STUDENT ORGANIZATION HANDBOOK

Updated Fall 2017

Introduction

Welcome to the Office of Student Activities. We are excited that you have demonstrated an interest in programming, student organizations, and leadership. It brings us great joy to bring to this campus such a variety of programs as Homecoming, Family Weekend, Leadership Month, Greek Week, and service projects as well as an array of entertainment through the Campus Activity Board (CAB) such as movies, comedians, and concerts. Greek Life is also a great way to build lasting friendships, contribute to the campus and community through service, and encourage support for academic excellence. We are also excited about the wonderful opportunities for students to be immersed in international and multicultural programming through our office.

The Office of Student Activities at Texas A&M University-Kingsville is committed to the social and academic growth of our students. We strive to provide a variety of programs that are cultural, educational, and entertaining for the TAMUK campus. The Office of Student Activities also helps coordinate the activities and functions of more than 100 registered student organizations. We have departmental clubs, special interests clubs, honor societies, religious groups, Greek organizations and sports clubs. It is our goal to bring together our diverse student population around fun activities which further the university's mission. In addition to the aforementioned activities we also provide the following;

- Transfer Student Programs
- Special excursions
- Miss TAMUK Scholarship
- Welcome Week and Jump Spring
- Ring Scholarship
- Fall Carnival & Spring Fling
- Leadership Conference
- Leadership Awards Banquet
- Javelina Camp
- Student Government Association

Contents

Introduction……………………………………………………………………………………………………..

Important Information…………………………………………………………………………………………

Important People……………………………………………………………………………………….
Organizations…………………………………………………………………………………………
Important Dates……………………………………………………………………………………….

Student Organizations………………………………………………………………………………………….

RIGHTS………………………………………………………………………………………………………

Affirmative Action Statement………………………………………………………………………
Accessibility Statement……………………………………………………………………………..
Use of Texas A&M University-Kingsville name and logo……………………………….
Free Speech Area…………………………………………………………………………
Student Right of Expression……………………………………………………………….
Leadership Development Opportunities…………………………………………………….

BENEFITS………………………………………………………………………………………………………..

Recognition of Organizations…………………………………………………………………

Categorizations of Organizations…………………………………………………………………….
Sponsored Organizations…………………………………………………………………………….
Registered Organizations…………………………………………………………………………….
Types of Organizations…………………………………………………………………………………….
STRUCTURE……………………………………………………………………………………………………….
Mission, Goals, and Objectives…………………………………………………………………….
Constitutional Guidelines…………………………………………………………………………………….
SAMPLE CONSTITUTION……………………………………………………………………………………
Greek Organizations……………………………………………………………………………………………..
Recognition……………………………………………………………………………………………………….
Review of Recognition……………………………………………………………………………………………
Expansion of the Greek Community……………………………………………………………………….
Greek Councils……………………………………………………………………………………………….
Organization Management………………………………………………………………………………
Advisor……………………………………………………………………………………………………
Selection / Change of Advisor………………………………………………………………………..
Role of an Advisor…………………………………………………………………………………….
Recruiting an Advisor………………………………………………………………………………….
How to Work With Your Advisor……………………………………………………………………………..
Collegiate Link………………………………………………………………………………………………….
Listservs…………………………………………………………………………………………………
Marketing on Campus………………………………………………………………………………
University Bulletin Board Rules and Regulations……………………………………………………….
Publicity Considerations…………………………………………………………………………………
Promotional Ideas……………………………………………………………………………………………..
Meetings……………………………………………………………………………………………………..
Developing an Agenda…………………………………………………………………………………
SAMPLE AGENDA……………………………………………………………………………………………
First Meeting………………………………………………………………………………………………………..
Second Meeting………………………………………………………………………………………………………..
Parliamentary Procedure…………………………………………………………………………………….
Sample use of parliamentary procedure……………………………………………………………………….
The Chair………
Use of Gavel……
Etiquette of the Chair………………………………………………………………………………………………..
The Secretary……….
Recording of Minutes…………………………………………………………………………………………………..
Final Form of the Minutes…………………………………………………………………………………………….
Printing Policy……………………………………………………………………………………………………
Retention……
Group Discussion………………………………………………………………………………………………………
Event Planning……

Event/Program Checklist…………………………………………………………………………………………….

