

# STUDENT ORGANIZATIONS HANDBOOK

THE UNIVERSITY OF TEXAS AT ARLINGTON

## YOU BELONG HERE!

Student organizations are a fundamental part of the diverse and dynamic community that exists at The University of Texas at Arlington. We believe that involvement in clubs and organizations advances student success, complements scholastic endeavors, provides “hands-on” opportunities for learning and personal growth, hones professional skills, and builds enduring bonds of friendship and camaraderie. We are committed to helping you pursue a fulfilling and robust college experience.

Officers of student organizations will want to familiarize themselves with the responsibilities incumbent upon them by their role as leaders. To help, the Office of Student Organizations has published this handbook to help guide them through the most relevant organizational policies and resources. This information is also presented as an aid to advisors, organization members, and other on- and off-campus stakeholders of our community.

## INVOLVEMENT & ENGAGEMENT

In addition to this handbook we also hope you will find useful the resources and information available online at [uta.edu/getinvolved](http://uta.edu/getinvolved). There you can find more ways to become involved and engaged in campus life. Lastly, please let us know if there is anything we can do to make your time at UTA an unparalleled experience.

**Follett Student  
Leadership Center**

[uta.edu/leadership](http://uta.edu/leadership)

**Student  
Activities**

[uta.edu/excel](http://uta.edu/excel)

**Student  
Government**

[uta.edu/studentgovernance](http://uta.edu/studentgovernance)

**Student  
Organizations**

[uta.edu/studentorganizations](http://uta.edu/studentorganizations)



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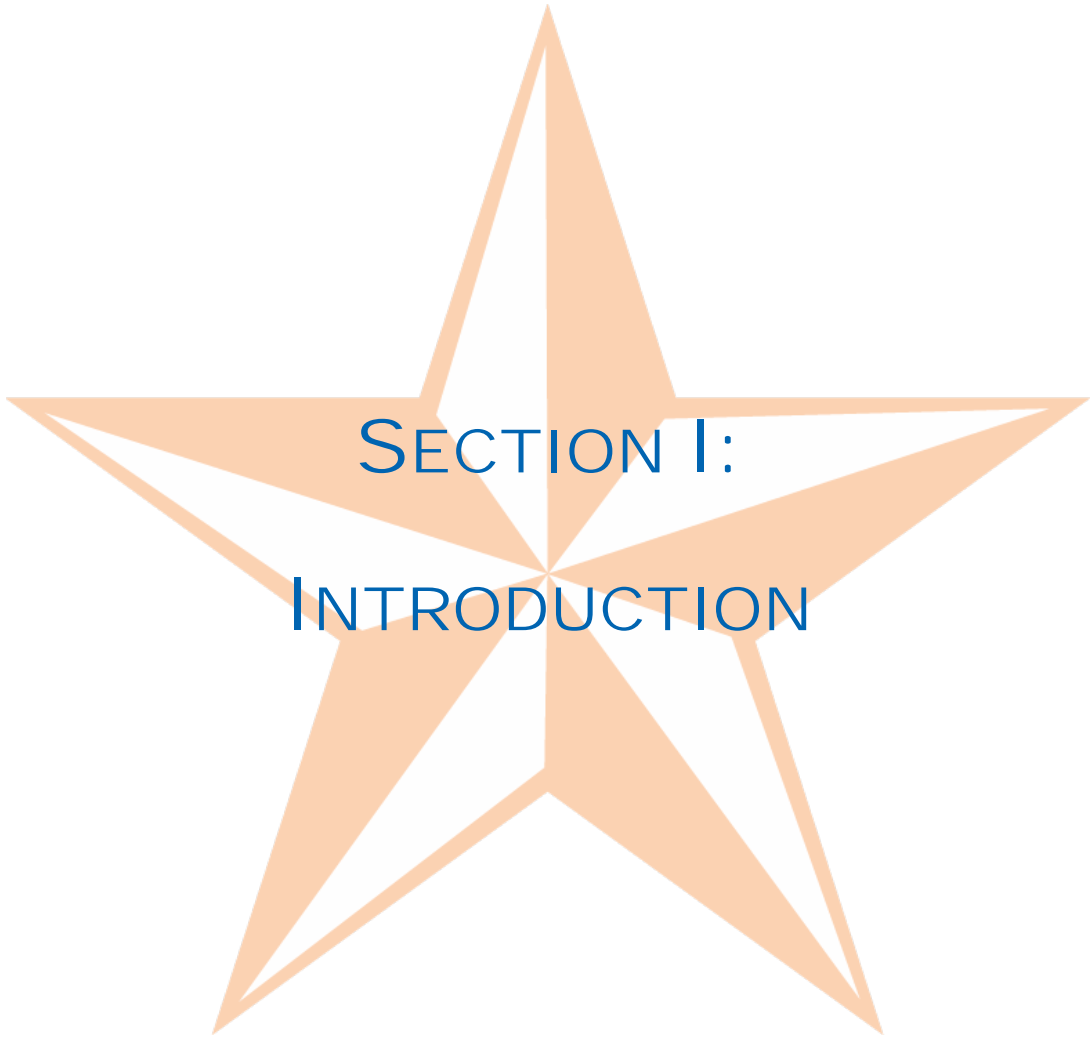
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## About this handbook

This handbook is published by the The University of Texas at Arlington’s Office of Student Organizations and intended to be a resource for students, faculty/staff advisors and other stakeholders who belong to and support our community of student organizations.

To help to navigate the many polices, rules and resources of our institution this handbook focuses on those items that are most commonly needed by leaders of student organizations. The policies of this handbook are derived primarily from UTA’s institutional policies and procedures (HOP) which can be found at [uta.edu/legalaffairs](http://uta.edu/legalaffairs) as well as the *Rules and Regulations of the Board of Regents of The University of Texas System* (Regents’ Rules). The contents of this manual are also revised from time to time. The most up-to-date edition, containing rules currently in force, is to be found on our website at [uta.edu/studentorganizations](http://uta.edu/studentorganizations).

## Office of Student Organizations

The Office of Student Organizations is an administrative unit within the Division of Student Affairs serving as UTA’s liaison with nearly 350 student clubs and organizations. The office is primarily responsible for the registration, support and compliance of student organizations as they conduct their affairs both on and off campus.

Our office also manages the scheduling of activities which take place in the common outdoor and general pedestrian areas of campus as well as managing the posting of signs and literature across campus such as on the general campus bulletin boards and public areas. Our services provide skills-based training opportunities to help develop student leaders and faculty/staff advisors. We are also here to provide support with event planning and permitting at all stages in the process.

Should you have any questions please do not hesitate to call or visit us.

Office Location	Address	Phone & Email
E.H. Hereford University Center Involvement & Engagement Lower Level – Suite B160	Box 19348 300 W. 1 <sup>st</sup> Street Arlington, TX 76019	(817) 272-2293 <a href="mailto:mavorgs@uta.edu">mavorgs@uta.edu</a>

## What is a Registered Student Organization (RSO)?

The freedoms of speech, expression, assembly and association are fundamental rights of all and central to the mission of the university. In advancement of these principles, the university provides a process and structure by which groups of students may petition to become registered student organizations. RSOs have a unique status and are granted privileges in conducting their affairs on campus while also maintaining their own identity and representation that is distinct from that of the university.

Throughout the years, hundreds of organizations have been established at UTA and continue to serve the needs of one of the most diverse college campuses in the nation. RSOs are classified into eight different categories relating to the primary purpose of a particular group.

	<b>Academic Associations</b>  Connect those within a particular major or academic program
	<b>Cultural/International Organizations</b>  Appreciation or advocacy of cultural, national, racial or ethnic identity group
	<b>Honorary/Recognition Societies</b>  Distinguish high scholarship and leadership in a broad/specialized field
	<b>Professional Societies</b>  Network within an industry or professional field
	<b>Recreation/Sports Groups</b>  Participate or compete in an amateur athletic, fitness or leisure activity





### **Religious Organizations**

Practice and nurture faith or spirituality



### **Social Fraternities/Sororities**

Promote social development and bonds for women and men



### **Special Interest Groups**

Bring together individuals around various common interests, ideas or identities



## SECTION II:

# REGISTERED STUDENT ORGANIZATION BASICS

## Privileges of Registered Student Organizations

RSOs in good standing are entitled to the following basic privileges

- **Online Directory** – Each club is granted an account and page to maintain on [mavorgs.uta.edu](http://mavorgs.uta.edu)
- **Limited Representation of UTA** – RSOs may represent themselves as student clubs at the institution and may use specified spirit emblems and trademarks in accordance with university communications guidelines, but they cannot use the name of the institution in their own name or in a way that suggests they speak for or on behalf of UTA (Policy 10-303).
- **Use of Facilities** – Organizations may reserve designated rooms, venues and spaces on campus for the purposes of conducting legitimate organizational activities. However, an RSO may not jointly-sponsor such activities with associations, corporations, groups or individuals who are not students, faculty, staff, or registered organizations (Policy 4-400 & 13-503).
- **Exercise speech** - Distribute non-commercial literature, host information booths, submit petitions, and organize peaceful assemblies as provided for in institutional policy (Policy 11-201 *et seq.*).
- **Post signs** – Signs, flyers, banners, sidewalk chalking, display cases, table tents and other approved postings may be put in designated areas of campus in accordance with the office's *Sign Implementation Policy* and institutional policies on solicitation (Policy 13-401).
- **Present guest speakers** – Groups may invite guests who are not students or faculty/staff members to speak or perform in designated venues on campus with proper notice given (Policy 11-1002)
- **Fundraising** – RSOs may raise funds for their group through limited solicitations and sales of goods/services as well as collect charitable donations for non-profit causes.
- **Institutional support/aid** – These include the ability to apply for supplemental program assistance funding grants through student government and consultation with staff from of the Student Organizations Office

## Basic Responsibilities of Registered Student Organizations

In order to maintain their registration and good standing with the institution organizations are required to follow the following basic requirements and obligations.

### Limitation on Representation

The actions and words of an organization and its members are critical elements that characterize both its own reputation and reverberate in the campus and broader community. These messages should reflect the distinct values and mission of your group recognizing that, while it has a unique relationship with the university, it is not a legal agent of the university.

- Registered student organizations are associations of university students. An organization speaks on its own behalf; however, it may neither suggest nor imply that it acts or speaks with any agency or authority of The University of Texas at Arlington.

- Be careful when using the name/identity of the university. Registered organizations may not use the institution's name in a way that suggests that the organization speaks for or on behalf of the university. Avoid putting "UTA" or other versions of the university's name in front of your club's name in writing or multimedia.
- Registered organizations are not generally permitted to use the seal, institutional logo or other official insignia/trademarks of the university. They may, where appropriate, use the "Mavericks" nickname mascot mark.

### **Re-registration and Organizational Updates**

Twice per year each organization's primary contact officer must renew its active status and provide the university with vital information updates—this process is called re-registration. Each calendar year is divided into two registration periods.

- **Fall Registration Period** – August through December
- Spring/Summer Registration Period – January through July
- **Re-registration Deadline** – Organizations have until the tenth (10<sup>th</sup>) day of classes during each fall and spring term's regular session to re-register without experiencing an interruption their ability to continue operating and conducting business on campus. If the deadline is missed, a hold will be placed on the club's registration and its MavOrgs page and other university accounts may be temporarily deactivated (frozen) until a valid submission is received and reviewed. While on hold, organizations may be prevented from sponsoring and participating in activities on campus.
- **Failure to Re-register** – Organizations which do not provide a valid re-registration update for three (3) consecutive registration periods will be referred to the Committee on Student Organizations and may be declared inactive.
- **Officer Listing** – An organization is expected to maintain an accurate listing of its officers on its roster on mavorgs.uta.edu. The officers provided during registration and maintained on organization's MavOrgs roster shall be presumed to be authorized to speak for or represent the organization in its relations with the institution. These individuals will be the recipients of official notices, directives and information from the institution. The organization is responsible for keeping these listings current and accurate throughout the semester. Changes to officers that occur between registration periods should be updated within ten (10) days of their change on the MavOrgs roster.
- **Member Roster** – The organization should keep an accurate listing of its current membership on its MavOrgs roster. Those who are no longer active members of the group should be removed.

### **Risk Management Training and Compliance**

In accordance with the *Texas Education Code* (§ 51.9361), the Student Organizations Office has developed a risk management education program. All registered student organizations must meet the risk management training policy requirements in order to maintain their active status at the university. The training is required prior to a new organization being registered.

- **Organizational Officers** – Each academic year, the president (or equivalent officer) and at least two other officers must complete a risk management training. The normal deadline for this occurs after the beginning of each fall semester.
- **Advisors** – Advisors to registered student organizations must also complete the risk management training annually
- **Policy Implementation** – The president and officers, under the advisor’s supervision, are expected to implement a risk management plan/policy within the organization in accordance with UTA’s risk management training

### **Advisement**

- **Advising Requirement** – All organizations must have the sponsorship of at least one UTA faculty/staff advisor. The advisor is to be kept aware of organizational activities and business. The advisor authorizes and approves meetings and events. The advisor also supervises the handling of funds and financial commitments of the organization. Selection of an advisor is at the discretion of the organization; however, the advisor’s role must be confirmed by the Office of Student Organizations.
- **Changing Advisors** – If an organization wishes to change its advisor, it must submit to the Office of Student Organizations a formal request in writing prior to any change taking effect. The office will confirm the individual’s eligibility to serve and update the organization’s records accordingly.

### **Membership Requirements**

- **Minimum of 8 Members** – Minimum Membership – Registered organizations shall work to maintain at least eight (8) student members each semester. Should an organization fall below eight members, it will have two additional re-registration periods (beyond the current period) in which to increase its membership to eight. During this probationary period, certain restrictions may be placed on the organization’s authorized activities. Failure to achieve eight members within the allotted time may result in the revocation of its status by the Committee on Student Organizations.
- **Minimum of 3 Officers** - Organizations shall have no fewer than three (3) student officers appointed and listed on their roster at all times. These must include a chief executive officer, a chief financial officer and at least one additional officer as provided by the organization’s university-approved constitution/bylaws.
- **Membership Eligibility** – An organization may not have any person as a member who is neither an enrolled student nor a faculty/staff member of UTA. The privileges of members may vary group to group but only members shall have a vote in official business of the organization or be eligible to hold an elected office.

### **Financial Management & Reporting**

- **University Debts** – An organization with financial debt to the university that is past due will have a hold placed on its registration until it can provide record of payment in full. No organization or group, whether registered or not, may use the facilities of the university as long as it owes a monetary debt to the institution and the debt is considered delinquent by the Office of the Bursar.

- **Accounting Procedures** – The receipt of dues, fees, and other income or property by registered student organizations and any disbursements shall be kept as records of the organization and under the supervision of the advisor of the organization. These records shall be subject to audit by officials of the university at any time (HOP 10-603).
- Profit/Loss Reporting:
  - If an organization has any campus activity for which there is a charge or income generated, it must be registered in advance with the organizations office or reported no later than five (5) class days after the event. Failure to do so will may result in loss of privileges or sanction by institution.
  - Each student organization shall submit a record of its fundraising activities prior to the end of each long semester. The record shall be a complete report showing total fundraising expenditures and income for that reporting period.
  - Organizations may download the Profit/Loss Report online or submit the information in their preferred format, but it must contain a thorough and accurate reporting of the organizations fundraising activities.
  - Reports must be signed by the organization's chief financial officer (or designated officer) and the faculty/staff advisor. The statement should be turned in at the Student Organizations Desk.

### **Constitutional and Institutional Regulations**

- The university must review all constitution or bylaws. Any proposed changes to an organization's constitution or bylaws must also be submitted for review to the Student Organizations Office within 10 days of the change.
- The university-approved and organizationally-ratified constitution comprises a compact between the organization, its members and the institution. Officers, members and advisors are to guarantee that the terms of their constitution are followed and upheld.
- Officers and members must abide and agree to follow all rules and regulations of the institution and the directives of their faculty/staff advisors or university administrators acting within the scope of their authority.
- Maintain complete and accurate membership, leadership and directory information on the [mavorgs.uta.edu](http://mavorgs.uta.edu) website.
- Respect campus resources, including space, personnel, and supplies.

### **MavOrgs – [mavorgs.uta.edu](http://mavorgs.uta.edu)**

All registered organizations are given an online page to manage at [mavorgs.uta.edu](http://mavorgs.uta.edu) which is the official directory of registered organizations at UTA. MavOrgs is powered by the Campus Labs® Engage platform and administered by the UTA Student Organizations Office. The officers of each organization manage and update the content of its MavOrgs page. Additionally, members are able to stay updated on important events and information as well as track their own organizational involvement during their time on campus.

MavOrgs is a powerful tool that provides an efficient way for an organization to:

- Maintain its official roster of members and officers

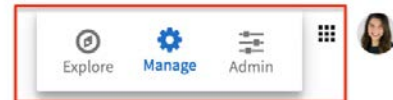
- Publish information about the organization for the public
- Publicize meetings, events and activities
- Post news articles for the community
- Maintain important documents (such as its official constitution)
- Create web forms
- Conduct elections
- Track/approve member service hours

### Getting Started – Log on to MavOrgs

In your web browser, navigate to the community home page at [mavorgs.uta.edu](http://mavorgs.uta.edu) and use the link at the top of the page to sign in with your UTA NetID and password.

**User Drawer** - Clicking on your user initial or photo in the upper-right hand corner opens up your *user drawer*. The User Drawer is where you can manage your personal involvement and account within the system, such as viewing your event or membership history, viewing your notifications, or reviewing any form or event submissions. You can also update your user account by adding a profile photo or changing your notification settings or basic profile details. Finally, each user can access their mobile *event pass* here.

Next to the user drawer is a black-square icon known as the switchboard. The switchboard allows you to switch back and forth between different views of the site you might need to use. You will see both the Explore and Manage views when you open up your switchboard.



**Explore View** - The explore view is the default view of the site when you log in and is used to search for things throughout the site, such as exploring organizations, event pages, reading news posts, or accessing content shared by the organizations you're a part of. If you're not a student officer or advisor, you'll likely spend the majority of your time in the Explore view.

