Student Organization Operations and Procedures for Spring 2021

As part of the University's back to school plan, university guidelines, and evolving health and safety concern about physical distancing and the size of gatherings, all Student Organization activities and events must be carefully reviewed for approval. The Office of Student Activities will be providing guidance and resources to assist all student organizations to help meet their goals to promote student engagement, increase member participation and build a sense of community.

Phase 1 August 24 – September 13

1. Virtual format for all student meetings. Microsoft TEAMS is the preferred platform.
2. No student organization events on or off campus.
3. Organizations complete their annual registration requirements through Student Activities' Collegiate Link process (including risk management training).
4. Any Student organization holding recruitment activities will take place in a virtual format.
5. Recognized Student Organizations may reserve space for meetings in the Memorial Student Union starting September 13.
6. Rooms may not be reserved until you are an approved registered student organization for FY 20/21.
7. Tabling will be limited to the display of posters and fliers. It is encouraged so passersby may take photos or read the materials. To display your posters or fliers please reserve a table from event planning. No items may be left on tables for pick-up.
8. Fundraisers are not permitted until phase 2.

Phase 2 September 13- Until Further Notice

1. Student organizations will be limited to two (2) general body in-person meeting a month. Other meetings must be held virtually. In person meetings are limited to (45 or max space).
2. Recognized student organizations may have meetings, but events must be approved by Student Activities and have completed a risk matrix with them.
3. All sorority and fraternity events other than business meeting must request and obtain approval through Jessica Montenegro, Fraternity and Sorority Life Coordinator.
4. Departmental student groups must request and obtain approval for their meeting or event through Erin McClure.
5. Tabling or reserving a space on campus where information about a club, events or services is distributed to passersby, is limited to certain campus locations to allow for social distancing and minimizing crowd density.
   a. Reservations for a table are made through the Office of Event Planning.
   b. Display tables may only be set up by departments and student organizations.
   c. Each table may be attended by one person standing behind the table.
   d. Host should be wearing a mask. Gloves should be worn, if distributing items.

e. Items to be distributed should be placed for participants to take without touching multiple items and may include printed materials, promotional giveaways, or pre-packaged snacks.
f. Hand sanitizer should be available.

6. Fundraisers should operate similar to tabling
    a. Only one host at each table
    b. The host must wear a face covering and gloves.
    c. Only pre-packaged food items are allowed. No home-cooked food or food cooked on site is permitted. Hand sanitizer should be available.
    d. If a credit card reader is used, it should be wiped clean between transactions.

Use of the Memorial Student Union for Student Organizational Meeting Space in Phase 2

Due to the need to keep all classrooms properly sanitized in between classes, student organization meetings or events are not allowed in academic classrooms. Student organizations should request meeting space for the Memorial Student Union through the Event Planning Office. Special room setups are not permitted Monday through Thursday due to classes being held in the MSUB during the day. Meetings or events can start at 4:00 p.m. Monday through Friday, and must end by 9:00 p.m., Weekend events may have more flexibility with set up, but Sunday events must end by 10:00 p.m. in order for the rooms to be set and cleaned in preparation for classes the following day.

Student organization meetings and events

1. Student organizations will* be limited to two (2) general body meeting a month and limited to 1 ½ hours. All others must be held virtually.
2. Student Organizations are encouraged to use Microsoft Teams or other similar platform to help stay connected within their organization.
3. Prior to approving an event or activity, student organizers will be expected to meet with their respective student activity professional staff member or university official to conduct a risk assessment of the event to assure that the proper safeguards are in place.
4. The activity/event request must be submitted 10 business days (situational dependent) in advance to allow time for a review or discussion of the proposed activity. Once the activity is approved, the organizer will be responsible for securing a venue through the Event Planning Office.
5. The event requestor is responsible for implementing necessary COVID-19 health and safety measures.
    a. All groups must observe the policy on room regulations and track attendance at all meetings and events using the QR code process set up by the university.
    b. Non-university attendees must complete the university's COVID-19 Certification process by contacting event planning 2 business days before the event.
    c. Maintain social distancing at all time and enforce use of face coverings.
    d. Food can only be served at your event through Aramark.
    e. Avoid sharing pens, laptops, etc.
    f. Student organizations are not permitted to host their own sporting events due to the difficulty in maintaining appropriate physical distancing.

g. When engaging in activities with physical exertion, dancing, increased vocal projection, shouting and acting, the physical distance between individuals should be increased to 12 feet and face coverings continued to be worn.

Student Organizations Hosting Events Off Campus

All off campus events must be registered and be approved by the Office of Student Activities Forms can be found on http://www.tamuk.edu/osa/studentorganizations/forms.html. After each event is approved, the Office of Student Activities will issue you a QR Code which will track attendance at your event. TRACKING ATTENDANCE IS MANDTORY. This QR Code will be e-mailed to you the day before the event.

Hosting an event at a private residence or space that brings large numbers of people together who do not live in the same residence is strongly discouraged.

Recognized Student Organizations and the Student Code of Conduct

In addition to University guidelines, the TAMUK Student Organization Handbook, the conduct rules of their respective umbrella groups where applicable (Interfraternity Council, Panhellenic Association, etc.) student organizations are expected to follow the Student Code of Conduct which can be found at http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf

Depending on the circumstances, disciplinary action for alleged infraction(s) of the code may be initiated against an organization and/or individual members. If a student and/or organization is found responsible, a sanction or combination of sanctions may be imposed, including, but not limited to: warning, probation, loss of privileges, fines, restitution, educational sanctions, no contact order, residence hall suspension or expulsion, and university suspension or expulsion

Possible consequence for student organizations found responsible for not abiding by Student Organization guidelines may include loss of privileges such as:

- Event shut down
- Restriction of future privileges to reserve space on campus for a period of time
- Restriction on receiving Student Service Fee funds for a period of time
- Other appropriate sanctions administered through the disciplinary process

For any questions please contact Student Activities at 361-593-2760 or erin.mcclure@tamuk.edu.

****If circumstances change, and the university makes a decision that alters event guidelines, it is possible that previously approved events will be canceled, and/or additional mitigation steps will be needed to conduct the event.