Sample-Event Evaluation Form………………………………………………………………………….

Guidelines for Guest Speakers, Lecturers, and Presentations……………………………………………..

Contracting Speakers & Presentations…………………………………………………………………………..

Scheduling University Facilities……………………………………………………………………………………….

Food Service………

Social Event Policy…………………………………………………………………………………………………..

Legal Liability……….

Notification of Social Events with Alcohol……………………………………………………………………

Organization Events……………………………………………………………………………………………………..

Open and closed events……………………………………………………………………………………………….

Advertising Guidelines for Events with Alcohol…………………………………………………………………..

Guidelines for service of alcohol at all events (applies to BYOB and CASH BAR)..................

Bookmark not defined.

Option 1: Planning a closed event with a CASH BAR…………………………………………

Option 2: Bring Your Own Beverage/Beer Events…………………………………………….

Planning a closed BYOB event……………………………………………………………………………

Non-Compliance………………………………………………………………………………………………

Guidelines for Events Not Involving Alcoholic Beverages…………………………………

Financial Information…………………………………………………………………………………………………….

Student Organization Forum Committee Guidelines……………………………………………….

Travel & Funding……………………………………………………………………………………………

Reimbursements…………………………………………………………………………………………….

Agency Accounts…………………………………………………………………………………………………….

Record Keeping……..

Tax Exempt Status…………………………………………………………………………………………………….

Fundraising………..

Basics for fundraising…………………………………………………………………………………………………

Rules from the Texas A&M Tax Manual……………………………………………………………………………….

8.6 Student Organizations………………………………………………………………………………………………….

Bake Sales & Other Fundraisers Involving Food…………………………………………………………………..

Raffles……..

Hazing and Harassment……………………………………………………………………………………………………

Hazing: Questions and Answers……………………………………………………………………………………….

Sexual Harassment: Questions and Answers……………………………………………………………………

Travel Guidelines……….

General Application…………………………………………………………………………………………….

Travel Requirements and Planning………………………………………………………………………………..

Modes of Travel………

Risk Management and Travel…………………………………………………………………………………………

Accidents…………………………………………………………………………………………………….

Travel Forms………..

Volunteer & Service Learning……………………………………………………………………………………………..
Definition and Examples……………………………………………………………………………………….
Planning………..
Resources………

Important Information

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Student Organizations

RIGHTS

Affirmative Action Statement:

Texas A&M University System is committed to and promotes equal opportunity for all.

Accessibility Statement

Announcements of organizational activities should include the following statement:

> *Participants with disabilities who need an accommodation for the activities listed in this announcement are encouraged to contact (insert name and phone number of a representative of the sponsoring organization)*

Use of Texas A&M University-Kingsville name and logo

For information regarding the use of the name Texas A&M University-Kingsville and logo please see the website listed below. The university takes the use of its name and logo seriously so please be respectful and professional in the use of our name and logo as well. When wearing clothes with the name or logo and when representing the university please act professionally and be cognizant of how your actions or words may reflect on yourself, your organization, and the campus.
http://www.tamuk.edu/marcomm/graphic_standards/logos/index.html

Free Speech Area:

The Pavilion on the north side of the Memorial Student Union Building is the primary reservable free speech areas and will be reserved at the request of students and non-students for expressive activity. Other locations are available upon request. Requests to reserve this space may be made through Event Planning. More details can be found in the online Student Handbook located at: http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf under the “General Expressive Activity” section.

Student Right of Expression

Texas A&M University- Kingsville is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. In fulfilling its mission as an institution of higher learning, it encourages the free exchange of ideas. The university will protect the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution. Texas A&M University- Kingsville maintains its right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent.

Leadership Development Opportunities

Student Organization Leadership Conference

Student Activities sponsors a workshop for all student organizations annually every September. The presentations cover many topics such as budgeting, leadership development, retreat planning, understanding University rules and procedures, mentoring incoming leaders and more. Topics vary each year. There is no fee for this program. This event is mandatory for SOFC Funding.

Student Organization Forum

Leadership Conference will count as the Fall semester forum. Forums shall serve as a way for organizations to discuss issues, network, and receive important information among other things. Student organization with non-attendance at forums will result up to 50% removed from awarded funding.