**Manage View / Action Center** - If you're an officer or advisor of an organization, or someone whom the organization has granted power to manage the organization's content, roster, events or any other aspect of the org, you'll want to be familiar with the Manage View of the site. Clicking on the Manage icon takes you not the Action Center, or the place where you get to take action for your organization, whether that means creating a news post, approving a form submission, inviting a new member to your roster or completing your organization's re-registration process. In your action center, you'll see a list of your organization memberships. What you're able to do in each of these organizations will depend on the level of management access that you hold within each group.

**Organization Management Center / Tool Drawer** – Clicking on an organization within the action center will take you to its management center page. You can then open up the organization *tool drawer* in the left-hand corner to see which tools you are able to manage within that organization. From here you can do everything from managing your organization’s roster, creating events or tracking event attendance and participation, to creating news posts and photo galleries, uploading documents, approving form submissions, and reviewing service hours for your members.

**Gaining Access to your page** – You will need to be a member of an organization’s roster to by having been invited by a current page manager through the Roster page of the organization’s Tool Drawer. Your level of management access depends upon the position you’ve been assigned to on the roster. Certain office-holders such as the Primary Contact or the Faculty/Staff Advisor have the ability to manage all aspects of an organizations page. The organization has the ability to customize management access for various officer positions by using the Manage Positions function within the Manage Roster Tool.

## Starting a New Organization

### How to Get Started

Each academic year new organizations are formed which expand the breadth of our community. If you cannot find an organization that meets a need or interest, you are encouraged to form a new one; however, it is recommended that you do research on existing RSOs to avoid duplication. The University will not register more than one organization that serves the same substantial purpose. *There must be clear and significant differences between any existing organization and one that is proposed.* Students, faculty, and staff at UTA with similar interests are encouraged to collaborate through an RSO to share information, provide programs for the group and the University-at-large, and advance the interests of its members.

### Steps to Registration

Prospective organizations may only attempt to organize once during successive semesters, and during the organizational period, activities are generally limited to those necessary to organize and establish the group (HOP 10-302). The following steps outline what is necessary to complete an application to register a new organization.

1. Attend a New Student Organization Interest Session. These are offered regularly for those interested in learning the process, rules and requirements for starting up a new organization. Though it helps to have a basic concept of your organization (e.g., name, purpose, mission), you don't need have to have anything else prepared in advance in order to attend one of these sessions. Visit [uta.edu/studentorganizations](http://uta.edu/studentorganizations) for the session schedule.
2. Select a unique name for the organization that identifies with its mission/purpose. Note that, “a student organization shall not use the name of an institution or the name of The University of Texas System as a part of the name of the organization” (Regents' Rule 50202, §3).
3. Secure an eligible faculty or staff member to serve as the organization’s advisor.



4. Submit an application, signed by the primary contact and faculty/staff.
5. Schedule and hold at least one to three open organizational meetings to recruit members and inform the campus of the forming of this organization. At each of these meetings, a prescribed number of outside resource people may be present. These off-campus individuals are not permitted to vote or hold office. All such individuals must be identified to the director and/or assistant director who may limit the number of such individuals.
6. Draft a constitution and ratify it amongst the petitioning membership of the organization and submit to Student Organizations for review. Hard copies must be submitted with the appropriate signatures.
7. Elect at least three officers and submit their names, student ID numbers, and contact information.
8. Return a list of petitioning members, including printed names, student identification numbers and signatures. At least ten individuals must be included on the petition, including at least eight current students and up to two may be faculty/staff members. No registered student organization or group may have any person as a member who is not either a student or a member of the faculty or staff (Regents' Rule 50202 §6.2).
9. Complete a risk management compliance training. This is required for student officers and advisors.
10. Attend a New Student Organization Orientation session. During this meeting, officers will learn about the basic resources, services, and responsibilities they need to be familiar with.

**Status while application is pending** - Upon completion of these steps, the director/delegate of student organizations *may* grant limited privileges of conducting activities on a temporary basis to a group if, in his or her judgement, there appear to be no impediment to its approval by the Committee on Student Organizations. This temporary status may last until the committee's review but no longer than one semester.

### **Review by Committee on Student Organizations**

Completed organization applications are referred to the Committee on Student Organizations for review. This university administrative committee is comprised of three faculty members, three staff members, three students and the director or delegate of the Office of Student Organizations. The committee meets regularly at least once per long semester and has jurisdiction over all student organizations. It is primarily responsible for recommending new organizations for permanent registration at the university as well as the revocation of a registered organization's status in accordance with policy. The committee also reviews and grants final approval to all changes to an organization's constitution. Decisions of the committee may be appealed to the vice president for student affairs and ultimately the president (HOP 3-200).

### **Selecting a Faculty/Staff Advisor**

All organizations must have the sponsorship of at least one faculty/staff advisor at all times to maintain their registered status. An organization may elect to have multiple advisors.

Eligibility - To be eligible, a person must support the aims of the organization and hold an appointment to the faculty or staff of UTA; however, their position of employment must not require that they also be

enrolled as a student. Each year, advisors shall reaffirm their commitment to support the organization and provide necessary supervision and oversight as put forth in university policy and the organization's constitution.

Selection – The choice of an advisor is at the discretion of the organization as specified in its own constitution or bylaws; however, the advisor's eligibility to serve must also be confirmed by the Student Organizations Office. An officer must immediately notify the office in writing upon any change to its advisement. The faculty/staff advisor role on the organization's roster in MavOrgs is restricted and can only be assigned by the Office of Student Organizations.

#### General Responsibilities:

- Ensure that the organization operates in accord with its university-approved constitution/bylaws and the university's policies
- Review and approve of all organizational meetings and events including signing off on event registration paperwork, financial reports, and other required university forms
- Meet with the officers on a regular basis as necessary and remain informed of organization activities
- Know the officers, current members as well as the process for obtaining new members and selection of new officers
- Establish with the student organization president to what extent the advisor will be involved in planning of programs, the frequency of meetings, and scope of advisor's role

#### Financial Oversight

- Ensure that there are adequate internal controls and processes for the safekeeping of organizational funds
- Supervise the collection of dues, fees and other income/property, as well as disbursement of funds to ensure regularity and proper usage in accord with organizational and institutional rules
- Review and approve in advance of all financial commitments made by the organization
- Meet with treasurer (or equivalent officer) to ensure regular review and internal reporting of financial record. (These records are subject to audit by university officials at any time.)

#### **Consultants and Off-campus Advisors**

In addition to faculty/staff advisors, many organizations are supported and guided by others from the community who serve a special role in maintaining and supporting the group. These might include alumni/honorary affiliates, ministry personnel, professional consultants, coaches, trainers, advisory boards and so forth. The roles of these individuals are to be provided for in the constitution or bylaws of the organization.

Limited Role - While these individuals are important and often necessary stakeholders in the group, they are not to be considered active members of the organization or hold distinctive member privileges such as a vote in organizational business or be eligible to hold an executive office within the group.

## Membership Non-Discrimination Policies

Organizations may specify their own specific qualifications and requirements necessary to gain and maintain membership. However, no student organization shall become or be allowed to continue as registered which denies membership or discriminates on any basis prohibited by applicable law. This includes refusing membership or treatment that is unfavorable or unfair to an otherwise qualified individual on the basis of certain characteristics called “protected classes.” Protected classes include:

- race
- color
- sex
- religion
- national origin
- age
- disability
- citizenship
- veteran status

**Exemption for religious organizations** - An organization created primarily for religious purposes as stated in its constitution or bylaws may restrict membership privileges (*i.e.*, the right to vote or hold office) to persons who subscribe to its statement of faith.

**Exempt single-sex organizations** - Title IX of the Educational Amendments Act of 1972 prohibits discrimination on the basis of sex in university activities with only narrowly defined exceptions. For example, recognized social fraternities and sororities to operate as single-sex organizations. (See section on Special Classes of Organizations for more detail.)

## ADA Accommodations for Student Organizational Activities

In compliance with the Americans with Disabilities Act of 1990 as amended and applicable to institutions of higher education, the university will provide a reasonable accommodation necessary for members of student organizations to participate in the sponsored campus activities of their organization. The student must provide the request with adequate advance notice, normally at least 10 university working days, but possibly longer depending on the nature of the activity and complexity of securing the accommodation. The student must be actively registered with the Office for Students with Disabilities at the time of the request. The Student Organizations Office will confirm that the student is a currently active or eligible member of the specified organization.

## Affiliated Organizations Charitable Status

Within the scope of the university's policies on commercial solicitation and joint-sponsorship for the use of facilities, registered student organizations may only be affiliated with charitable/non-profit organizations. If a registered student organization wishes to operate under the auspices of an organization external to the university, evidence must be provided that the affiliated organization is charitable/tax-exempt under the *U.S. Internal Revenue Code*.

## Special Classes of Organizations

Two classes of registered student organizations must satisfy requirements beyond those outlined in this handbook in order to be recognized as a social fraternity/sorority or sport club. These groups have additional privileges and responsibilities deriving from their unique relationship with the university.

### Social Fraternities and Sororities

Social fraternities and sororities are distinguished from other Greek-letter honorary and societies in that they are able to limit membership on the basis of sex. The U.S. Department of Education has set criteria for what may constitute a social fraternity/sorority. The group should be able to answer “no” to all of the following questions:

1. Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
2. Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
3. Are the members permitted to hold membership in other fraternities or sororities at the university?

Additionally, to function as a social fraternity or sorority at UTA, an organization must be recognized and maintain its standing with the Office of Fraternity & Sorority Life and be admitted as a member organization of one of the appropriate governing councils: *College Panhellenic Council*, *Interfraternity Council*, *Multicultural Greek Council*, or *National Pan-Hellenic Council*.

If an organization loses recognition by the Office of Fraternity & Sorority Life or its governing council, the organization will become inactive for the time period as determined by F&SL or the governing council. Inactive organizations will not be allowed any privileges awarded to actively registered student organizations provided by UTA. Once the specified time period has passed, an organization shall petition F&SL and the appropriate governing council for recognition and/or readmission provided university requirements are met through the Office of Student Organizations.

### Sport Clubs

Athletic or recreational student organizations may seek to be classified as a Sport Club. Should an organization wish to become a Sport Club, it must first be registered and in good standing with the Office of Student Organizations. Its leadership may then apply to the Department of Campus Recreation for recognition as a Sport Club. For specific questions regarding requirements and privileges, please contact (817) 272-3277 or [campusrec@uta.edu](mailto:campusrec@uta.edu).

## Rules and Guidelines for Constitutions of Registered Student Organizations

Each registered organization shall have a university-approved constitution and/or bylaws outlining its purpose, mission, values, and organizational structure. This document is reviewed by the Committee

on Student Organizations and is to be followed by the organization in conducting its business. Any changes to an organization's constitution must be reported to the Student Organizations Office within 10 days after adoption for administrative review (HOP 10-303).

### **Constitution or bylaws...what's the difference?**

A constitution is an organization's most important document, providing the fundamental purpose, scope and structure of an organization. Depending on the complexity of an organization, its constitution may range from two pages to more than twenty. All registered organizations must either draft a constitution to suit their own needs or a constitution provided by the national/affiliated organization.

Some organizations are governed by both a constitution and a set of bylaws. This is especially common among college and university chapters of national associations or societies. In these instances, the constitution may be the same or similar from place to place, change infrequently and deal with high-level/structural matters. Bylaws are the rules and operating procedures that are specific to the governance of the local chapter or organization. Bylaws typically function within the scope of a governing constitution or charter and contain rules and provisions that are more flexible and can be implemented by the local group. When in doubt about the need for bylaws, consult your advisor, the national organization or the Student Organizations Office

### **Constitutional Guidelines – An Outline**

The following outline is provided as a guide organizations may use when drafting a constitution. For further aid in writing governing practices, groups are encouraged to consult a rulebook on parliamentary procedure such as *Robert's Rules of Order*.

An organization may write its constitution or bylaws in a manner that suits its needs as well as the requirements of their national/affiliated organization. However, they may neither subtract from nor abrogate the provisions given below. The items noted in *red italics* must be expressly stated within the constitution; these rules derive from the university's administrative policies otherwise known as the *Handbook of Operating Procedures* (HOP). When an organization's constitution is amended or revised, it must conform to the most current rules promulgated by the Student Organizations Office.

**Article I – Name.** State the official name of the organization. Please note that the organization may not preface its name with The University of Texas at Arlington or any of its abbreviated forms (Regent's Rules and Regulations 50202, 2.3; HOP 10-303). For example, you may not use the name "UTA Baking Club." Use of the nickname, Mavericks, and its variants is acceptable.

**Article II – Purpose.** The general purpose of the organization and its mission must be clearly indicated. Each organization shall serve a purpose that is distinct among the university's community of registered student organizations.

**Article III – Membership.** Define what a person must do to be qualified/recognized as a member. Who is eligible for membership? Are there any restrictions? How are members identified? State what rights

and privileges a full member has and procedures for removal of membership should the need arise. The following provisions must also be stated in membership policies (HOP 10-301, 401, 501).

- Members must be current students at The University of Texas at Arlington.  
or, if applicable: Members must be current students, faculty or staff members at The University of Texas at Arlington.
- The organization will not deny membership on any basis prohibited by applicable law, including but not limited to race, color, national origin, religion, sex, age, disability, or veteran status. The organization may add additional categories to this list; however, they may not subtract from it unless:
  - The primary purpose is religious. These may restrict the right to vote or hold office to persons who subscribe to the organization's statement of faith.
  - Single-sex organizations may be permitted if they satisfy relevant legal requirements such as Title IX of the Education Amendments of 1972.

**Article IV – Consultants (if applicable).** Consultants may include individuals who are not eligible to be members (e.g., alumni, honorary affiliates, ministers, coaches, off-campus advisors). Consultants often provide support and guidance for the organization; however, the constitution must state that:

*These individuals can neither vote nor hold an executive office in the organization.*

**Article V – Executive Officers.** The officers are those who are authorized to speak for or represent the organization or group in its relations with the institution and who are authorized to receive for the organization or group official notices, directives, or information from the institution. *The president and other officers must be students* (HOP 10-402).

List and describe the officer positions (e.g., president, vice president, treasurer, secretary); qualifications for office; duties and responsibilities of office; terms of office; procedure for removal of officers; procedure for filling vacated offices. Organizations must have at least three (3) officers.

**Article VI – Meetings.** State procedures for calling regular meetings; frequency of meetings and special sessions. Establish number of members necessary for a quorum in order to conduct official business. It is also useful to specify what the normal order of business shall be or if a particular set of parliamentary rules will be followed (such as *Robert's Rules of Order*). *The advisor must approve all called meetings* (HOP 10-403).

**Article VII – Finances.** Description of source of group funds; membership dues, if applicable; budget approval process; limitations on how funds may be spent; procedure for requesting funds. State how the dues, fines and fees imposed on members are to be determined; when they are to be collected.

*Collection of funds and financial commitments shall be under the supervision of the advisor* (HOP 10-602).

**Article VIII – Committees.** State what standing and/or ad hoc committees or what divisions will exist in the organization and the function and composition of each.

**Article IX – Affiliations (if applicable).** List any affiliations with local, state, regional or national constitutions/organizations. If affiliated with another organization, a copy of the constitution of the

affiliated organization must be submitted to the Student Organizations Office. Also, the affiliated organization's tax ID or documentation demonstrating it as a charitable/tax-exempt organization must be provided.

**Article X – Faculty/Staff Advisor.** State procedures for the qualifications and selection of a faculty/staff advisor and the functions or duties of said person. *The receipt of dues, fees and other income or property and any disbursements shall be under the supervision of the advisor of the organization* (HOP 10-603).

**Article XI – Amendments.** Provisions for amending the constitution. State how an amendment will be presented, to whom within the organization it will be presented, and by what vote it must be passed (e.g., two-thirds majority). *Amendments will be effective upon approval by The University of Texas at Arlington* (HOP 10-303).

**Article XII – Additional Rules and Regulations.** State any outside rules or regulations that your organization will be bound to. This could be rules required by the national-affiliated organization or its constitution. The constitution/bylaws must guarantee that: *The organization will function in accordance with all University rules.*

**Ratification.** Provide a brief statement describing when and how the constitution was adopted. The chief executive officer (e.g., president) and faculty/staff advisor must sign and date the constitution upon its ratification by the membership in witness thereof. Provide a space for the Student Organizations Office to review and approve. Below is an example.

*This constitution is hereby adopted by a [vote count] vote of the membership on this, the [date of vote] day of [month] in the year [current annum], witnessed and confirmed below.*

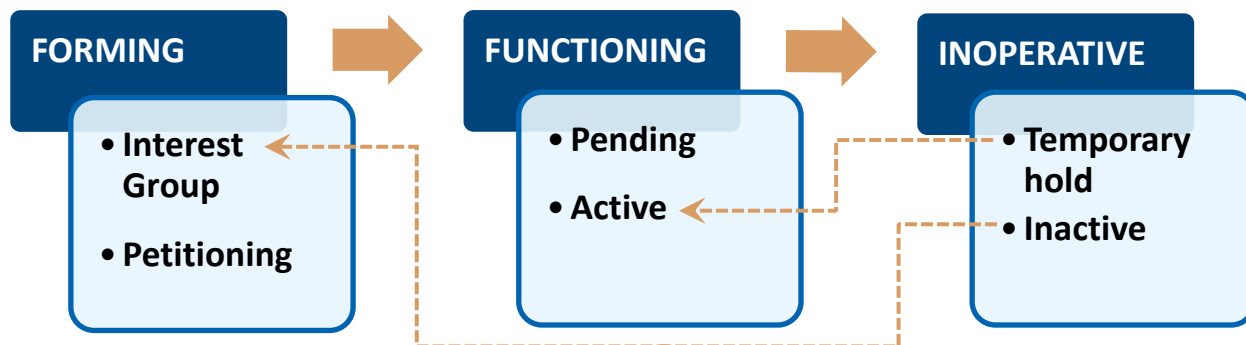
_____	_____	_____	_____
Blaze Maverick, President	Date	John Doe, Advisor	Date
_____	_____		
Approval for use by Student Organizations Office	Date		

The signed hardcopy the constitution is to be forwarded to the Student Organizations Office. The office will conduct a review of the document and notify the president and advisor of approval or of any necessary revisions.

