offers Organizational Amnesty to encourage reporting and reduce barriers for registered organizations should an incident occur.

In accordance with the TAMUT student amnesty policy, registered organizations seeking immediate medical assistance on behalf of persons experiencing drug- or alcohol-related emergencies will not be sanctioned for violations of University drug- or alcohol-related policies related to the incident of medical need. Additionally, the student(s) receiving medical assistance will not be sanctioned for violations of these policies following their first incident requiring medical attention. Repeat incidents of a student and/or registered organization requiring medical assistance under this amnesty policy may be subject to disciplinary action under university policies.

Registered organizations aware of violations of the Code of Student Conduct or other University policies will not be sanctioned for the incident if the organization's executive officers proactively

report the incident to Student Conduct and Community Standards. This includes suspected hazing, harm to persons, and alcohol and drug violations.

## Crisis Response

In the unfortunate event that an incident should occur, organizations should follow the following steps to report and manage the incident:

1. Don't panic- remain calm and in control
2. Alert EMS if necessary- do this before notifying others. Get help if needed!
3. Notify your advisor- contact your faculty/staff advisor to let them know of a situation.
4. Control the situation- keep others calm, stop others from taking pictures, and don't be afraid to take charge of the situation!
5. Assess the fallout of the situation- consider the following questions:
  - a. What types of risk are at play?
  - b. What is an appropriate response?
  - c. Who needs to know?
6. Manage the fallout- Contact the appropriate parties. Have smart, concise responses ready to go. Don't further instigate the situation. Work with campus resources to resolve the situation.
7. Report the situation to campus administrators.

## Title IX

TAMUT's Office of Civil Rights and Title IX helps to promote safety and well-being for all members of the TAMUT community. Title IX is a federal civil rights law that prohibits sex-based discrimination in any school or other education program that receives federal money. It was passed as part of the Education Amendments of 1972 and states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

While most are familiar with Title IX in the context of athletics programs, Title IX also prohibits sex-based discrimination that results from sexual misconduct (including sexual harassment), sexual violence (including sexual assault and domestic/dating/intimate partner violence) and stalking.

Title IX requires institutions of higher education to employ a Title IX Coordinator tasked with ensuring compliance and coordinating the investigative process. In addition, schools are required to have a published complaint resolution process that explains to a student, employee or third-party how to report an allegation of harassment or discrimination, list campus and community-based support resources for the parties involved in the investigation process, offer support measures for the parties involved in the investigation process, and explain possible disciplinary procedures.

Organization leaders should be cognizant of Title IX regulations and work to identify potential violations of Title IX statutes in their organization. Organization leaders are encouraged to file a complaint should they experience or witness sex-based discrimination and should also encourage

members to be aware of Title IX protections to limit risk to organization members and promote well-being within the organization and the TAMUT community. Additionally, organization leaders should be aware that all University employees with few exceptions (Mandatory Reporter Policy) are mandatory reports and are required to inform the Title IX Coordinator if they are made aware of potential Title IX violations that they learn of in their employment capacity.

Information related to Title IX can be found under the [Title IX webpage](#).

## Conduct and Judicial Information

Organizations and individuals are bound to follow policies of both academic and non-academic misconduct. Organizations with a potential violation of either policy may be required to meet with the campus offices that oversee judicial processes related to these policies. Student organizations are primarily concerned with matters of non-academic misconduct, although academic misconduct situations may arise with student organization.

### Non-academic Misconduct Policy

Non-academic misconduct includes all violations of the [Student Code of Conduct](#) or other University policies that are unrelated to academics, classwork, and research, among others. The TAMUT non-academic student conduct process is not intended to be adversarial in nature and is substantially less formal than a court of law. The majority of cases can, and should be, handled informally. The purpose of the student conduct procedures is to resolve conflict situations that involve violations of the Student Code of Conduct or other University policy and educate and prepare students for responsible citizenship.

The procedures for handling of student non-academic misconduct can be found in the [Student Code of Conduct](#).

### Student Conduct Office

Student Conduct is overseen by the Dean of Students. The Dean of Students addresses incidents of non-academic misconduct on campus and educates students about the Student Code of Conduct. Violations of this Code and University policy are adjudicated by the Dean of Students.

Potential issues of non-academic misconduct can be reported the [Incident Reporting Form](#).

### Failure to Abide by the Compliance Clause

Organizations and/or organization leaders that fail to abide by the Organization Compliance Clause will be referred to the Student Conduct Office for case review. Pending review and a judicial conduct process, organizations (and organization individuals) may face repercussions imposed by the University, including loss of registration benefits, suspension, and up to expulsion.

### Civil Rights & Title IX Reporting and Enforcement Process

“TAMUT prohibits discrimination on the basis of individual’s race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or any

other classification protected by federal, state, or local law in the university's programs and activities.”

Outreach will be sent to the potential complainants (victims) for reports that the Office of Civil Rights and Title IX receives if contact information is provided for that person. Complaints regarding violations of these types will be vetted through a process conducted by the Office of Civil Rights & Title IX.

The following person has been designated to handle inquiries regarding nondiscrimination policies and are Title IX coordinators: Jill Whittington, Compliance Director, [jwhittington@tamut.edu](mailto:jwhittington@tamut.edu), UC 414, 903-334-6755.

For more information regarding reporting, please visit the [Civil Rights & Title IX webpage](#).

## Student Organization Acknowledgement of Compliance with Texas House Bill 127

All student organizations seeking recognition, renewal, or funding through Texas A&M University–Texarkana must comply with Texas House Bill 127 and all applicable federal and state laws.

Student organizations are prohibited from knowingly accepting or soliciting funding, resources, or support from a foreign adversary, as defined by applicable law. This prohibition applies to both direct and indirect support, including but not limited to financial contributions, sponsorships, gifts, or in-kind support.

As part of the registration and funding processes, student organization officers must certify, on behalf of the organization, that:

- The organization is in compliance with Texas House Bill 127; and
- The organization does not knowingly receive support from a foreign adversary

A “foreign adversary” includes certain countries or entities identified by the State of Texas or the federal government as posing risks to national security.

Student organizations are responsible for ensuring that their funding sources, partnerships, and sponsorships align with this requirement. Failure to comply may result in loss of recognition, funding ineligibility, and additional institutional action.

The university reserves the right to:

- Request documentation or clarification regarding funding sources or partnerships
- Review organizational affiliations and financial activity as necessary to ensure compliance

Failure to comply with this policy may result in:

- Denial or revocation of student organization recognition
- Loss of eligibility for university funding or use of university resources

- Additional institutional action, up to and including referral for further review as appropriate

Student organization officers are responsible for exercising due diligence in reviewing funding sources and partnerships to ensure compliance with all applicable laws and university policies.