Leadership Conferences

Student Activities sponsors several students to attend various conferences each year. If you think you may be interested in one of these opportunities, please contact the Leadership Coordinator staff member in Student Activities.

Leadership Month

Workshops jam packed into the month of February to help our student leaders become better leaders by presenting on a variety of topics including conflict resolution, community development, communication, and how to create an effective agenda among a multitude of other concerns.

Advisor Training

A series of workshops are available to all student organization advisors. Each meeting is designed to familiarize advisors with University policies and current events. Contact Student Activities for a current schedule.

BENEFITS

Recognition of Organizations

Privileges

Why be recognized? Recognition has its privileges. The following are University resources available to you as a recognized student organization at Texas A&M-Kingsville.

- Use of the Texas A&M University-Kingsville name to identify association with the University (Please be aware of ways this can be done as outlined later in this manual).
- Inclusion in the Official Roster of Recognized Organizations. Such listings automatically ensure you are included in all "Campus Leaders" mailing lists and other information-sharing networks.
- Access to campus for recruiting, fundraising, and publicity purposes.
- Access to resources provided by University departments and offices.
- Use of University facilities (either free or at reduced rates) for meetings and events.
- Free banking in the University Business Office through an agency account.
- Access to publicity through University publications.
- Publicizing organizational activities on campus bulletin boards and kiosks.
- Opportunity to apply for student organization funding through SOFC (Student Organization Funding Committee), with the exception of groups receiving student service fees.
- Participation in the annual Fall Carnival and the Spring Fling.
- Access to University-owned technical equipment (i.e. sound system) and assistance in the operation of that equipment for activities of the organization. Arrangements for such equipment may be made in Event Planning.

Maintaining

Student organizations must complete the recognition process **every fall semester** in order to reserve rooms or facilities on campus, use University resources and possibly receive funding from the University. Forms and other necessary paperwork are available on the web at www.tamuk.edu/osa/index.html or in the Office of Student Activities. To become a recognized student organization and to maintain recognized status, the following information must be submitted to Student Activities:

1. Information Sheet **must be submitted** every **fall and after officer elections (Appendix). All officers must be currently enrolled students in good standing with the University.** .) 30 days following Leadership Conference **via Collegiate Link**.
2. Membership List/Hazing Compliance form **must be submitted by the September deadline.** 30 days following Leadership Conference **via Collegiate Link**.
3. Constitution **must be submitted every three (3) years. It MUST be signed by the president and advisor.** 30 days following Leadership Conference **via Collegiate Link**.
4. **Student Organization Leadership Workshop** must be attended by at least two members.
5. **Policies and Procedure Meeting** must be attended by at least two members (may be combined with number 4).
6. Risk Management must be completed by: 30 days following Leadership Conference **via Collegiate Link**.
7. **At least two officers must be subscribed to the student organization listserv. Important messages regarding meetings, opportunities, policies and deadlines will be communicated over the list. To subscribe, send an email to with the names and email addresses that are to be added to the list.** 30 days following Leadership Conference **via Collegiate Link**.
8. **Advisors must be subscribed to the advisor listserv. To join, send a message to with the names and email addresses that are to be added to the list.** 30 days following Leadership Conference **via Collegiate Link**.

**** Only COMPLETE forms will be accepted ****

The submission of organization information does not necessarily guarantee University recognition. The membership, policies and actions of a student organization are subject to a vote of currently enrolled students if a situation so merits.

No organization will be granted recognized privileges if the stated purpose violates state, local or federal laws and/or University rules and regulations. Any student who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. Provisions for membership outlined in a constitution should include eligibility, types of membership(s), standards for maintaining membership and any other applicable membership requirements.

<u>Responsibilities</u>

No organization will be granted recognized privileges if the stated purpose violates state, local or federal laws and/or University rules and regulations. Any student who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. Provisions for membership outlined in a constitution should include eligibility, types of membership(s), standards for maintaining membership and any other applicable membership requirements.