## Statutes in an Organization's Life Cycle

As organizations are formed and function they may progress or regress through various statuses which determine the group's standing with the university and its ability to operate.





**Interest group** – Groups of students interested in forming a new club. These groups have the support and consultation of the student organizations staff in beginning the application process.

**Petitioning** – Once a primary student contact and faculty/staff advisor are secured, they may formally initiate an application to register a new student organization. They are entitled to a 30-day period in which to conduct limited operations on campus for the purpose of organizing themselves. Petitioning groups are entitled to hold up to 3 campus meetings in a reserved location while they work to recruit 10 members, ratify a constitution and elect officers.

**Pending** – Groups with complete applications may receive authorization to conduct activities on a temporary basis by the director/delegate of student organizations while awaiting review of their application by the Committee on Student Organizations. This status may be granted if there are no apparent impediments to an organization’s ultimate approval by the committee and lasts until the committee rules on an application or the end of the semester.

**Active** – The Committee on Student Organizations shall meet each once each long academic term and review organizational applications and petitions for ongoing registered status. Organizations granted full registration are permitted to continue their registration each long semester provided they operate in good standing.

**Temporary Hold** – When an organization fails to meet a basic responsibility, standard or obligation (such as outlined in this handbook or other university policy) they may have a hold placed on their registration until such time as they are able to remedy the circumstance. Their ability to conduct affairs on campus and act as an organization are suspended while the hold is in place.

**Inactive** – Organizations who fail to meet basic standards for successive terms or which are sanctioned by the university are declared inactive by the Committee on Student Organizations. These groups lose the ability to automatically renew their registration during the current/upcoming re-registration periods. In order to restore an inactive group, the interested students may initiate a new organization application for consideration, provided that there is no sanction or impediment to its reestablishment



## Student Organization Resources & Services

Registered student organizations are entitled to utilize several special services offered by campus departments. These services are either free or available for a nominal fee.

**Space Reservations** – Student organizations are encouraged to reserve a dedicated space to hold events and meetings on campus. Most spaces are free-of-charge for registered student organizations to access. Outdoor spaces include pedestrian malls, quadrangles, parks sidewalks areas, and recreational-sports fields. Indoor meeting and special event spaces include in the E.H. Hereford University Center, The Commons, and the Maverick Activities Center, as well as general academic classrooms. Additionally, there are large special use venues which can be rented for a fee: College Park Center, Texas Hall and Maverick Stadium.

**Reduced Audio/Visual Packages** – Student organizations receive 50% off all audio/visual equipment (sound system, laptop, LCD projector, screen, internet access, computer remote, microphone,) and set-up for events held in the E.H. Hereford University Center and The Commons.

**Student Organization Accounts** – All student organizations are eligible to open an on-campus account to hold organizational monies. Deposits, withdrawals and payments are handled with the Office of Student Accounts (bursar) located in Davis Hall. While not a traditional bank account, this provides a fee-free means of safekeeping the organization's funds and transacting business with the university. Contact Student Organizations to learn how to set-up or update an existing account.

**Complimentary Printing** – The Student Organizations Office provides a printing allowance for all registered student organizations in good standing. At the start of each academic year each organization is granted a printing allowance of \$100. This amount does not represent any actual cash value. Printing privileges are non-transferrable and cannot be used for private or university/departmental purposes. The printing request form can be accessed online at [uta.edu/studentorganizations](http://uta.edu/studentorganizations).

**Student Organization Awards** – This award program recognizes organizations, which have shown excellence in serving their members, the University and the community. Each organization is considered on the basis of its merits and unique qualities. These awards are given in the Spring semester and come with a plaque and monetary award.

**Program Assistance Funds** – The Program Assistance Fund, overseen by Student Government, is supplemental funding available to registered student organizations to assist in their programming efforts to the university community. Funds are also available to assist student organization members in traveling to state/regional/national conferences. Visit [uta.edu/studentgovernance](http://uta.edu/studentgovernance) for more information.

**Student Officer Development Workshops** – The Office of Student Organizations provides a series of workshops throughout the year to aid in the development of student organizations. Training sessions aim to educate student organization members and leaders on processes, procedures, event programming and basic organizational activities. They cover topics such as event planning, paperwork,

officer transitions, building relationships, MavOrgs and more. These events are publicized in the *MavOrgs Bulletin* e-newsletter and at [mavorgs.uta.edu](http://mavorgs.uta.edu).

**FabLab at the Central Library** – The FabLab is a creative hub for students and faculty of The University of Texas at Arlington and the DFW community, providing access to technologies, equipment, opportunities for interdisciplinary collaboration, training, industry mentors, and inspirational spaces in support of invention and entrepreneurship. The FabLab is a platform for project-based, hands-on science, technology, engineering, arts and mathematics (STEAM) education. Contact 817-272-1785 or [library.uta.edu](http://library.uta.edu) for more information.

**Carlisle Catering by Chartwells** – There are both big decisions and little details to attend to as you prepare for your upcoming catered event. Our catering services can accommodate any size, theme, or individual requirements, in virtually any location—on or off campus. We'll work with you to create a custom gathering menu inspired by your unique needs that will leave a lasting impression on your guests. All menus will follow the Chartwells culinary philosophy; authentic recipes using the freshest, seasonal ingredients. Waiter service, buffet, small plates, and international inspired specialty stations: all served in your style! And because you've entrusted your event to The Gathering by Carlisle Catering, the food will be unmatched, the service spectacular, and the event will be unforgettable! Visit [dineoncampus.com/utarlington](http://dineoncampus.com/utarlington).

## Logos, Trademarks, and Marketing Material Guidelines

Registered student organizations may use certain logos and trademarks of the university as specified by the Division of University Communications. Specific and up-to-date rules can be found online at [uta.edu/graphicidentity](http://uta.edu/graphicidentity). The institutional name and brand marks should not be used in a way that would harm or defame the reputation of the university.

Student organizations are permitted to use the **mascot mark, signature and wordmark**, where appropriate, in the authorized configurations. These trademarks represent the distinct identity of UTA and cannot be altered in form or color except as permitted. Also, except for organizations funded and sponsored by the university through one of its departments, use of the institutional signature logos or the seal are not permitted.



### UTA Branded Apparel and Merchandise

If your group would like to order shirts, merchandise, promotional items or apparel using one of the university's brandmarks, it must be sourced from a vendor who has been licensed to reproduce the trademarked graphics. Visit [learfieldlicensing.com/vendor-list](http://learfieldlicensing.com/vendor-list) in order to see a current list of authorized vendors from which you can order UTA branded items.

### Using the University's Name

**Full** The University of Texas at Arlington

*Short* UT Arlington  
*Initials* UTA

When using the name of the university, use one of the official forms as shown above. Also, registered student organizations should not preface the name of the organization with the university, but rather put the name after:

*Incorrect* UTA Baking Club

*Acceptable* Baking Club at UTA

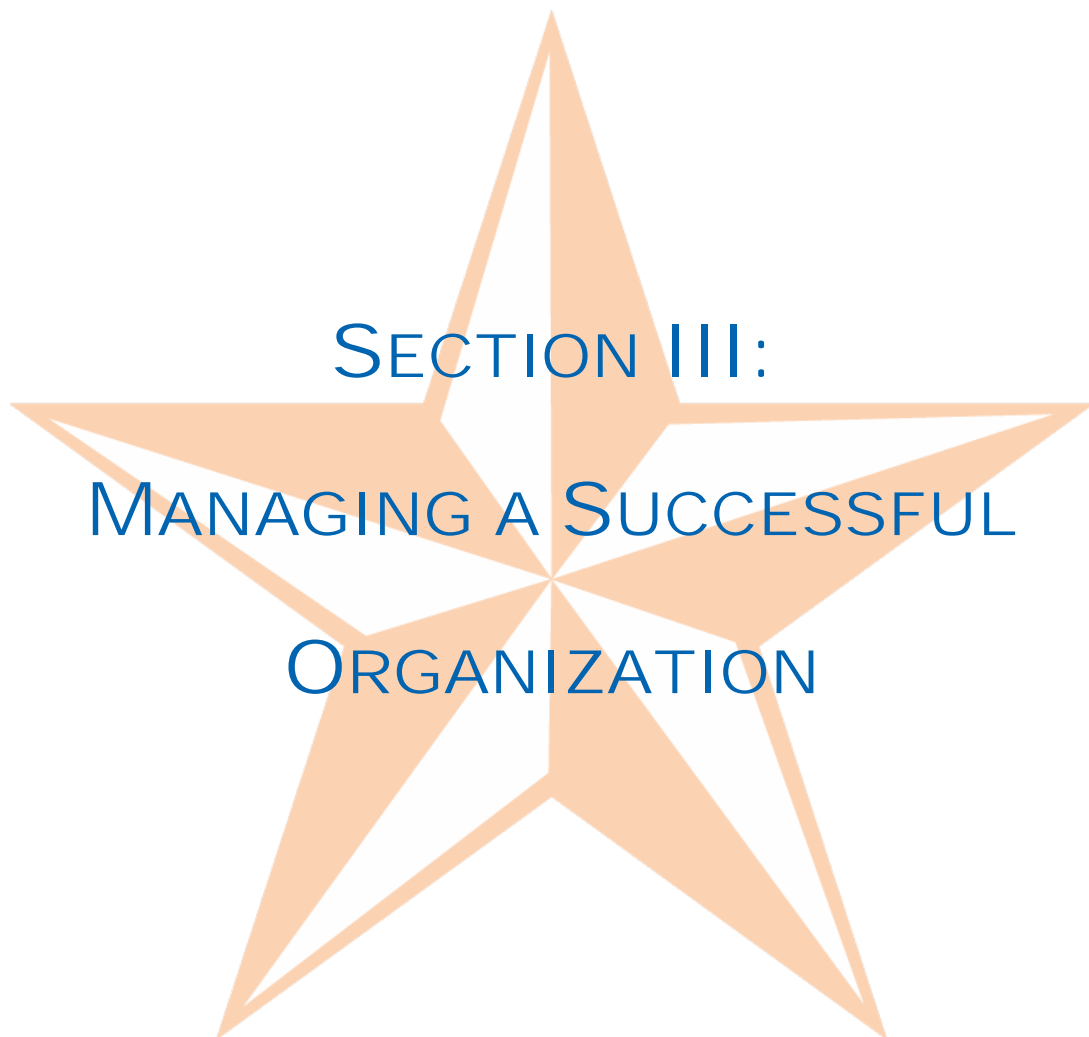
*Acceptable* Baking Club of The University of Texas at Arlington

For consultation and advice on use of the university's logos or branding please consult with the Office of Student Organizations prior to ordering your merchandise.

## Registered Student Organization Discipline Suspension

If an organization violates the Regents' Rules and Regulations, University regulation, administrative order, or federal, state or local law or regulation, it is subject to disciplinary action. Before a hearing is conducted on an alleged violation, the Office of Student Conduct must notify a registered student organization in writing of the date, time, and place for the hearing. If after the hearing the organization is found to have violated the Regents' Rules and Regulations, University regulations, administrative order, or a federal, state or local law or regulation, the Office of Student Organizations or Office of Student Conduct may:

1. suspend the organization's privilege to publicly post signs, set up a booth, publicly assemble or demonstrate in the name of the organization, present activities, publicly raise funds, reserve the use of University facilities, or participate in other university sponsored events;
2. place the organization on probation for a specific period of time;
3. place the organization on suspension for a specific period of time;
4. cancel the registration of the organization permanently; or,
5. enact other sanctions as deemed appropriate under the circumstances.



## SECTION III:

# MANAGING A SUCCESSFUL

# ORGANIZATION

## Student Organization Training and Leadership Development

The Office of Student Organizations is available to offer consultation to your organization. Student Organizations staff can assist you with group dynamics, organizational development, paperwork, conflict mediation, and much more. Student Organizations also offers a semi-annual *Training Day* and monthly series of workshops titled *Workshop Wednesday* designed to aid in the development of student organizations. These aim to educate student organizations on processes, procedures, event programming, and basic organizational activities, covering topics such as event planning, paperwork, officer transitions, finances, building relationships, MavOrgs, and more. These dates are included in the Student Organizations e-newsletter titled *The MavOrgs Bulletin*, posted via flyers around campus, and advertised on [mavorgs.uta.edu](http://mavorgs.uta.edu) and at [events.uta.edu](http://events.uta.edu).

## Student Organizations Newsletter

In order to keep student organizations in the loop about important announcements, Student Organizations sends out *The MavOrgs Bulletin*, a regular e-newsletter, to faculty/staff advisors and students listed as Executive Officers in their MavOrgs roster. The newsletter contains important messages from Student Organizations, opportunities & announcements, and upcoming campus events. It is important for officers to share this information with the rest of their organization. Not receiving *The MavOrgs Bulletin*? Email [mavorgs@uta.edu](mailto:mavorgs@uta.edu) today to be added to the list.

## Member Recruitment & Retention

Strong membership is important for any organization to continue and succeed. You should make it a priority to recruit high-quality individuals for your organization that share similar values and goals. Keep in mind that it is vital to prepare both new and seasoned members for future leadership.

### Recruitment

#### Set Recruitment Goals

- For the year/semester/month
- How many people do you want in your organization?
- Reachable and reasonable
- Quantify and be specific
  - One new member a month?
  - *For example:* Increase our total member population by 10% within six months.
  - Each member invite one friend to a future meeting or event.

#### Know, Understand, and Sell Your Vision

Potential members know nothing about your organization. They are relying on knowledgeable members to answer their questions about the organization. You need to present clearly who you are and what you do. Consider creating a 30-second “elevator speech” for your organization. It should include the following:

- Purpose
- Past successes
- Types of activities

- Future plans/direction
- Expectations of members
- Benefits to members

### When to Recruit

Recruitment should be an ongoing goal. A calendar of recruitment details and events might prove helpful. You should spread efforts out throughout the year instead of cramming them in at the beginning of each semester. All members should be active recruiters! This is not just the job of the recruitment chair, but should be everyone's objective.

**Retention** – Recruiting members to join your organization is just the beginning; you have to make sure they want to stick around to ensure long-term success of the organization! Retaining members is key and requires consistent and ongoing effort by all members. Transparency in your recruitment techniques is a great foundation, but creating a dynamic and effective plan to keep members engaged and excited through every stage of their involvement with your group is essential.

## Self Governance

Registered organizations are largely responsible for managing their own affairs. While the university promulgates rules and guidelines for constitutions, each organization is responsible for implementing their own procedures as necessary to accomplish its mission. These procedures are to be outlined primarily in the organization's university-approved constitution/bylaws as well as other established/written rules. It is the responsibility of the officers, advisor(s) and even the members to ensure these rules are enforced and evenly applied.

It is recommended that an organization's constitution be reviewed annually and updated at least every 5 years to be sure it is relevant for the organization and that it meets the current standards and guidelines which can be provided by the Student Organizations Office.

An organization which operates in a manner contrary to its approved constitution/bylaws may be sanctioned by the Student Organizations Office or the Committee on Student Organizations. Organizations are also accountable to the university's policies including, but not limited to, those outlined in HOP 10-501B and 10-700 with regard to discipline and conduct.

## Officer Transition & Evaluation

The key to continued organization success is proper transition of new officers. Graduating or outgoing officers should plan an intentional transitional workshop and/or retreat for new officers to offer guidance and pass along information and tips for success. Here are some potential topics to discuss at this meeting:

- Historical perspectives of the organization
- Constitution and bylaws
- Policies and procedures
- Officers' job descriptions / background information
- Meeting minutes, historical records
- Previous years' goals, projects, and activities
- Preview years' budget
- Financial records
- Suggested improvements
- Roles and responsibilities
- Contact lists of important people
- Roles and expectations of officers and advisor for the coming year
- Leadership/skill-building sessions – can be facilitated by advisors, outgoing officers, or outside resources and may include: delegation, recruitment ideas, communication, etc.
- Closure - ask for feedback and questions
- Shared passwords, email address information, social media, etc.

Other helpful hints before outgoing officers depart:

**Evaluation** – Complete an organization self-assessment and pass it along to your new officers. Ask yourself:

- What went well and what didn't?
- Were the goals reached?
- How can we improve?

**New Officer Orientation** – Encourage incoming officers to attend a New Officer Orientation offered by the Student Organizations Office.

**Responsibilities Checklist** – Make incoming officers aware of the responsibilities checklist found at [uta.edu/studentorganizations](http://uta.edu/studentorganizations). This briefly outlines the minimum requirements for organizations to remain in good standing. Some of these tasks may be due during peak transition time, so pay close attention!

**Account Signature Card** – Be sure to inform your new officers of on campus account processes. You will need to have them fill out a signature change on your organization's Account Signature Card, so as to grant account access to the new officers. This process is initiated in the Student Organizations Office.

**MavOrgs Roster** – Be sure incoming officers are assigned the correct position and outgoing officers are removed from their position. Your roster, including officers, should always be current and up to date. This is especially important as you prepare to submit required re-registration every semester.



SECTION IV:  
RISK MANAGEMENT



## What is Risk Management?

Risk management is an ongoing process of considering risks of organizational activities, providing education about how to mitigate these risks, and taking intentional steps to minimize the chance for harm, injury or loss. By acknowledging these factors and being proactive, you can help mitigate risk within the organization and promote a safe and positive experience for those involved.

For questions, more information, or to create your organization's own risk management plan, please contact our office.

### Implementation of House Bill No. 2639 (2007)

The Texas Education Code (§51.9361) mandates risk management education for members and advisors of student organizations registered at postsecondary educational institutions addresses:

- possession and use of alcoholic beverages and illegal drugs;
- hazing;
- sexual abuse and harassment;
- fire and other safety issues;
- travel to a destination outside the area in which the institution is located;
- behavior at parties and other events held by a student organization;
- adoption by a student organization of a risk management policy; and
- issues regarding persons with disabilities

In accordance with the law, the Student Organizations Office has developed a risk management education program. All registered student organizations must meet the risk management training policy requirements in order to maintain their active status at the university. The training is required prior to a new organization being registered. Continuing organizations must complete the training each academic year to remain active. Faculty/staff advisors must complete the training prior to serving in their role with the organization.

Each academic year the Student Organizations Office shall establish a minimum number of organizational representatives which must complete training on behalf of the organization. Organizations which do not complete the risk management training requirement by the given deadline will have a hold placed on their active/registered status until such time as they are in compliance.

## Hazing

Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate. Hazing is prohibited by the Texas Education Code (§ 51.936 & 37.151 *et seq.*), and individuals or groups engaging in hazing may be subject to criminal charges and penalties. Additionally, the university imposes its own sanctions upon those individuals and organizations which are responsible for engaging in hazing

activity. The Student Organizations Office staff is prepared to assist with a review of organizational activities to promote an environment free from hazing.

**Individuals** – A person commits an offense if the person:

- Engages in hazing;
- Solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
- Recklessly permits hazing to occur; or
- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution

**Organizations** – An organization and/or an officer, or any of its members, new/associate members, or alumni who commit or assist in incidents of hazing may also be charged with violation of the hazing laws, and may also incur significant financial consequences.

An organization creates an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

## UTA's Policy on Hazing

The university's *Handbook of Operating Procedures* (9-200) defines hazing as...

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*...any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any university student organization, group, or team whose members are or include students at an educational institution.*

*The term hazing includes, but is not limited to any type of physical brutality, physical activity, activity involving consumption of food, liquid, drugs, or alcohol, activity that intimidates or threatens the student, or any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Texas Education Code Section 51.936;*

*Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Knowingly failing to report hazing can subject one to discipline. Initiations or activities of organizations*

*may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals.*

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The following activities generally constitute hazing and are prohibited

- forced calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- unwanted exposure to nudity or pornographic media;
- eating or ingestion of any unwanted substance;
- the wearing or carrying of any obscene or physically burdensome article;
- paddle swats, including the trading of swats;
- pushing, shoving, tackling, or any other physical contact;
- throwing oil, syrup, flour, or any harmful substance on a person;
- rat court, kangaroo court, or other individual interrogation;
- forced consumption of alcohol either by threats or peer pressure;
- line-ups intended to demean or intimidate;
- transportation and abandonment (road trips, walks, rides, drops);
- confining individuals in an area that is uncomfortable or dangerous (e.g., hot box effect, high temperature, too small);
- any type of personal servitude that is demeaning or of personal benefit to the individual members;
- wearing of embarrassing or uncomfortable clothing;
- assigning pranks such as stealing, painting objects;
- harassing other organizations;
- intentionally messing up the house or room for clean up;
- demeaning names, yelling and screaming;
- requiring boxing matches or fights for entertainment.

## **Immunity**

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the dean of students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subject to hazing may make a good faith report of the suspected hazing activities to the police or other law enforcement officials and is immune from civil or other liability that may otherwise be imposed or incurred as a result of the report.

The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from \$500 to \$10,000 and/or confinement for up to two years.

**Recent Hazing Sanctions/Penalties** – A list of organizations which have been found responsible by the university for hazing violations within the past three years can be found on the Office of Student Organizations website. If you have any questions related to hazing or to make a report please contact the Office of Community Standards at 817.272.2354 or [conduct@uta.edu](mailto:conduct@uta.edu).

## Alcoholic Beverage Regulations

Events and activities where alcohol will be available—whether held on or off campus—must be registered with the Student Organizations Office ten class days in advance. An advance meeting between the event coordinator and university administrative staff members may be required prior to the event. The following risk mitigating steps should be followed:

- The minimum age for purchasing and possessing alcohol in the State of Texas is 21. Do not serve or provide alcohol to those under age.
- Provide sober monitors and designated drivers at the venue and make them identifiable and available
- Charter group transportation to/from event when possible
- Make available alternative nonalcoholic beverages (soft drinks) and non-salty food whenever alcohol is served
- Do not engage in drinking games or rapid “binge” drinking
- Intervene when you are aware that someone is intoxicated beyond a reasonable degree and should not be served more alcohol
- If you suspect severe alcohol impairment, call for help immediately.

Additionally, some classes of organizations, including but not necessarily limited to, social fraternities and sororities and sport clubs may have additional rules and restrictions on the use of alcohol. If you are a chapter or affiliate of an organization external to the university, there may be additional rules to those set forth by the university. Consult with your faculty/staff advisor or the Student Organizations Office if you are unsure if additional restrictions on alcohol use may apply.

### Off-campus Activities

A student organization holding an off-campus event that involves alcoholic beverages may contact the Office of Student Organizations for information regarding the permissibility of such events and advertising such events on campus.

Some observations regarding off-campus alcohol events:

1. Any group or individual of legal age may hold a social function, purchase liquor and serve liquor as long as ticket sales are not associated with the function. An individual or group not holding a beer or mixed beverage license may not resell the beer or liquor in any manner. (Vernon's Annotated Penal Code, Article 666-4, Section 4A.)
2. An individual or group may not charge for room, dance, band, etc. with beer or liquor on the premises, even if the beer or liquor is donated or if the beer or liquor is given away free. (Legal opinion delivered by Texas State Attorney General.)
3. Donations cannot be taken at the door for an event that involves beer or liquor (Vernon's Annotated Penal Code, Article 66-4, Section 4, Arlington City Ordinance).
4. A group or organization may charge at the door if the event is held on licensed premises and if the holder of the license charges each individual by the drink (Vernon's Annotated Penal Code, Article 666-5, Section 4).

## On-campus Activities

The University of Texas System Board of Regents' Rules and Regulations prohibit the use of alcoholic beverages on university premises. However, the president of the university may waive this prohibition in special circumstances.

A student organization holding an on-campus event where alcohol will be served, the organization should contact the Office of Student Organizations at least three weeks in advance to ensure the event's legality. The approval form must make it through to the President of the University, which can take up to two weeks. The following are some important guidelines concerning the serving of alcohol:

1. No "free" drinks will be served unless served with a catered meal or reception.
2. No events where admission is charged and drinks are "free" will be permitted.
3. At events where alcohol is to be served, "cash bars" with tickets or "cash sale" of alcohol are the only methods approved for such services.
4. Management personnel from University Dining Services are responsible for proper enforcement of all Texas Alcohol Beverage Control Regulations and reserve the right to refuse service to any customer and may, at their discretion, check proper age identification as a prerequisite to any person's requesting service at any event.

Alcoholic beverages may be served for a maximum of four (4) hours during an event and shall not be served between the hours of 2:00 a.m. and 1:00 p.m. on Sundays. Meetings or events organized and presented by a registered student, faculty, or staff organizations are not events sponsored by the University, and no alcoholic beverages may be served or consumed at such meetings or events. All University rules and regulations and state laws relating to alcoholic beverages will be strictly enforced. Alcoholic beverages are to be purchased from and served by University Dining Services.

## Travel

Student organizations may choose to travel for several purposes, including conferences, competitions, retreats, and team-building activities. These excursions can prove to be of great value to an organization, helping them to strengthen relationships among members, learn more about their particular area of interest, develop leadership skills, accomplish goals, represent UT Arlington to the outside community, and much more; however, travelling can be a risky activity. UT Arlington's travel policy is in place to decrease these risks (Regents' Rule 50601; HOP Chapter 6-600).

Student/Group Travel Form and the University Request for Travel Authorization are required at least 10 days prior to the date of travel for groups that use University funding and wish to:

- Travel more than 25 miles from the University campus
- Use a vehicle that is owned or leased by the University
- Attend an event at which attendance is required by the student organization

All forms and additional information are available in the Student Organizations Office and online. It is highly suggested that, prior to travel outside of these parameters, student organizations visit the Office

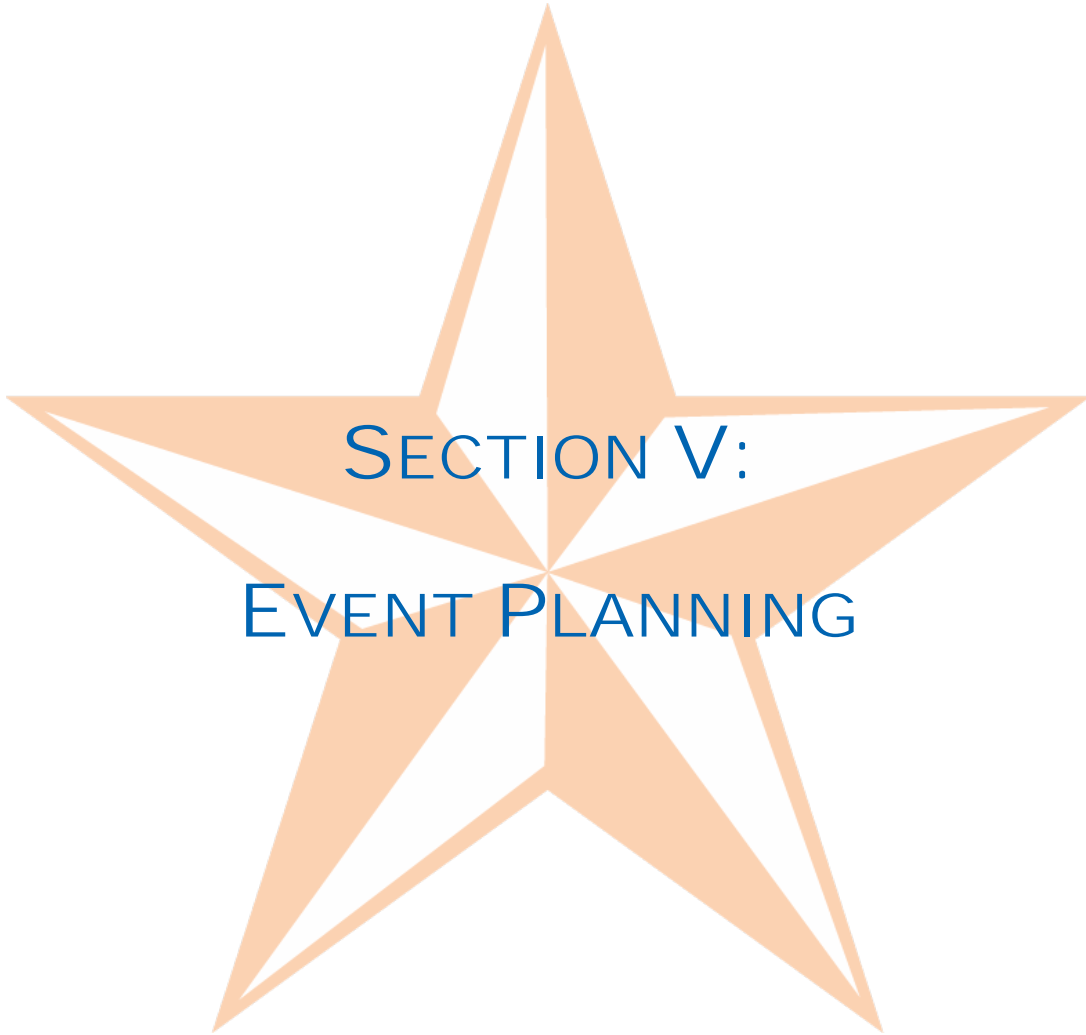
of Student Organizations to receive information about liability and to consider using waivers that are available online.

## Safety Rules

- **Seat Belts** - Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
- **Alcohol and Illegal Substance Prohibited** - Occupants of motor vehicles shall not consume, possess or transport any alcoholic beverages or illegal substances.
- **Passenger Capacity** - The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity or the number specified in applicable University policies, federal or state law or regulation, whichever is lower.
- **License and Training** - Each operator of a motor vehicle shall have a valid operator's license and be trained as required by law to drive the vehicle that will be used.
- **Proof of Insurance, Inspection and Safety Devices** - Each motor vehicle must have a current proof of liability insurance card and state inspection certification, be equipped with all safety devices or equipment required by federal or state law or regulation, and comply with all other applicable requirements of federal or state law or regulation.
- **Legal Operation of Vehicles and Driving Schedule** - Operators of motor vehicles shall comply with all laws, regulations and posted signs regarding speed and traffic control and shall not operate the vehicle for a continuous period that is longer than three (3) hours without at least a fifteen-minute rest stop. There shall be no driving between the hours of 11:00 p.m. and 6:00 a.m. without prior approval of the appropriate administrative official.
- **Operators of Vehicles** - All operators of vehicles owned or leased by the University shall be employees of the University and shall have a valid operator's license for the operation of the particular vehicle. In addition, the operator shall have a current Motor Vehicle Record on file with the designated University office and must be authorized to drive a University vehicle in accordance with the policies of the University.

## Waivers

In order to help protect your organization, it is necessary that participants are warned of the inherent dangers that might be involved in your event/activity. Student Organizations highly suggests that all participants of potentially hazardous activities sponsored by your student organization sign a document stating they understand the involved danger(s) and assume the responsibility for any loss or injury that could occur as a result of participating. You are also strongly encouraged to clearly present the dangers/risks present at your event or activity with all participants so as to ensure all persons are participating freely and knowledgeably. The Office of Student Organizations has a standard waiver that can be adapted for use by your organization for a specific event or activity.



SECTION V:  
EVENT PLANNING



## Registering Student Organization Events/Activities

Registration is an application process whereby an organization informs the Office of Student Organizations of its intent to hold a meeting or activity. By registering its meetings, events and activities an organization can ensure that it will be able to carry out these activities within the scope of the university's policies and that they will be permitted to occur as planned without due cause for interruption or cancelation. It is recommended that all official activities—both on and off campus—be registered; however, it is required in the following instances.

Activities that require registration approval	Deadline
Reserve a room or space on campus	3 class days in advance
Present a guest speaker/performer	5 class days in advance
Use amplified sound (outdoors)	3 class days in advance
Sell items, fundraise or solicit donations	3 class days in advance
Serve or cook food on campus	14 class days in advance
Serve alcoholic beverages (on-/off-campus)	10 class days in advance
Travel more than 25 mi. from campus	10 class days in advance (domestic) 30 calendar days in advance (international)
Need police security	30 calendar days

**Definition of an organization activity:** The above policy refers to any activity (including but not limited to meetings, fundraisers, promotional campaigns, social events, assemblies, excursions, exhibits and other programs) that is planned/executed on behalf of or for the benefit of an organization by its members or officers as a function at which members or other persons may be invited to, or in attendance.

Instructions on how to register your organization's activities can be found in the Student Organizations Office or online at [uta.edu/studentorganizations](http://uta.edu/studentorganizations).

## General Rules on Means of Speech and Expression

The freedoms of speech, expression and assembly are fundamental rights of all persons and are central to the mission of the University. Students, faculty and staff have the right to assemble, to speak, and to attempt to attract the attention of others and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen. Students, faculty and staff are free to express their views, individually or in organized groups, orally or in writing or by other symbols, on any topic in all parts of the campus, subject only to rules necessary to

preserve the equal rights of others and the other functions of the University. *It should be noted, however, that events reserved and scheduled through the Office of Student Organizations take precedence over non-reserved/spontaneous rallies, gatherings, and other forms of free speech conducted by an individual or a student organization.*

## Event Planning Tips

The most crucial element of any program is the planning that precedes the actual event. Planning, more often than not, is the element that determines the success or failure of a given event. Some general guidelines that might prove helpful:

- Secure an event location before you plan.
- Begin planning well in advance to assure a quality program.
- Be aware of the audience to which you will appeal. Schedule it at a time and place that is most convenient to that group. Concentrate most of the advertising budget on that group.
- Do not skimp on advertising and think ahead. Three signs on campus do not reach many people and neither do 50 fliers, two days prior to the event.
- Avoid conflicts with other events that appeal to the same audience.
- If the event is to take place outdoors, have a rain plan.
- Co-sponsorship with other student organizations and departments reduces financial risk and may lead to better attendance.
- Evaluate each program and learn from your successes and failures.

Student Organizations are required to comply with all University Policies Regents' Rules and Regulations of the University of Texas System and must be up to date with all forms and unpaid debts. "No organization or group, whether registered or not, may use the facilities of any institution as long as it owes a monetary debt to the institution and the debt is considered delinquent by the crediting institutional agency." (Regents' Rules Chapter 50202 §6.4)

Use the following Event Planning Guide to assist you in the event planning process. This optional guide provides your organization with a series of questions and aspects to consider when planning any type of event.

Event Name \_\_\_\_\_ Date of Event \_\_\_\_\_

Organization \_\_\_\_\_ Event Coordinator(s) \_\_\_\_\_

- ✓ Make sure that you have consulted the University Calendar ([www.uta.edu/calendar](http://www.uta.edu/calendar)) and MavOrgs (<http://mavorgs.uta.edu>) to avoid conflicts with University and Other Organization's events
- ✓ Remember to consider religious and cultural holidays that may conflict with your event.
- ✓ Ask yourself, "How does this event reflect and promote the goals or aims of the organization?"

Location \_\_\_\_\_

- ✓ To avoid unnecessary delay and confusion, it is very important to follow the correct procedures in reserving campus facilities for events or meetings. Refer to the Student Organization Handbook on the different procedures for reserving outdoor and indoor space on campus.
- ✓ You must register your event prior to reserving any space on campus. The Campus Event Planning Sheet form for this is available online and in the Student Organizations Office.

Set Up Time \_\_\_\_\_ Event Start Time \_\_\_\_\_

Event End Time \_\_\_\_\_ Take Down Time \_\_\_\_\_

- ✓ If your event is outdoors, do you have a back-up rain plan? Have in mind an alternative location, date, and/or time.
- ✓ Check weather conditions and warnings in advance.
- ✓ What time will you decide to move or cancel the event in case of inclement weather? Who will make that decision? How will you notify participants?

Estimated number of people attending \_\_\_\_\_

- ✓ Be sure to consider the maximum capacity of your location/venue. University Center room capacities can be obtained at <http://www.uta.edu/policy/documents/uc/roomdesc.pdf> or at the Student Organizations office.