The privileges of becoming a recognized student organization at Texas A&M University-Kingsville are not extended without careful consideration. Once recognized, an organization carries the name of Texas A&M University-Kingsville; therefore, the events and activities presented by the organization should reflect the policies and standards of the University. In order to be recognized and retain official recognition, student organizations must meet certain expectations. These expectations include:

- Applying for University recognition annually through Student Activities by September. Recognition must be granted before the student organization may begin operating. Should an organization fail to do this, they will be issued a notice of impending removal of recognition. The notice will be sent to the organization's last listed president and advisor. The organization will be allotted two weeks, from the date of the notice, to respond prior to losing recognition.
- Having at least one designated faculty or staff advisor, who must be an A&M-Kingsville employee as defined by the Human Resources Department, and who must advise at a level consistent with the categorization (sponsored, affiliated, or registered) of the organization he/she advises.
- Adhering to all municipal, state, and federal laws, the Texas A&M University-Kingsville Student Code of Conduct (http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf) and all University policies and procedures.
- Remaining in good standing with the University, including full compliance with any conditions, stipulations, or restrictions placed upon organizational recognition.
- Keeping Student Activities informed of changes to organization leadership or governing documents in a timely fashion.
- Demonstrating respect for the University community, Kingsville community and other student organizations.
- Operating in a manner consistent with the mission and goals of the University and the governing documents of the organization.
- Consulting with the appropriate University departments, offices or representatives when planning large, unusual or potentially risky events.
- Consulting with Student Activities regarding the scheduling of events and potential conflicts with other University programs.
- Ensuring continuity in leadership from year to year by training newly selected leaders and maintaining good records.

Categorizations of Organizations

Each student organization granted recognition by Texas A&M University-Kingsville is classified either as sponsored, affiliated or registered. The classification is determined by assessing the student organization's relationship to the University, the scope of its activities, and the perceived potential risk to participants and the University. The privileges and responsibilities associated with each category are outlined below.

Sponsored Organizations

Sponsored organizations are those considered to be critical to the mission and culture of the University. There organizations are inherently linked to the University because of their role in representing the University or in presenting events that are considered to be an integral part of the University. Sponsored organizations routinely present events for the campus and broader community, and typically have a close relationship with a University department or office. The activities and events of these organizations are considered to involve a higher level of complexity because of their scope and perceived association to the University. A brief listing of sponsored organizations: Student Government, CAB, and the Interfraternity & College Panhellenic Councils.

In addition to the University resources available to all recognized student organizations, sponsored organization shall have:

- A full-time professional staff member whose job description designates them as the primary advisor to the sponsored organization.
- Designated office or workspace provided by the University.
- Access to funding from University revenues and student fees.
- A University fiscal account and accounting support staff.
- Priority consideration for reserving University facilities, such as meeting rooms.
- Review of contracts by the A&M-Kingsville Purchasing Department.
- Benefits for student leaders, such as regular interaction with the Dean of Students or Vice President of Student Affairs, other key administrators and appointment to University committees.
- Priority consideration for participation in University publications and new student orientation programs.
- Ability to use the University name prior to their name (i.e. Texas A&M University-Kingsville Student Government Association).

In addition to the responsibilities of all recognized student organizations, sponsored organizations must also meet the following expectations:

- Sponsored organizations routinely present events for the campus and broader community, and are expected to work closely with the appropriate University department or office in planning these events.
- Officers of sponsored organizations must complete student leader training on topics in the areas of event planning, accountability, and organizational development. Training will be in conjunction with the annual Student Organization Leadership Conference.
- Sponsored organizations that serve as governing bodies for affiliated or registered organizations are responsible for providing appropriate levels of support and oversight for these organizations.
- Must submit membership rosters and consent to having the University monitor its membership and/or officer grade point averages.

Registered Organizations

Registered organizations are all those that do not meet the sponsored organization requirements. Registered organizations play an important role in hosting events and providing an opportunity for members to actively engage in the mission and purposes of the organization.

In addition to the University resources available to all recognized student organizations, registered organizations shall:

- Select it’s own advisor provided, that this person is a faculty member or professional staff member.

- Use the University's name following their name connected with the word 'at' (i.e. Geology Club at Texas A&M University-Kingsville).

In addition to the responsibilities of all recognized student organizations, registered organizations must also meet the following expectations:

- Prior to hosting events beyond the membership of the organization, it is the responsibility of these organizations to develop an event plan and review it with the organization's advisor.
- Registered organizations will be assessed during the recognition process to determine whether the organization must meet additional requirements, such as developing an operations manual and/or carrying additional liability insurance. The organization is responsible for complying with any conditions, stipulations or restrictions placed on recognition.
- Officers of registered organizations must complete student leader training on topics in the areas of event planning, accountability, and organizational development. This will be done at the annual Student Organization Leadership Conference.
- May submit membership rosters and consent to having the University monitor its membership and/or officer grade point averages.