Event Budget \$ \_\_\_\_\_

- ✓ Make sure your budget covers all services required for the event, i.e. Security (if needed), facilities services, food, advertisement, etc.
- ✓ A Profit/Loss form is required for all events that will have an exchange of money (admission fee, sales, etc.) and must be submitted to the Student Organizations Office by the semester deadline. Failure to do so will result in a hold on the organization's status.
- ✓ If additional funds are needed, you can apply to receive program assistance funding from Student Government.

## Reserving Space

### Five Steps to Space Reservations

1. Pick up all the necessary forms from Student Organizations.
  - a. For any type of event you have on or off-campus, you will need to start with a Campus Event Planning Sheet.
  - b. If you decide to bring food on campus not catered through Dining Services, you will to fill out an Outside Food Verification Form
  - c. For outdoor events on campus needing tables, chairs, fire extinguisher, or power cord: Table & Equipment Request.

- d. If there will be any exchange of money at the event, a Profit/Loss Form will be due by the end of the semester
    - e. Complete the forms in their entirety.
2. Go to your advisor.
  - a. The Campus Event Planning Sheet will always need to be signed by your advisor.
3. Return to the Office of Student Organizations for approval.
  - a. Event consultation with staff from the office is available, if needed. Form(s) will not be approved if there is a hold on your organization, your organization is not in good standing, or the forms are incomplete.
4. Take approved forms to the appropriate place to reserve the space.
  - a. The Student Organizations Office staff can advise you on which academic or administrative office(s) you will need to work with to secure your space
5. Confirm your reservation.
  - a. Ensure that you get a copy of your reservation confirmation to ensure your space is secured.

### **The Commons and E.H. Hereford University Center**

Reservations for space in the University Center or The Commons open for the successive academic terms during the months of October (spring/summer terms) and March (fall term). Contact UC Operations for specific opening dates. Visit [uta.edu/campus-ops/uc/](http://uta.edu/campus-ops/uc/) for details.

### **Academic Space**

Student organizations may reserve general academic classrooms and lecture halls. Academic spaces are available during the current academic term and may be reserved after the add/drop period of the current semester has passed. Contact the Office of Student Organizations for specific dates and how to apply for an academic space reservation.

### **General Outdoor Spaces**

Pedestrian Malls, Quads and Common Areas

- When you complete your “Campus Events Planning Sheet” in the Office of Student Organizations, your outdoor space reservation will be reserved in the same office
- If you need a couple of tables, chairs, an extension cord, fire extinguisher, or other small equipment, you will need to fill out a Table & Equipment Request Form and return your approved copies to UC Operations (see ‘Reserving Equipment’ below for more details).
- Individuals or organizations must have a sign or pieces of literature available identifying the person or organization sponsoring the table/event. Tables may not be placed on bridges, in parking lots, on streets, or within 25 feet of the entrance to a building. No tables are allowed in a

library, classroom, lab, performance hall, stadium, dining facility, lounge, office, or hall less than 10 feet wide.

### Vehicle Access - Campus Interior/Pedestrian Areas

In order to protect students, faculty, staff, property, and landscape, the operation of motorized vehicles on pedestrian areas is generally prohibited; however, permission can be granted to the campus interior for approved functions. Events that require loading and unloading on the campus interior need to be registered at least 5 days prior to the event. Load/Unload permissions allow a vehicle to drive to a specific location on campus, pick up or discharge cargo within a predetermined period of time.

All loading/unloading should be completed before 9 am and after 2 pm. No vehicles should be on the campus interior between these times.

Any motorized vehicles with two or more wheels when using pedestrian areas will:

- Operate at 5 mph (walking speed) to ensure pedestrian safety is not jeopardized.
- Understand pedestrians have the right-of-way at all times.
- Not block pedestrian ways, fire exits, fire access routes or handicapped ramps.
- Be especially careful backing.
- Will not operate a vehicle off of hard surface (paved) areas. Grass areas will not be used for shortcuts, routine travel or parking.
- Be responsible for any damage to university property.

If you need vehicle access to a mall area for set up for your organization's event, you will need to fill out a Vehicle Access form, located in the Office of Student Organizations.

### Other University Facilities

**Maverick Activities Center**  
Lone Star Auditorium

Campus Recreation  
500 W. Nedderman Drive, 817-272-3277

**Recreation/Intramural Fields**

Campus Recreation  
500 W. Nedderman Drive, 817-272-3277

**The Green at College Park**

Campus Recreation  
500 W. Nedderman Drive, 817-272-3277

**Central Library**

Library Administration  
614 Library, 817-272-3391

<b>Parking Lots</b>	Parking & Transportation Services 710 S. Davis Dr, 817-272-3907
<b>Texas Hall</b>	Texas Hall Operations 817-272-3331
<b>Swimming Pools</b>	Campus Recreation P.E. Building, 817-272-3277
<b>Brazos Park</b>	Student Organizations Lower Level, University Center, 817-272-2293
<b>College Park Center</b>	College Park Center Operations 601 S. Pecan Street, 817-272-5584

## Building Usage Policies

In order to keep University facilities in the best condition possible for the next group using them; building policies have been established to ensure that everyone benefits equally from the facilities. Each area determines its own policies; therefore, any questions should be directed to the persons in charge of specific facilities. Some general guidelines are:

### E.H. Hereford University Center

1. The organization reserving the room is responsible for the actions of all their guests, attendees, invitees, and members within the University Center (UC). The organization will be held accountable for any and all damages.
2. The University of Texas at Arlington is not responsible for items lost, left, or stolen.
3. Smoking is not permitted at any time within the UC.
4. Room reservations are not confirmed until all forms have been signed and returned to the UC Reservations office.
5. The person responsible for each event should check the room immediately upon taking possession. Look for items that are broken or any other obvious damage; report said damage immediately to the Building Supervisor.
6. If a group leaves the facility in such a condition as to require additional cleaning by UC personnel, the group will be charged for time and materials.
7. Tape, tacks, nails, and pins may not be used in or on any UC walls or surfaces. Leaning items on or against UC walls is not permitted.
8. The use of glitter and confetti is not allowed.
9. The use of candles and flammable materials is not allowed.
10. Cancellations must be received, in writing, one (1) business day prior to the event date.
11. UC furniture and equipment may not be moved or removed from the premises.

12. Approval to be in the UC beyond normal building hours must be secured in advance from the Director of the University Center at least seven (7) days prior to the event's scheduled date.
13. Requests for technical equipment or services must be made a minimum of two (2) full business days prior to the event in order that scheduling arrangements can be made.
14. Outside food may not be brought into the UC without prior approval from the Director of Dining Services.
15. The possession and consumption of alcoholic beverages is prohibited on University property and in the University buildings without prior written approval of the President of the University of Texas at Arlington.
16. Events with attendance expectancies greater than 150 people may fall under the *Party Procedures for Student Organizations* as found in E.H. Hereford University Center Policies and Procedures.
17. Groups are expected to comply with University policies and Regents Rules and Regulations of the University of Texas System.
18. Event rooms are normally kept closed and locked at all times. We recommend that someone from your group arrive a few minutes early to ask the Building Supervisor to open your room.
19. A Building Supervisor is on duty at all times and may be called by using a wall radio. There are directions for use at each wall radio station.
20. It is strongly suggested that technical equipment be tested well before the beginning of an event.

### **Lone Star Auditorium in the Maverick Activities Center**

1. The auditorium seats 467 people.
2. Reservations must be made five (5) days in advance but can be made as much as one year in advance.
3. Charges for the use of the facility will be determined by the nature of the event.

### **Classroom Space**

1. Academic use of classroom/lecture facilities will have priority over any other event scheduled in those facilities.
2. All reservations for academic space must be submitted to the Student Organizations Office at least 3 working days prior to the event or meeting to be considered for space usage.
3. When, according to the University calendar, the University is officially closed, all academic facilities will be closed. Other special use facilities may be in use when the University is officially closed as approved by the directors of those facilities.
4. Academic space may be used for meetings of student organizations when appropriate space is not available for them in the University Center.
  - a. The user will be financially responsible for any damages or losses incurred.
  - b. Food/beverages are prohibited in many classrooms. All refreshments are to be served and consumed in vending areas. All trash, etc. is to be cleaned up and all chairs and tables returned to proper places.

- c. No candles, open flames or flammable materials may be used in any classroom building.
- d. Do not remove items placed on boards in the classrooms by academic classes.
- e. Do not use markers and or chalk that are not recommended for whiteboards or chalkboards.

### Classroom Door Access Policy

Upon reservation of a classroom space, access can be arranged to open the door. This is not an automatic process, and you must request access in order to ensure you can open the door to your room! There are two types of door locks:

- **Card Swipe Access** – Access via MavExpress ID card may be granted by forwarding the reservation confirmation email along with the ID numbers of those you would like to have access to [mavorgs@uta.edu](mailto:mavorgs@uta.edu). It may take up to 24 business hours for your card access to be activated for a certain door.
- **Key Access** – If the room requires a physical key to open the door then your faculty/staff advisor will need to submit an application to be issued a key. Keys are not issued to students or non-university users.

### Budgeting & Paying for Your Event

(Also see Section VIII—Banking & Funding)

Many student organizations make the mistake of apportioning the entire event budget to the cost of the speaker/artist/performer. There are most often other expenses involved with an event that are crucial to consider when planning:

- Production Costs (*A/V packages, staging, etc.*)
- Advertising & Promotions (*Remember, you have an allowance of free printing with the Student Organizations Office each year... use it!*)
- Supplies (*such as paper for fliers, posters, & programs*)
- Food
- Honorarium/Performance Fee (*travel, lodging, gift, etc.*)
- Hospitality (*food & amenities for the artist*)

Make sure to include all expenses for the event when budgeting so you can predict the *entire* cost.

### Program Assistance Funds

Student Government has funding available for registered student organizations. These are supplemental funds that organizations may apply for in two areas: educational programs/activities or travel. Applications and more information are available online at [uta.edu/studentgovernance](http://uta.edu/studentgovernance).



## Serving Food

Campus Dining Services has the responsibility to provide food and beverage service on campus. However, if you choose to source food for your event from another restaurant or caterer, authorization must be requested in advance by submitting an *Outside Food Verification Form* to the UC Operations Office at least fourteen (14) class days in advance of your event (except for bake sales and potlucks). The restaurant or caterer you select to provide the food must be approved in advance. Visit [uta.edu/campus-ops/uc/food-vendors](http://uta.edu/campus-ops/uc/food-vendors) to view a list of authorized food vendors.

## Security

Student organizations hosting on-campus events that have been advertised to the community at large as an open event may be responsible for providing security staffing at the event. The Office of Student Organizations and university administrators will determine the nature and extent of security required for each event. Generally speaking, those events in which a charge or admission may be levied, that is a dance or social event, that involves alcohol, that is held on a Friday, Saturday, or Sunday, or that may involve non-university entities as event co-participants are subject to this guideline. The cost associated with Event Security (provided by UTA Police) varies, in most instances, will be incurred by the student organization. If you believe your event may necessitate security, please notify the Student Organizations Office at least 30 days in advance to ensure adequate time to make arrangements.

## Amplified Sound

Want to have a DJ or play your own music at your outdoor event? You will need to consider the time and day of your event when planning. Student organizations may use amplified sound on campus at designated times and locations with advance application and permit from the Student Organizations Office.

Generally speaking, Amplified Sound Hour is considered to be 12 - 1 p.m. on Mondays, Wednesdays and Fridays. The office may limit the number or frequency of reservations for each person or organization to ensure reasonable access for all persons and organizations desiring to use amplified sound on weekdays.

- Library Mall
  - Designated boundaries of mall (bounded on the east side by the Central Library, on the west side by Cooper Street, on the south side by University Hall and on the north side by the Science Building).
  - University persons and organizations may use amplified sound in this area from noon to 1 p.m. on Mondays, Wednesdays and Fridays.
  
- University Center Mall, Engineering Mall, and Commons Mall

- University persons and organizations may use amplified sound in this area from noon to 1 p.m.
- West Lawn of Maverick Activities Center
  - Designated boundaries of lawn (the grassy area directly west of the Maverick Activities Center to the tennis courts).
  - University persons and organizations may use amplified sound in this area from noon to 5 p.m.
- Brazos Park
  - University persons and organizations may use amplified sound in this area from noon to 5 p.m. (volume level restriction may apply), and from 5 to 11 p.m.

### **Amplified Sound—Evenings & Weekends**

Use of amplified sound on evenings and weekends requires advance permission from Student Organizations. With advance permission, student organizations may use amplified sound in the amplified sound areas (except for the Library Mall) after 5 p.m. Monday through Friday and after 8 a.m. Saturday and Sunday. If amplified sound is authorized for an event on a Sunday, Monday, Tuesday, Wednesday or Thursday evening, the sound must be turned off by 1 a.m. on the following day. If amplified sound is authorized for an event on a Friday or Saturday evening, the sound must be turned off by 2 a.m. on the following day.

### **Amplified Sound—Indoors**

Amplified sound sufficient to be heard throughout the room may be used in any room in any building; however, Student Organizations may limit or prohibit sound that would be disruptive outside the room. Reservations may be required.

*Student Organizations reserves the right to prescribe rules concerning scheduling, sound levels, the location of speakers and direction in which they are pointed, and other rules to facilitate the use of weekday, weekend, and evening amplified sound areas, to mediate any conflict with University functions and other nearby activities, and to manage environmental impact. All such rules shall be reasonable and nondiscriminatory. Persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic through the area.*

## **Notes on Specific Types of Events**

### **Fundraising and Solicitation**

Registered student organizations often need to raise funds on campus. It is important that organizations realize the importance of being recognized as educational entities and the need to direct their solicitations toward charitable causes—either inside the organization, the University, or the community-at-large. A registered student organization may advertise or sell merchandise, publications, food, or

nonalcoholic beverages, or request contributions for the benefit of the organization, for the benefit of another registered student, faculty, or staff organization, or for the benefit of a non-profit 501(c)(3) organization. UTA (*HOP §13-401*) has specific rules regarding solicitation on campus. If an organization contacts you to solicit on campus, please do not hesitate to contact the Office of Student Organizations.

*NOTE: Student organizations may not serve as a joint sponsor with outside entities for fundraising activities. See section on Banking & Funding for more information on off-campus co-sponsorships.*

While planning an activity, organizations should take care to note that the event must not:

- Disturb or interfere with the regular academic or institutional programs being conducted in campus buildings.
- Interfere with the free and unimpeded flow of pedestrian or vehicular traffic on sidewalks, streets, and places of entrance and exit from buildings.
- Harass, embarrass, or intimidate the person or persons being solicited.
- The University reserves the right to regulate time, manner, and place of all solicitations.

### **Traditional Fundraisers**

These events are great ways to bring in extra funds and to promote your organization. Many organizations host traditional fundraisers such as cook-out/barbeques, car washes, bake sales, requesting donations, or ticket sales for a party or event. The Student Organizations Office may limit the number of simultaneous sales taking place in any on-campus location.

#### Tax-Free Sales

*Texas Tax Code §151-321*

Texas law allows a registered student organization to be relieved from state sales tax liability for one fund-raising sale per calendar month. All proposed sales events are subject to the Regents' Rules and to other institutional policies concerning the time, place, and manner of solicitation. The sales must be for the benefit of the registered organization or a non-profit organization. The items offered for sale may not be items that the organization has obtained on consignment.

#### Hot/Cold Food Sales

Campus Dining Services has the primary responsibility to provide food and beverage service on the campus; however, it is understood that from time to time, registered student organizations may wish to conduct food sales as fundraising activities. Individual organizations may conduct such sales for a maximum of (10) ten days each long semester. Events involving the sale of any outside food items must be approved in advance. Outside Food Verification forms must be completed two weeks (14 days) before the event. For more information, see section on forms.

#### Baked/Prepackaged Food Sales

All sales must be registered with the Office of Student Organizations. Sales of shelf-stable prepackaged food items do not require an Outside Food Verification Form provided they are otherwise authorized.

## Demonstrations or Rallies

The freedoms of speech, expression and assembly are fundamental rights of all persons and are central to the mission of the University. Students, faculty and staff have the right to assemble, to speak, and to attempt to attract the attention of others and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen. To ensure that such activity does not disrupt the regular academic and institutional programs, we request that notification of intended use of a mall area be given to the Office of Student Organizations. Any person using or occupying a room or space without a reservation must yield control of the room or space in time to permit any organization with a reservation to begin using the space promptly at the beginning of its reserved time. Events at which amplified sound will be present require a reservation of University space (HOP Sec. 11-301 et seq.).

University persons and organizations may respond to the speech, expression, or assembly of others.

1. Responders may not damage or deface signs or exhibits, disrupt public assemblies, block the view of participants, or prevent speakers from being heard.
2. Means of response that are permitted in many locations and without advance permission or reservation, distribution of literature, and public assembly without amplified sound, may be used immediately and in any location authorized in this policy.
3. Means of response that require advance permission or reservation, such as banners, A-frames, exhibits, and amplified sound, may be used as soon as the needed permission or reservation may be arranged. Banner space and some amplified sound areas may be unavailable on short notice because of earlier reservations, but the Office of Student Organizations shall expedite approval of A-frames, and available banner space and amplified sound areas where necessary to permit appropriate response to other speech, assembly, or expression.
4. Means of response that are confined to authorized locations, such as banners and amplified sound, may be used only in those locations. It is not possible to respond to amplified sound with amplified sound in the same location; similarly, if an exhibit or public assembly is in a location where amplified sound is not permitted, it is not possible to respond with amplified sound in that location. In either case, it is possible to respond with amplified sound in another location and to use signs or distribution of literature to advertise the response at the other location.

## Gambling, Raffles and Gaming

Student organizations are expected to abide by all State of Texas laws. Gambling as a form of organizational fundraising is not permitted. Types of gambling include:

- **Gaming** – where the outcome is decided largely by chance. Examples include bingo, raffles, and card games including blackjack.
- **Betting or wagering** - on the outcome of a future event. Examples include horse racing, Sports betting, and Internet betting.
- **Speculation** - such as gambling on the stock market.

Adapted from: Better Health Channel. Copyright State Government of Victoria, Australia <http://www.betterhealth.vic.gov.au/>

### Raffles or “Chance Drawings”

These activities can be conducted by a student organization twice per calendar year (according to the Charitable Raffle Enabling Act, effective January 1, 1990.) The raffle tickets should have the name of the organization, the price of the ticket, contact information, and a general description of the prize (if the prize to be awarded is over \$10.) The prize cannot be money. Only members of the organization can sell the tickets. Visit the Attorney General of Texas’ website for more tips and information:

<https://www.oag.state.tx.us/consumer/raffle.shtml>

### Poker/Casino Nights

Poker and/or Casino night events are only permitted if each participant has an equal chance to win—it cannot be a “pay per play” set up and the outcome cannot be based on the participants’ skill or performance. To conduct this type of event in keeping with state laws and University policy, your organization would need to charge a one-price admission fee to all participants. Prizes can be awarded to those that are participating; however, these prizes cannot be cash.

If your organization is planning an event such as casino night, raffle “chance drawing,” or poker tournament, you must meet with the Office of Student Organizations at least two weeks prior to your event.

### **Exhibits**

Exhibits include an object or collection of related objects, designed to stand on the ground or on a raised surface, that is not a table and that is designed for temporary display and is not permanently attached to the ground. An A-frame sign is an exhibit (HOP 11-700).

1. A Campus Event Planning Sheet indicating the exhibit’s purpose and description must be completed in order to reserve space for an exhibit. Plans for the exhibit including materials, dimensions, and/or diagrams and method of construction must be provided to the Student Organizations Office at least five (5) class days in advance of the exhibit.
2. The location of an exhibit should not interfere with the free and unimpeded flow of pedestrian or vehicular traffic (including those with visual impairments) on sidewalks, streets, and places of entrance and exit from buildings. In order to guarantee that adequate space and reduce potential hazards/obstructions, the Student Organizations Office may specify the location of an exhibit based on its size, materials and structural quality.
3. The name of the organization or university unit sponsoring the exhibit must be clearly and conspicuously labeled at all times. Additionally, the exhibit must be attended to at all times by members or delegated representatives of the sponsoring organization.
4. Exhibits are to be removed at the end of each day and may be re-erected each morning for a specified number of days up to a maximum of fourteen (14) days. University academic and administrative departments may request special permission for an exhibit to remain standing overnight or to be unattended. The organization is responsible for cleaning up all litter or materials from the exhibit by the end of each day.

## Guest Speakers

One of the most common types of events sponsored by student organizations as well as faculty and staff organizations involves an off-campus speaker. This individual is either used to address group membership or the campus-at-large. Individuals may not host guest speakers.

Guest speakers may be presented at an indoor or fixed outdoor location as permitted by venue rules and restrictions. The speaker event including name of speaker and purpose of speech must be registered with the Office of Student Organizations at least five (5) class days prior to the event.

Some Important Points to Remember:

1. Registered student organizations may sponsor a specific candidate for public office. The speaker may not be co-sponsored with an off-campus interest and the audience must be limited to members of the organization or their personally invited guests.
2. No person shall be permitted to engage in speech, either orally or writing, which is directed to incite or produce imminent lawless action and is likely result in such action.
3. The speaker represents his own views and not those of the university.
4. A registered student organization may reserve either outdoor or indoor space and invite a specific speaker. Sponsoring speakers at an outdoor location requires a least one member of the organization to be present at all times. The organization must post its sponsorship of the speaker/event.
5. The speaker may distribute literature to those attending the event only, and may not accost potential listeners or help staff a table or exhibit.

## Movie Screenings

### *Student Organization Copyright Information*

If your organization is planning to show a movie outside of a home environment, permission from the filmmaker and/or a license is required. Proof should be included with the Campus Events Planning Sheet when submitted to Student Organizations.

The following is excerpted from [swank.com/college-campus/copyright](http://swank.com/college-campus/copyright) (retrieved September 15, 2019).

*The Federal Copyright Act specifies that copyrighted materials like movies can be used publicly if properly licensed. However, neither the rental nor purchase of a movie carries the right to exhibit it outside of one's home.*

*What exactly is a public performance? A public performance is the exhibition of a movie that is shown outside of someone's home.*

*Why should I obey copyright law? Violating copyright law through unauthorized use of a movie:*

- *Could result in expensive fines and fees and negative publicity.*
- *Prevents those who worked hard on a film from receiving their just compensation.*
- *Essentially steals motivation to create from authors, computer programmers, playwrights, musicians, inventors, movie producers and more.*

*Who does copyright law apply to? This law applies to everyone, regardless of:*

- *Whether admission is charged.*
- *Whether the institution is commercial or nonprofit.*
- *Whether a federal, state or local agency is involved.*
- *What year the movie was produced.*

*This means colleges, universities, public schools, public libraries, day care facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses and more all must properly license movies to show them publicly.*

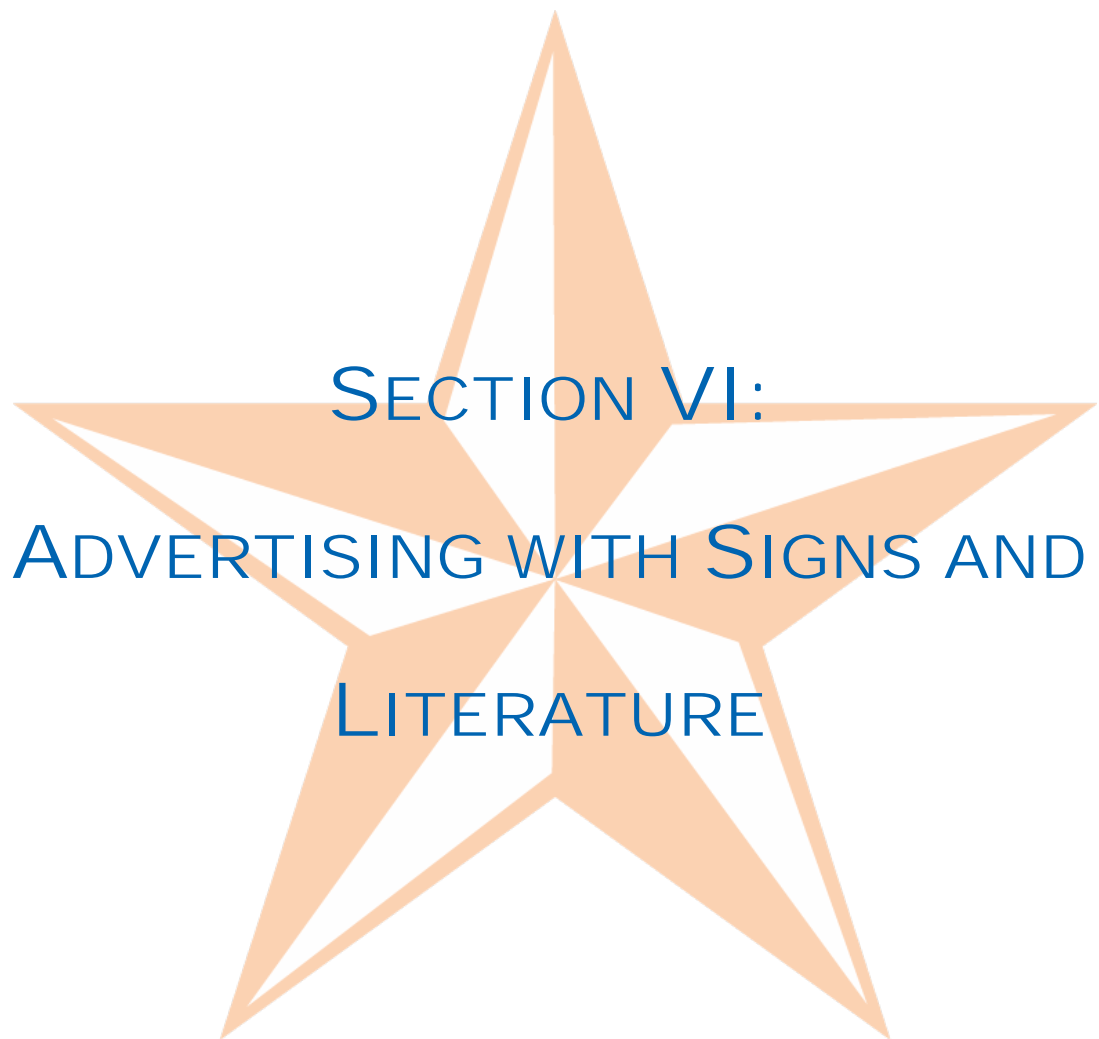
If a license for a film is not obtained, the organization bears the ultimate responsibility and consequences of copyright infringement. Fines for copyright infringement range from \$200 to \$150,000 for each work infringed and the infringer could possibly go to jail. Swank Motion Pictures is a film distributing company that works with college environments and handles most commercial grade film titles. For pricing and availability visit [www.swank.com](http://www.swank.com).

### **University Center Party Policy**

It is at the discretion of the Office of Student Organizations and University Center Operations as to whether or not an event is deemed a *party*. Typically, a party is an event with at least 150 attendees. If a student organization wishes to host a party in the University Center, there are certain rules that must be followed:

- All parties will end at midnight.
- Non-current members of the UTA sponsoring organization may attend only by invitation of a current member of the sponsoring organization. Each current member of the UTA organization sponsoring the party may invite a maximum of five (5) guests.
  - Event coordinators are members of the student organization who assist in maintaining a safe, well-managed, and coordinated party. Three (3) to five (5) event coordinators are required for any party with an expected attendance of 150 or more. The event coordinators must be present at the party and also be distinguishable from others at the party by wearing specific clothes or badges.
  - The event coordinators must meet with a University Center Operations representative at least two (2) days prior to the party to discuss the event. The party will be canceled if this meeting does not take place.
- The list of guests must be turned in to the UC Operations Office before 5 p.m., three class days prior to the party. The office will provide the forms for use by the sponsoring organization.
- No more than two (2) UTA organizations may co-sponsor a party at the University Center.
- University Center Operations Office may require the presence of a UTA Police Department security officer(s) regardless of size of party. The cost for the service of the off-duty officers will be the responsibility of the student organization.





SECTION VI:  
ADVERTISING WITH SIGNS AND  
LITERATURE



## Advertising & Promotion

Publicity is often the key to the success of programs planned by organizations. Due to the frequency of programs on campus, the following rules are provided in order to allow all departments and organizations adequate space to advertise. These rules constitute the Sign Implementation Policy pursuant to the university's *Handbook of Operating Procedures* (§11-501 et seq.).

**General Rules on Signs** – A "Sign" is any method of displaying a visual message to others, except that transferring possession of a copy of the message is distribution of literature and not a sign. Subject to rules on prohibited content and means of expression (HOP 11-200 and 11-300), a University person or organization may display a sign by holding or carrying it, by displaying it at a table (see HOP 11-600) or by posting on a bulletin board or other designated location. Signs may not be posted in any other location unless an exception is granted by the director of student organizations. The University will remove unstamped or improperly located signs on campus. An organization may be held monetarily responsible for repeated violations of the sign policy or any damage caused by improperly posted materials (HOP 11-500).

**Proscribed Content** – No one may post a sign, flyer or banner that involves unauthorized commercial solicitation; contains obscene or libelous material; or directed to inciting or producing imminent lawless action and is likely to incite or produce such action; advocates the deliberate violation of any federal, state or local law (HOP 11-200).

## Posting of Signs

All signs that are to be posted on a bulletin board or other designated location that is not administered by a university academic or administrative department must be date-stamped by the Office of Student Organizations. A *Posting Location Guide* document outlining approved posting locations for signs and banners can be found online and in the Office of Student Organizations.

Posted signs must:

1. display the name of the sponsoring/endorsing university department or organization
2. bear a posting approval date stamp of the Office of Student Organizations (leave a blank/content-free area of 2 × 2 inches at the bottom-right- corner)
3. contain information pertaining to a sponsored event, activity or useful service

However, the following classes of signs may be posted without the Office of Student Organizations' approval stamp under the following conditions:

1. academic and administrative units of the university may post signs to bulletin boards in academic buildings which they manage provided that the name of the sponsoring unit appears on the sign
2. signs posted to bulletin boards administered by a university academic or administrative unit. The controlling unit shall post on or near each bulletin board or other designated location that it administers (1) either the rules applicable to that bulletin board or location or (2) a particular

office or web site where the rules applicable to that bulletin board or location may conveniently be found.

3. students running for office during a student election may post signs to in designated locations as specified in the Student Government election code.

**Sign Specifications** – The following specifications shall be authorized for posted signs unless otherwise excepted by the director of student organizations.

	Size Specifications	Maximum Quantity	Maximum Posting Period
<b>Flyers</b>	Standard flyer size for display on campus is 8½ x 11 in. Any sign smaller than or equal to 11 x 17 in. is considered a flyer.	Flyers to be displayed on campus will be limited to fifty (50) per event.*	Ten (10) class days for registered organizations  Thirty (30) calendar days for UTA academic or administrative units
<b>Outdoor Banners</b>	Outdoor banners must be at least 12 x 14 in. in scale but no larger than 4 x 6 ft. and affixed with removable tape to designated outdoor locations. Banners in excess of these sizes require special permission from the director.	A maximum of six (6) are permitted per event.	Ten (10) class days for registered organizations  Thirty (30) calendar days for UTA academic or administrative units
<b>Personal Notices</b>	Standard size is an is 8 x 5 in. card (or a half-sheet of letter paper) but no larger than 8½ x 11 in.	A maximum of ten (10) cards or half-sheets are permitted or up to two (2) letter sheets	Thirty (30) calendar days

*\*Additional flyers may be posted in residential buildings if authorized by the Department of Apartment & Residence Life.*

### Table Tents

Placement of literature on dining tables in the E.H. Hereford University Center and The Commons must be approved by the Office of Student Organizations. In general, the following guidelines apply:

Only registered organizations and university departments may place table tents on University Center tables.

1. Dining Services will approve the areas where table literature can be placed in the food court and cafeteria dining areas
2. They must bear the approval date-stamp of the Office of Student Organizations; up to ten (10) class days for student organizations and up to thirty (30) class days for departments.

3. They must be constructed of a substantially sturdy material and able to remain in decent condition for the duration of the posting period and should be no taller than 6 inches in height.
4. Table tents will be limited to fifty (50) per event. However, no more than one tent should be placed on a table at a time. This may necessitate the reduction in the number of table tents. Outdated literature will be removed from the University Center tables on a weekly basis.

## Lawn Signs

A department or registered organization may post up to 25 yard signs.. These signs may be placed in authorized grassy areas adjacent to pedestrian areas, but may not obstruct walkways or interfere with daily University activity. They may not be placed within 25 feet of the entrance to any building. The posting limits for yard signs are to be considered inclusive with sidewalk decals. The combined total of both types of posting may not exceed 25. In order to gain approval for the use of yard sign/stakes, the specific purpose, sizes and number of signs, as well as their locations must be specific on the Posting Authorization Form submitted to the Office of Student Organizations.

## University Center Plaza Banners

There are twelve (12) banner locations in The Plaza Food Court dining area of the E.H. Hereford University Center. The intent of the Plaza Banners is to provide a large and visible space where registered student organizations and university departments can communicate information of a significant nature to the campus community. The dimensions for these banners are 36 x 24 inches.

### Use of Plaza Banners:

1. An organization or department must display only its activities, may not assign its banner to another group, and may have a banner up to three (3) times per academic term unless special permission is granted by the Office of Student Organizations.
2. In order for all to have fair access, each reservation lasts two (2) weeks.
3. Banners will be reserved on a first-come, first-served basis. Reservations for banners opens on the same day as all University Center and outdoor space—approximately the first week in November (for Spring and Summer semester) and the last week of March (for Fall semester).
4. You can view current availability online at [uta.edu/studentorganizations](http://uta.edu/studentorganizations). Visit the Student Organizations Office or call 817-272-2293 to make a reservation.
5. Organizations and departments must submit their printed Plaza Banner to the Student Organizations Office at least one (1) day before the reservation period begins. If a banner is not provided by the organization or department by 3 p.m. on the first day of the reservation, the reservation may be given to another organization or department.
6. The Student Organizations Office will put up and take down all Plaza Banners. Banners advertising events that have passed will be discarded. Other banners will be kept in the Student Organizations Office for a period of five (5) days before being discarded.

## University Center Display Cases

There are five display cases located on the main level of the E.H. Hereford University Center available for reservation for organizations and departments. The intent of the display cases is to provide a large,

visible and locked space where registered student organizations and University Departments can communicate information of a significant nature to the campus community. Dimensions - Display cases 1-4 are 8 ft. wide x 4 ft. high x 15 in. deep. Display case #5 is 5½ ft. wide x 4 ft. high x 15 in. deep.

#### **Use of Display Cases:**

1. Reservations begin each semester coincide with the opening days for UC/outdoor spaces. Student organizations reservations shall open two (2) weeks in advance of departments
2. Each group may reserve up to two (2) non-consecutive displays per academic term
3. If a display is not set up by the second day, the reservation may be forfeited to another group
4. An organization or department must put in a display covering only its activities, may not assign its case to another group, and may only have the case two (2) times per semester unless special permission is granted by the Office of Student Organizations.
5. You can view current availability online at [uta.edu/studentorganizations](http://uta.edu/studentorganizations). Visit the Student Organizations Office or call 817-272-2293 to make a reservation.
6. In order for all to have fair access, each reservation lasts two (2) weeks.
7. Persons requesting a key to unlock their case will need to provide and leave some form of identification with the Student Organizations Office. Identification will be returned when the display case key is returned to the office. Keys must be returned before 5 p.m. and may not be kept overnight.

#### **Sidewalk Chalking & Decals**

1. All sidewalk writing must be registered in advance via the Posting Authorization Form at the Office of Student Organizations.
2. Each organization will be allowed to request up to five campus sidewalk areas for chalking.
3. Sidewalk writing must be done with **water-soluble chalk only**. The sponsoring organization will be held monetarily responsible for damage or if additional cleanup is required.
4. Sidewalk writing must advertise upcoming campus events.
5. Sidewalk writing will be limited to sidewalks only.
6. No writing will be allowed on buildings, bridges, or steps.
7. No chalk writing will be allowed in any building or within twenty-five (25) feet of the entrance to any building
8. All other sign policy regulations will apply to sidewalk writing.