Types of Organizations

Texas A&M University-Kingsville has established a system of typing organizations in order to help students identify the purpose & goal of the organizations. By understanding the organization type, one will gain a better understanding of the organization's goals, the members' interests, and how the organization fits in at Texas A&M-Kingsville. At times, groups may fall into more than one type. For our purposes, we focus on the group's primary purpose.

Academic	Groups associated with a department, major, or subject area, membership is open to all who are interested.
Campus Service	Groups interested in providing service to the University community.
Community Service	Groups interested in providing service to the community at large.
Cultural/International	Groups with interest in a particular culture or group of cultures.
Faith-based	Groups affiliated with a particular denomination or belief system.
Fraternities/Sororities	Male and female social/service fraternities and sororities. These are connected with the National Panhellenic Conference, the National Interfraternity Conference, the National Pan-Hellenic Council or the National Association of Latino Fraternal Organizations.
Health & Recreation	Groups focused on activities that center around health, wellness, and recreation.
Honor	Groups associated with a particular academic area. Membership is limited to those who meet certain academic requirements.
Performing & Visual Arts	Groups that assemble for performances in the areas of fine or visual arts.
Professional	Organizations that exist to promote the professional development of its members; may be affiliated with an international organization.
Social & Political Issues	Groups affiliated with a particular political party or social action.
Special Interests	Variety of groups assembled to pursue a particular interest.

Spirits & Traditions	Groups that foster, create and keep spirit and traditions alive.
Sports competition	Sport enthusiasts competing, recreating and interacting on non-divisional levels.
Student Governance	Governing council that represents all or part of the student body. Permission to form a governing council must be granted by the department which is vested in the interests of those being governed.
Campus Media	Student run, student-based media in a variety of formats ranging from printed mediums to web-based mediums.

STRUCTURE

Mission, Goals, and Objectives

What are Mission Statements, Goals, and Objectives? They help to;

- Clarify the purpose of your organization
- Guide and direct your organization
- Focus and motivate members
- Establish a way to recognize accomplishment and success

We will use an example of an organization which aims to fight hunger to demonstrate a working mission statement, goals, and objectives which will be in quotations.

Mission Statements

Broad, general statements explaining your organization's purposes which generally do not change.

"Reduce hunger in our community and spread awareness of the issue"

Goals

Statements explain your organization's expected outcomes and what it wishes to accomplish which are related to the mission statement and direct the efforts of your organization and may change over each semester or year.

"Provide nutritious food to sustain members of the community; create a network of organizations which provide food; educate the community about the high rates of malnutrition"

Objectives

Descriptions of what exactly will be done to reach you goals. Objectives are clear, specific, and measureable which are generally short term and have established deadlines and are likely to change as objectives are met and goals changed.

"Provide for 10 meals a week to families in needs; Network with social services, churches, and food pantries to establish partnerships with at least 12 agencies by next January; Arrange to speak at one school a month regarding issues relating to hunger; Establish a student organization at the local high school with the purpose of fighting hunger within six months."

Constitutional Guidelines

All constitutions (or by-laws) must address specific topics. While they do not have to follow this outline exactly, the following format is used by a majority of student organizations. However, there are certain required statements or sections that must be in all constitutions.

Article I: Name of Organization

Section 1. Name of organization and national affiliation (if applicable). If the organization has a national affiliation, copies of their by-laws and constitution must be presented for review and will be added to your organizational file in the Office of Student Activities. For most organizations, the name will read: XYZ or XYZ at Texas A&M University-Kingsville. If the organization is a sponsored organization, meaning it is stated in the advisor's job description to advise a specific organization, the organization may format the name to read Texas A&M University-Kingsville XYZ.

Article II: Purpose

Section 1. The purpose should state why the organization exists and specifically state the objectives (do not list specific activities) of the organization.

Article III: Membership

Section 1. .General Requirements. A statement defining who is eligible for membership must be included. An optional but suggested statement is "Membership in this organization will be open to any student interested in furthering the purposes of this organization." Provisions for membership outlined in a constitution should include eligibility, types of membership(s), standards for maintaining membership and any other applicable membership requirements.