#### **Sidewalk Decal Signage**

In accordance with the general rules on signs (HOP 11-500 et seq.), university departments (not including registered student organizations) may request to post decals on the surface of concrete

sidewalk areas of the campus malls and general outdoor spaces reserved through Student Organizations.

The decal's material must be quality-rated for outdoor ground usage, anti-slip surfaced and not of a safety hazard to pedestrian or vehicular traffic. Signs must be of a peel-and-stick application that can be securely adhered and removed without leaving a mark or deteriorating substantially in the weather. The requesting department will be responsible for the complete removal of the signage once its posting approval has expired.

The review and approval of the posting content is subject to the following criteria unless otherwise expressly permitted:

1. Message must be advertising an upcoming university-sponsored event
2. Signage may be posted no more than 30 days prior to event date
3. Limit of 25 sidewalk decals in no more than 5 campus locations\*
4. Posting allowed on concrete sidewalks only, generally limited to the interior mall areas of campus.
5. No posting on buildings, bridges or steps, nor within fifteen (15) feet of entrance to building

\*The posting limits for sidewalk decals are to be considered inclusive with yard signs. The combined total of sidewalk decals and yard signs may not exceed 25.

Departments must submit the Posting Authorization Form with a design sample and placement locations at least ten (10) class days in advance of the requested posting date. Student Organizations may limit or further specify the posting locations in order to accommodate other activities taking place in commonly used areas. Special permission for placement of decals indoors must be requested from the Student Organizations Office and the particular facility; specifications on number and size will be determined independently of the preceding rules on outdoor posting.

### **Removal of Signs**

1. All signs and other forms of advertising may be removed the day after the event by the sponsoring organizations or once the date stamp has expired.
2. No person shall remove a sign posted or attached in an unauthorized manner by a student organization without permission from the Office of Student Organizations.

### **Hand-Held Signs**

1. Students, faculty, and staff may display a sign on campus by holding, carrying it by hand, or attaching it to their person. No advance permission is required.
2. Any person holding or carrying a sign shall exercise due care to avoid bumping, hitting, or injuring any other person.
3. Any person holding or carrying a sign at a speech, performance, or other event shall exercise due care to avoid blocking the view of any other person observing the speech, performance, or

event. Depending on the venue, this may mean that signs may be displayed only around the perimeter of a room or an audience.

4. A law enforcement officer or an usher or other University employee if authorized by officials responsible for managing the venue, may warn any person that his or her sign is being handled in violation sections 2 and 3 above. If the violation persists after a clear warning, the law enforcement officer, authorized usher, or other authorized employee may appropriately respond to the violation.  
(HOP 11-502)

## Distribution of Literature

Literature means any printed material, including any newspaper, magazine or other publication, and any leaflet, flyer or other informal matter that is produced in multiple copies for distribution to potential readers. Registered student, faculty and staff organizations, and academic and administrative units may sell (non-commercial) or distribute literature on campus. Individual students, faculty members and staff members may distribute or display literature but may not sell it. Subject to these rules no advance permission is required to distribute literature (HOP 4-400).

**Not-for-Profit Literature Only** – Except as expressly authorized by the Regents' Rules and Regulations or by contract with the University, no person or organization may sell, distribute or display on campus any publication operated for profit. A publication is operated for profit if any part of the net earnings of the publication, or of its distribution, inures to the benefit of any private shareholder or individual. A registered student, faculty or staff organization may sell publications operated for profit as part of an authorized fundraiser

**Limits on Advertising** – Literature distributed on campus may contain the following advertising:

1. advertising for a registered student, faculty or staff organization, or an academic or administrative unit;
2. advertising for an organization that is tax exempt under Section 501(c) of the Internal Revenue Code;
3. paid advertising in a publication primarily devoted to promoting the views of a not-for-profit organization or to other bona fide editorial content distinct from the paid advertising; and
4. other advertising expressly authorized by the Regents' Rules and Regulations or by contract with the University.

All other advertising in literature distributed on campus is prohibited.

**Clean Up of Abandoned Literature** – Any person or organization distributing literature on campus shall pick up all copies dropped on the ground in the area where the literature was distributed.



## List of Forms

University regulations require that registered student organizations inform the Office of Student Organizations of various aspects of their activities. The following section is composed of those forms which student organizations are most likely to use. Please take time to acquaint yourself and the other organizational officers who transact business for your organization with these forms and their use. “Submit to” notes the initial office a form should be submitted to. However, the forms may need to be routed elsewhere to complete the registration of the event or reservation of space.

Form	Description	Submit To	Due
<b>Campus Event Planning Sheet</b>	Used to register organizational meetings, activities and events (on-/off-campus). This form is required in order to reserve space on campus.	Office of Student Organizations	Minimum three (3) class days prior to event; but may be further in advance. (See section on Registering Student Events)
<b>Table &amp; Equipment Request Form</b>	Used to borrow equipment commonly used for outdoor activities (e.g., tables, chairs, extension cords, speakers, ice chest).	University Center Operations	Three (3) class days prior to event
<b>UC Room Addendum</b>	Used to reserve a room or space in the E.H. Hereford University Center, The Commons. This form is also used to request technical support or equipment for events occurring in Brazos Park or the UC Mall.  It is an addendum to the Campus Event Planning Sheet	University Center Operations	Three (3) class days prior to event
<b>Posting Authorization Request</b>	Used to request authorization to post a sign on campus.  Turn it in with all of the signs you would like to have posted. Please provide an English translation along for material distributed in another language	Office of Student Organizations	Most materials can be stamped while you wait during normal office hours



<b>Profit/Loss Statement</b>	This required report must detail an organization's revenue and expenses for the semester, ultimately showing what their net profit/loss is. Membership dues, admission fees collected, sales, donations, <i>etc.</i> must be included.	Office of Student Organizations	By the last day of classes in both December and May
<b>Outside Food Verification</b>	Required for all events at which an organization is selling or distributing food and not using UTA Dining Services' catering services, with the exception of bake sales.	University Center Operations	Two weeks (14 days) prior to event
<b>Account Signature Card</b>	Form that contains signatures of student organization officers/advisors authorized to make purchases and withdraw monies from an on-campus student organizations account.	Office of Student Organizations	Due during student organization re-registration or immediately after officer turnover
<b>Payment Approval Voucher</b>	<p>Must be completed when withdrawing cash from a student organization account or when an organization is needing to transfer money to a department or pay a debt owed to the university. Organizations may also request a check be sent to a vendor.</p> <p>Detailed instructions on completing this form can be found in the Student Organization Office in UC, B160.</p>	Student Accounts (Bursar), Davis Hall	However long is needed to complete the transaction; If a check is needed, due two (2) weeks prior
<b>Alcohol Addendum</b>	Required for all events at which an organization wants to serve alcoholic beverages or alcohol will be present.	Office of Student Organizations	Due ten (10) class days prior to event
<b>Student/Group Travel Form</b>	A registered student organization, or university department that requests or requires its members to travel more than 25 miles from the University to an activity or event covered by this policy must obtain prior written approval for the proposed travel by an authorized University administrator.	Office of Student Organizations	Due ten (10) class days prior to travel departure date



## Accounting and Safekeeping of Funds

Organizations are responsible for generating and maintaining their own finances, and financial activities must comply with university rules as well as all applicable state and federal regulations. The organization's finances and assets are to be collectively held in the name of the organization under the supervision of the treasurer, president and faculty/staff advisor.

**Not-for-profit Requirement** – Funds of the club are to be used for purposes which support the stated mission of the organization. The organization may not operate for private or commercial gain and the organization's earnings may not inure to the benefit of any person having a personal and private interest in its activities. The faculty/staff advisor has the responsibility of supervising the organization's management of its finances and helping to see that the organization's and university's fiscal procedures are enforced. Financial commitments should only be made with the advisor's approval (HOP 10-600).

**Establishing Fiscal Controls** – The organization, under its advisor's supervision, is to implement processes and procedures which ensure monies are received and spent for authorized purposes and without irregularities. These controls include separating key financial duties among two or more officers; developing program budgets; depositing all funds into an account; avoiding cash transactions where possible; requiring co-signatures on all checks; reconciling bank/bursar statements against transaction logs; periodic reporting of finances to the leadership and membership; and auditing the organization's financial records each time there is a change in treasurer/president.

**Financial Recordkeeping** – An organization is to maintain accurate and complete record of all income and expenses. This should include supporting documentation for all transactions such as receipts, invoices, balance sheets and account statements. These records are subject to audit or inspection by the university at any time. Whenever there is a change in leadership or advisement of an organization, financial records need to be passed on to whomever will be responsible for maintaining the records.

**Profit/Loss Reporting to UTA** – Each student organization must submit a complete and accurate record of its fundraising operations and activities at the end of each fall and spring term to the Student Organizations Office (HOP 10-603.B). The record shall be a complete report showing total fundraising expenditures and income for that reporting period. Organizations may download the Profit/Loss Report document from the student organizations website. Reports must be signed by the organization's treasurer (or other equivalent/designated officer) and the faculty/staff advisor.

**Dissolution of Assets** – Should the organization disband or cease to exist, its money and assets may be donated to another non-profit/charitable organization; however, they may not be given to any individual, group of individuals or business. Organizations are encouraged to state in their constitution how residual funds are to be disbursed or file a written agreement filed with the Student Organizations Office.

**Organization Debts** – The university is not responsible for debts contracted by registered student organizations. However, organizations are expected to conduct themselves honorably in all commercial transactions (Regents' Rule 50303, Sec. 1). An organization with a past-due debt due to the university

shall have a hold placed on its registered status and be suspended from activity until the Student Organizations Office receives confirmation that the delinquent bills are paid.

## Banking and Financial Merchant Services

**Student Accounts (On-campus)** – The recommended method of keeping funds is in an account with the university’s business office. While not a bank in the traditional sense, the Office of Student Accounts (bursar) offers basic services to registered student organizations free-of-charge. These include receiving deposits, issuing payments (university checks), cash withdrawals and periodic statements of account activity. The university requires that the advisor and at least one authorized officer co-sign on all withdrawals from a student organization account.

**Off-campus Banking** – If the organization wishes to establish a commercial bank account, there are additional factors that need to be taken into consideration. The advisor must consent to the organization’s holding of funds off-campus and be willing to supervise financial activities to ensure that they are in accordance with university rules.

Commercial banks may assess service fees or usage conditions that can impact the organization’s budget or access to funds; the organization ought to consider the impact of these costs carefully before proceeding. The organization will need to have a federal tax identification number (EIN) which can be obtained through the Internal Revenue Service. Organizations are not permitted to use UTA’s tax ID. *See the section below on Taxes.*

It is important to note that organizational funds should not be deposited in a personal or other private account nor should they be set up under the auspices of an individual’s personal tax payer ID (e.g., a social security number). Commingling organizational assets with personal or other non-organizational assets is generally prohibited.

## Fundraising

Holding fundraising events on campus can be a helpful way to defray operating expenses. These activities must be registered with the Student Organizations office and approved in advance. Organizations may solicit only for the benefit of a registered student organization or legitimate charitable cause.

**Member dues, fees, fines.** – Organizations may collect dues or member fees/fines in accordance with its university-approved constitution or bylaws.

## Selling Items

The sale of merchandise, publications, food and nonalcoholic beverages is permitted in approved campus locations. The organization must register all on-campus sales and fundraising activities with

the Student Organizations Office and these must be approved in advance of the event. The sales must be for the benefit of the registered student organization and may not involve another entity that is not a registered student organization (HOP 10-601-B). The sale of items obtained on consignment is also prohibited (HOP 13-401-B-6). Organizations are allowed a one-day, tax-free sale each month. In consideration of this rule and also to reasonably moderate on-campus solicitation, the Student Organizations Office normally limits the frequency of public, on-campus sales fundraising activities for each organization to once per month (Also consult the “Sales Tax at Fundraisers” section below under Taxes).

### Credit/debit cards and online payment services

In order to accept payments via debit/credit cards, an organization must utilize a merchant account provider. Although there are multiple companies that provide these services, as with other types of financial services, student organizations must ensure that these accounts are set up using the organization’s tax ID and not under the ownership of an individual. It may be required that these accounts be linked to a bank account which can accept deposits, in which case the organization must have its own bank account. Money received via card payments should never be deposited into or comingled with a personal bank account

### Raising Money for Charity

Your group may wish to support a particular charitable cause outside of the group. Organizations may sell items or solicit for donations on campus for up to 14 days (whether continuous or intermittent) each academic year. In order to do so, you must pick a charity that has been granted 501(c)(3) charitable status by the Internal Revenue Service. The fundraising timing and location of the fundraising must be registered and approved in advance by the Student Organizations Office. The name of the student organization as well as the beneficiary of the funds raised must be made visible through signage or display materials at all on-campus fundraising activities. In the case of special drives for disaster relief, the Student Organizations office may approve of limited fundraising activities (HOP 13-401.B.6). The organization’s treasurer or responsible financial officer must keep receipts and other necessary records documenting the funds collected and donated as evidence of the fundraiser.

### Prize Drawings and Raffles

Any organization may conduct a free drawing, at which no purchase is necessary in order to win. Organizations may solicit donations at events where a drawing occurs; however, no contribution may be required of someone wanting to enter the drawing. The terms for winning drawing prizes should be predetermined, fair, impartial and made known to all persons wishing to participate.

As opposed to a drawing, a raffle involves selling a chance to win something of value. It is defined as the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. In order to conduct a raffle for its own benefit, an organization must qualify to do so under the Charitable Raffle Enabling Act (See info from the [Texas Attorney General](#)). Most registered student organizations would not qualify under this law to conduct raffles on their own behalf. However,

organizations can sell charitable raffle tickets on behalf of an organization that is authorized to conduct such a raffle. Authorized raffles are subject to the rules on solicitation; the student organization will need to register the sale and conduct in areas designated by the Office of Student Organizations (HOP 13-401) and for no more than the maximum number of 14 days allowable per year.

## Receiving Donations and Private/Corporate Sponsorships

Organizations may, under certain conditions, receive contributions from individuals, businesses or agencies. If your organization is holding an event at which a significant amount of the funds are being donated consult with the Student Organizations Office for procedures regarding acceptance and recognition

Donors are to be made aware that their contribution is toward the organization and not to the university. Further, the organization must provide its own, not the university's, tax ID number (EIN) on W-9 forms and other tax forms. Donations to the organization are usually *not tax-deductible* unless the organization has been granted tax-exempt status by the IRS under section 501(c)(3) of the Internal Revenue Code. The Office of Student Organizations can provide a letter explaining the registered status/standing of the organization upon request. See additional information below on Non-Profit and Tax-Exempt Status.

## Taxes

In addition to abiding by all university rules, it is the responsibility of each group to comply with all applicable state and federal laws. The following is a brief summary of some rules that apply to student organizations.

**Establishing a Tax ID** – Student organizations that collect and keep funds should have their own federal tax ID, known as an *Employer Identification Number (EIN)*. Government, financial institutions and others use this number to identify the organization as a distinct entity with the Internal Revenue Service. Registered student organizations cannot use the university's tax ID for their own finances. Additionally, personal taxpayer identification numbers, such as one's social security number, should not be used for conducting business on behalf of the organization.

When applying online ([www.irs.gov](http://www.irs.gov)) for an EIN you will need to identify the type of legal structure pertaining to your organization. Unless the organization has been incorporated with the State of Texas (this is rare), RSOs should normally select the option "View Additional Types, Including Tax-Exempt and Governmental Organizations" and then the most appropriate of the following: *Social or Savings Club, Community or Volunteer Group, Church-Controlled Organization, Political Organization, Sports Teams (community), Other Non-Profit/Tax-Exempt Organizations*. It is the responsibility of the organization and its leadership to maintain up-to-date records with the government where applicable and to file the necessary annual returns.

**Federal Non-Profit and Tax-Exempt Status** – Although registered student organizations operate not-for-profit and are exempt from federal income taxation, they are not automatically granted the same

501(c)(3) status as the university or other charitable organizations as defined by the U.S. Internal Revenue Code. Practically speaking, this generally means that:

1. sales tax must be paid on the organization's purchases, and
2. donations the organization receives from individuals or businesses are not tax deductible

In order to obtain 501(c)(3) tax-exempt status an organization would need to receive its own exemption from the government. This involves some intricate legal steps and processes with both the state and federal government that are beyond the scope and needs of the typical student organization.

**Filing Annual Tax Returns** – Registered student organizations should normally be exempt from the requirement to pay federal income tax under the IRS rules for non-profits. However, these types of clubs are still generally required to file annual returns of their income and expenses with the IRS. Most student organizations whose annual gross receipts are ≤ \$50,000 per year should qualify to file their return using an IRS Form 990-N (e-Postcard). For more information on how to file your group's annual tax return, please visit the IRS webpage on annual reporting and filing for non-profits:

<https://www.irs.gov/charities-non-profits/annual-reporting-and-filing>

**Sales Tax at Fundraisers** – In order to raise funds, organizations may wish to sell goods or services (such as holding a car wash, bake sale, or selling t-shirts or club merchandise); these sales are subject to state regulations concerning sales and use tax. The Texas Comptroller of Public Accounts permits organizations to **hold a one-day, tax-free sale each month**. The organization must have a primary purpose other than engaging in business or performing an activity designed to make a profit, and the purpose of the sale must be to raise funds for the organization. This exemption does not apply to items sold for more than \$5,000, unless the item is manufactured by the organization or the item is donated to the organization and not sold back to the donor. If the organization holds more than one sale per month (off-campus), it is responsible for the collection/remittance of sales tax. More information available from the [Texas Comptroller of Public Accounts](#).

## Program Assistance Funds

Looking for a way to fund travel to a conference or your next campus-wide event? Student Government has funding available for registered student organizations. These are supplemental funds that organizations may apply for in three areas: educational programs, activities, or travel. More information available online at [uta.edu/studentgovernance](http://uta.edu/studentgovernance).





## Advisor Roles

An advisor is an educator in a "non-traditional classroom" (Schuh, 1984, p. 47). Advisors are essential for student organizations at UTA. They may have a variety of roles with an organization including serving as mentor, teacher, leader and follower. The advisor and students must have regular communication for them to advise the organization on its day-to-day operations and activities. Ideally, the advisor assists the organization members and officers in staying in compliance with the organizational constitution or bylaws, institutional policies as well as the law. Advisors also assist student leaders in developing critical thinking skills in the areas of event planning, risk management, organization management, group processes, ethical decision making and many other areas for personal development. A student organization may have more than one advisor. At times an having multiple advisors may prove advantageous to a student organization.

*Schuh, J.H. (Ed.) (1984). A handbook for student group advisors. Carbondale, IL: American College Personnel Association*

## Qualifications and Responsibilities of Advisors

To serve as an advisor an individual must:

- be a faculty or staff employee whose appointment does not require concurrent enrollment as a student,
- support the aims of the organization, and
- be eligible under any specific qualifications of the organization's constitution or bylaws.

Advisors will be asked to reaffirm their role each academic year or as otherwise prescribed by the Office of Student Organizations. The selection of the advisor(s) is at the discretion of the student organization, provided he or she is qualified and affirm willingness and ability to provide the following supervision.

### General Supervision Responsibilities

- Affirm that the organization operates in accord with its university-approved constitution/bylaws and the university's policies
- Understand the university's risk management policies for student organizations and assist with its application within the organization
- Approve of organizational meetings and events including signing off on event registration documents, financial reports, and other university forms
- Meet with student officers often enough to remain informed of organizational operations and activities
- Be familiar and accessible to members as well as the process for obtaining new members and selection of new officers
- Establish with the student organization president to what extent the advisor will be involved in planning of programs, the frequency of meetings, and scope of advisor's role

## Financial Oversight

- Ensure that there are adequate internal controls and processes for the safekeeping of organizational funds
- Supervise the collection of dues, fees and other income/property, as well as disbursement of funds to ensure regularity and proper usage in accord with organizational and institutional rules
- Review and approve in advance of all financial commitments made by the organization
- Meet with treasurer (or equivalent officer) to ensure regular review and reporting of financial records  
(These records are subject to audit by university officials at any time.)

## Advisor Resources

The Office of Student Organizations values the time, effort, and expertise that faculty and staff members devote to their role as an advisor of a student organization. Student organizations could not exist without the dedication of these individuals. Thus, the Office of Student Organizations strives to provide advisors with support and resources to aid in their advisement efforts, including:

- Advisor Workshops – Offered throughout the academic year, these workshops will provide enhanced resources and guidance in areas that include registration, event planning, risk management, MavOrgs, and more.
- Advisor Corner in the *MavOrgs Bulletin* – electronic newsletter that provides student officers and advisors with upcoming dates, information, relevant articles, and professional development opportunities throughout the year.
- One-on-One Meetings – Student Organizations staff members are happy to meet with new or returning advisors by appointment whenever necessary.

## Liability

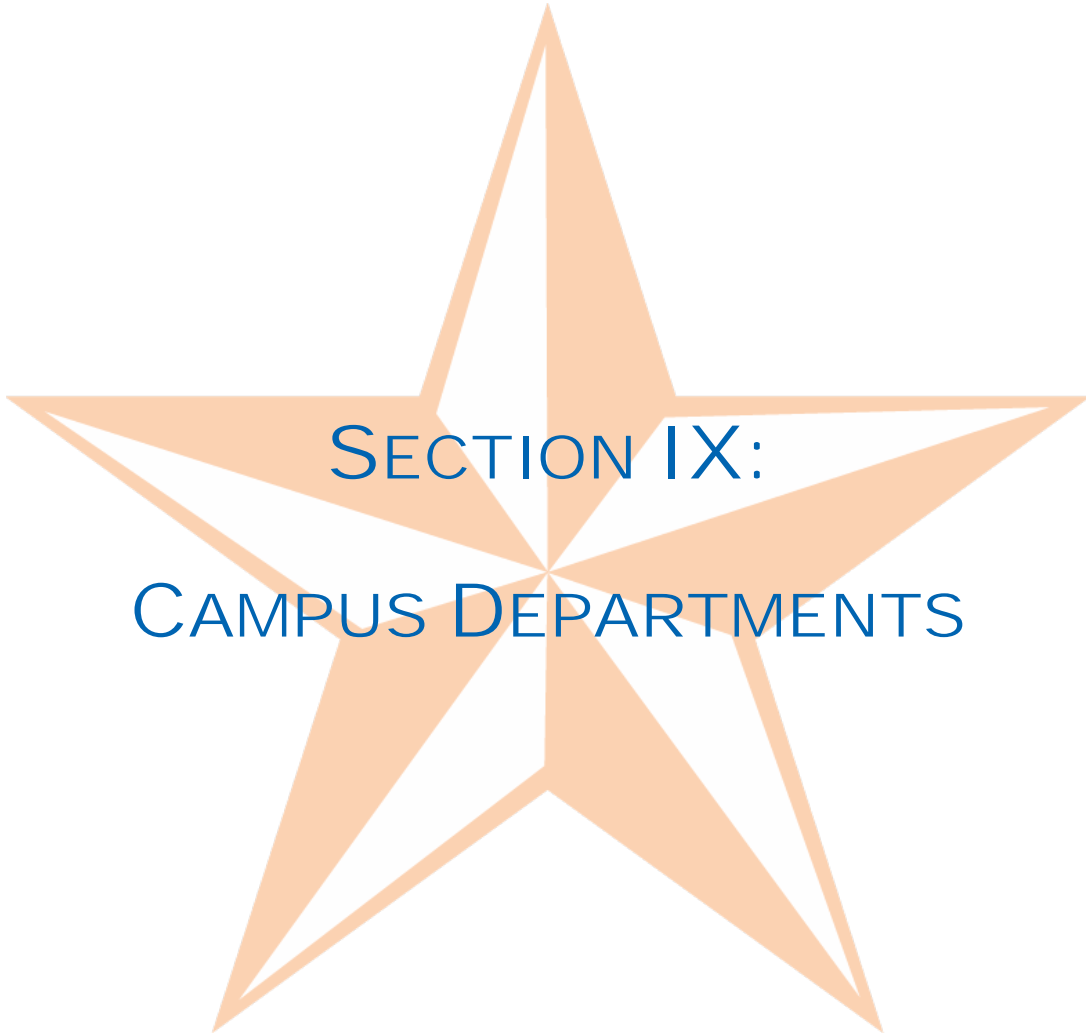
Student organization leaders and advisors should understand how a court of law may establish liability on the part of an individual or organization. With this general knowledge, student group leaders can create a framework in which they proactively manage their risks and effectively resolve problem situations. There are two main theories of liability under which students and their organizations may be held liable: tort law and contract law. A "tort" is a civil wrong in which someone either intentionally or negligently causes harm to another person and that person seeks compensation for their injuries. The most common tort is "negligence," which occurs when someone breaches a duty that they have to another person, and the person to whom the duty is owed suffers an injury or damages because of the breach.

## Waivers

To help protect your organization, it is necessary that participants are warned of the inherent dangers that might be involved in your event/activity. The Office of Student Organizations highly suggests that all participants of potentially hazardous activities sponsored by your student organization sign a document stating they understand the involved danger(s) and assume the responsibility for any loss or

injury that could occur as a result of participating. You are also strongly encouraged to clearly present the dangers/risks present at your event or activity with all participants to ensure all persons are participating freely and knowledgeably.

The Office of Student Organizations has a standard waiver that can be adapted for use by your organization for a specific event or activity. Copies of blank waivers can be obtained online via [uta.edu/studentorganizations](http://uta.edu/studentorganizations) or by visiting the Office of Student Organizations located in the Lower Level of the University Center, Suite B160.



SECTION IX:

CAMPUS DEPARTMENTS

## Directory of Commonly Utilized Campus Departments

Student organizations may need to work with a variety of campus partners for various needs and purposes. The following are some of the most commonly utilized

### **Campus Recreation**

[uta.edu/campusrec](http://uta.edu/campusrec) | 817-272-3277 | Maverick Activities Center

The Department of Campus Recreation provides recreational and leisure through several areas: informal recreation, intramural sports, fitness and wellness, sport clubs, adaptive recreation, aquatics and spirit groups. Campus Recreation manages reservations of the following campus venues: Maverick Activities Center, P.E. Building (pools and gymnasiums), intramural and recreational sports fields, The Green at College Park and Doug Russel Park. Sport clubs must be recognized and advised by Campus Recreation.

### **Carlisle Catering**

[uta.catertrax.com](http://uta.catertrax.com) | 817-272-2304 | E.H. Hereford University Center

Carlisle Catering powered by Chartwell's is UTA's dining services provider. Whether planning a simple breakfast, lunch buffet, or even a fully-staffed upscale banquet they can provide for your on campus food needs across campus. They offer plated meals, buffets, casual catering, and pick-up orders.

### **E.H. Hereford University and The Commons (Operations and Guest Services)**

[uta.edu/campus-ops/uc/](http://uta.edu/campus-ops/uc/) | 817-272-2929 | B130 University Center

UC Operations & Guest Services handles reservation and support for meeting rooms and event spaces of the E.H. Hereford University Center (UTA's student union since 1953), and The Commons (UTA's west campus dining and student center opened in 2018). They can provide audio/visual and technical event support for outdoor events at Brazos Park and the UC Mall. Their office also provides authorization to serve food not provided by UTA's Dining Services.

### **Environmental Health & Safety**

[uta.edu/campus-ops/ehs](http://uta.edu/campus-ops/ehs) | 817-272-2185 | 500 Summit Avenue

EH&S strives to promote a safe and healthful working, learning, and living environment for the campus community. They provides supportive technical consultation, training, investigation, and inspection to ensure compliance with guidelines set forth by federal, state and local laws and regulations. If your organizational activities involve hazardous chemicals, materials or equipment, a meeting with EH&S will be necessary prior to approval. The office also provides oversight of food safety and handling for food and bake sales on campus.

### **EXCEL Campus Activities**

[uta.edu/excel](http://uta.edu/excel) | 817-272-2963 | B140 University Center

EXCEL is UTA's student programming board and exists to enrich student life and student engagement on campus by offering a wide variety of student-coordinated events and activities throughout the year. These include artistic and entertainment performances, cultural and educational programs, social, and traditional programs that have broad appeal to the student community.

## **Follet Student Leadership Center**

[uta.edu/leadership](http://uta.edu/leadership) | 817-272-9220 | 180 University Center

The Leadership Center is happy to come out to work with your group. They will provide team building activities, workshops on leadership topics, presentations and consultations to connect you with resources to help you improve the effectiveness of your organization. The FSLC is home to the following programs: Freshman Leaders on Campus, UTA Volunteers, Alternative Breaks, and the Leadership Honors Program.

## **Fraternity & Sorority Life**

[uta.edu/greek](http://uta.edu/greek) | 817-272-9234 | B160 University Center

F&SL fosters a fraternal experience that enhances student success and development by promoting community values of integrity and learning in a diverse and inclusive setting. Fraternity and Sorority Life promotes member academic support, philanthropy and community service opportunities, leadership development, and lifelong friendship. Social fraternities and sororities are subject to the rules and governance of an F&SL council in addition to the *Student Organizations Handbook*.

## **Multicultural Affairs**

[uta.edu/multicultural](http://uta.edu/multicultural) | 817-272-2099 | B150 University Center

Multicultural Affairs cultivates inclusive and equitable engagements within the UTA campus community through intercultural dialogue, social justice education and builds collaborative relationships through transformative learning. Their staff is available to meet with your organization and assist with education and outreach to help your organization provide a welcoming experience for a diverse student community.

## **Parking & Transportation Services**

[uta.edu/pats](http://uta.edu/pats) | 817-272-3907 | 710 S. Davis Drive (Office and Classroom Building)

If your event requires reserved parking or will in some way affect parking on campus, you must coordinate your planning with Parking and Transportation Services. They can help you in preparing for any special event held on campus. The online Special Event Parking Form should be submitted as soon as possible prior to the event, but it must be submitted at least five (5) business days prior. Parking arrangements for chartered buses and large vehicles that will impact traffic must also be coordinated with Parking and Transportation Services and UTA Police. To get your request started, please fill out the Special Event Parking Request form and submit it at least three days or as soon as possible before the scheduled date of your event.

## **Police Department**

[police.uta.edu](http://police.uta.edu) | 817-272-3381 | 700 S. Davis St.

The UTA Police Department serves the students, faculty, staff and visitors to the campus 24 hours a day, 365 days per year. The university's police are peace officers licensed by the Texas Commission on Law Enforcement and provide a variety of services in addition to university policy and law enforcement. UTAPD has jurisdiction to provide security for student organization events and activities which will take place on campus. If your event involves large crowds, high profile guest speakers, or other factors necessitate security, you should meet with the police department at least 30 days prior to the event to make these arrangements.

## **Relationship Violence & Sexual Assault Prevention Program**

[uta.edu/rvsp](http://uta.edu/rvsp) | 817-272-2354 | 301 Ransom Hall

RVSP provides support and referral services. The staff serve as advocates for students affected by violence, promotes education and awareness of sexual assaults, relationship violence and stalking, and provides a student peer educator program. They are able to come to your organization meetings or events to provide education and outreach. If you or someone you know have experienced sexual, dating or relationship violence, the program staff will allow the survivor to decide the course of action they would like to take. They will retain a supportive role, will seek to empower the survivor, and will be courteous and respectful regarding the survivor's decision.

## **Student Governance**

[uta.edu/studentgovernance](http://uta.edu/studentgovernance) | 817-272-2963 | B150 University Center

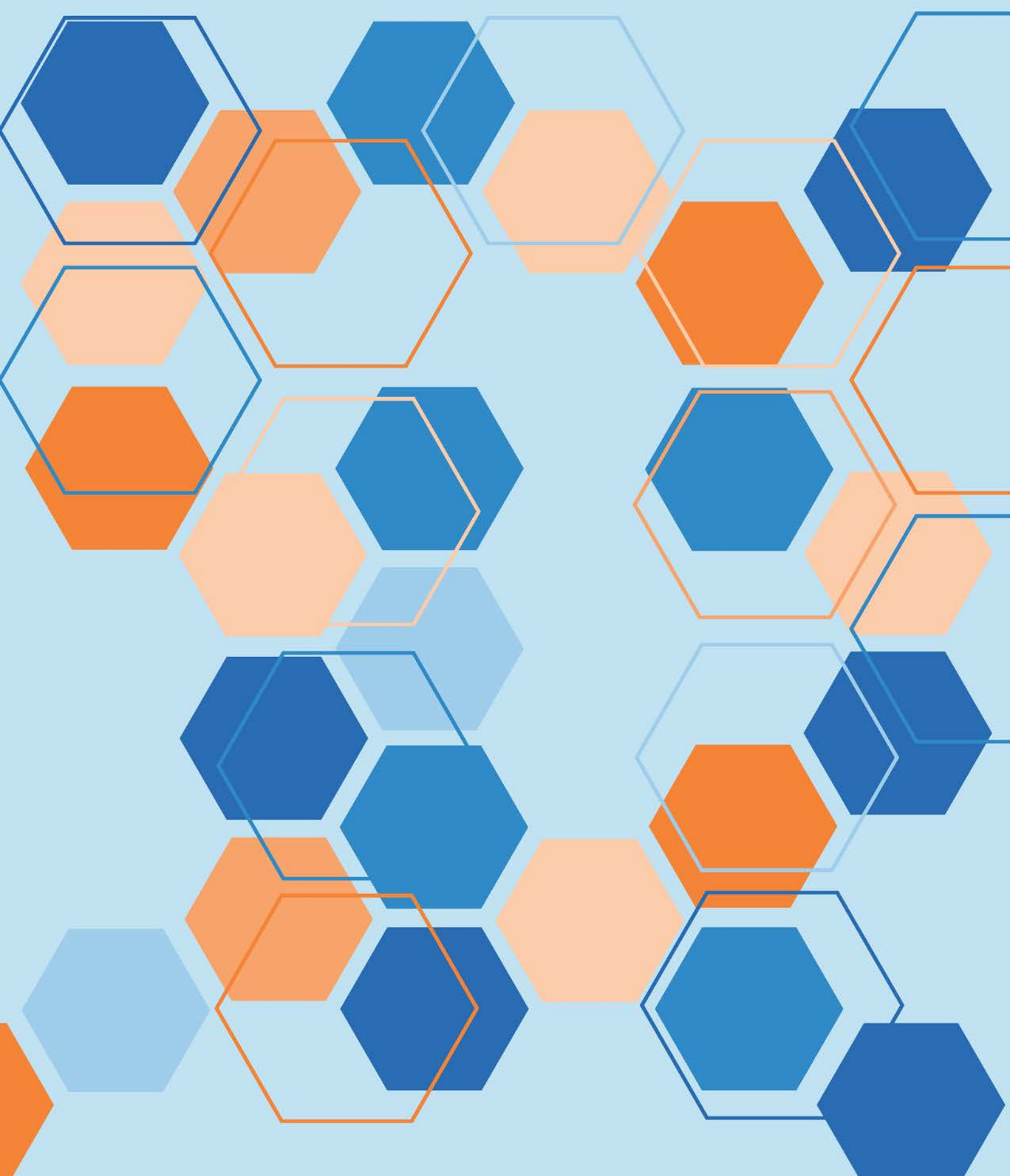
Student Government is UTA's elected representative body for students. Members work to implement change on campus, solicit concerns, and propose resolutions to solve problems. The group serves as the major link between students and the administration. Student government oversees the Program Assistance Fund which is supplemental funding available to registered student organizations to assist in their programming efforts to the university community. Funds are also available to assist student organization members in traveling to state/regional/national conferences.

## **Student Publications – *The Shorthorn***

[uta.edu/studentpubs](http://uta.edu/studentpubs) | [theshorthorn.com](http://theshorthorn.com) | 817-272-3661 | B110 University Center

*The Shorthorn* has been the university's student-run newspaper since 1919 currently publishing online daily and weekly in print. They report regularly on student organization activities. Organizations can submit events to their online calendar as well as purchase advertisements.





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INVOLVEMENT AND ENGAGEMENT  
THE DIVISION OF STUDENT AFFAIRS