This organization will not discriminate on the basis of race, color, national or ethnic origin, religion, sex*, disability, age, sexual orientation, or veteran status. **Organizations that are exempt from the Title IX provision of including both sexes are not required to extend membership to students of the opposite sex. Such organizations are fraternities, sororities and single sex sports organizations.*

Section 2. Categories of Membership

The types of membership (regular, honorary, alumni, faculty, staff etc.) in use must be listed. The qualifications and privileges (voting and non-voting) of each membership category must be included. Only students who are taking classes at A&M-Kingsville may vote on student organization business (hence the reason it is a *student* organization). Faculty or staff that serve as advisors may vote, depending on how their role is defined in the constitution or by-laws. Students taking classes at another college or university may hold membership status, but may not vote and cannot benefit from funds received through SOFC.

Section 4. Selection Process

If there is a selection process, it must be listed. This includes minimum GPA and course load requirements.

Section 5. Removal Procedures

The reasons for removal and process must be listed for membership. This is necessary even if the organization has loose membership requirements. It is suggested that a majority of the active membership be required to remove a member or that a majority or unanimous vote of the officers/executive board be required.

Article IV: Meetings

Section 1. State how often meetings will be held (once a week, month, etc). It is not necessary to list specific times or days.

Section 2. The specific guide to parliamentary procedure (i.e. Robert's Rules of Order, Newly Revised) must be listed.

Section 3. Quorum Defined-A quorum is the minimum number of members who have to be at a meeting for the group's business to be officially conducted. A quorum is generally either the average attendance at meetings or the largest number of members who can be depended on to attend regular meetings. This should be listed as a percentage (i.e.: 50% of the active membership) and not a hard number as that number may change and become outdated.

Section 4. Majority Defined-For most organizations, decisions are brought to the membership for a vote. Before a vote can be taken, a quorum must be met. Once the quorum is met, most groups use a simple majority (50%+1) or a 2/3 majority vote to declare a decision valid.

Article V: Dues
Section 1. State how dues will be decided and who will be involved in the decision. It is best NOT to specify the exact amount of dues, but rather explain how the dues will be calculated.

Section 2. State when dues will be collected, who will collect the dues and the checks and balances system. A good guideline it that all money collected is deposited within three (3) business days of receipt and two signatures (suggested that, at a minimum, one be the advisor's and one being an officer's) to withdraw funds.

Article VI: Officers
Section 1. List of the officers (President, Vice President, Secretary, Treasurer, etc.) must be listed and their specific duties and responsibilities must be stated.
Section 2. All qualifications for holding an office must be stated, including a minimum course load GPA requirement. Course load (full time or part time) must specify which semesters it applies to (fall, spring, summers). All organizations must have a minimum cumulative GPA requirement no lower than a 2.0.

Section 4. A specific method of election must be explained. Include the term/year of election, length of service and month of officer transition. A transition period is recommended to allow new and old officers an opportunity to work together for a brief time. It is strongly recommended to **not have elections in August or September.** This does not allow for planning during the summer and officers may not return to school or graduate and the organization will have fewer officers (if any) to make plans for the upcoming year.

Section 5. A statement explaining the reasons for removal of an officer and the specific procedure must be stated.

Article VII: Advisor
Section 1. The advisor's duties must be stated.
The following statement must be included:
The advisor shall work with the organization to coordinate activities to ensure that they are conducted in compliance with all municipal, state and federal laws, the Texas A&M University-Kingsville Student Code of Conduct http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf and all University policies and procedures.

Section 2. A specific method for selection must be explained. This is usually done as a vote by the membership. If the organization is sponsored by a department, the selection statement must be approved by the department head or designee.

Section 3. A statement explaining the reasons for removal of an advisor and the specific procedures must be explained.

Article VIII: Committees (Optional)

Section 1. Executive Committee or Executive Board
Some organizations require meetings of officers, and advisor(s), and certain representatives for executive sessions. If this is applicable, a quorum, and specific responsibilities must be listed.
Section 2. Standing Committees
Many organizations establish regular standing committees to handle needs membership, publicity, and social events. These committees are lead by a specific member and is made up of any number of specified members and non-members. Items such as the formation procedure and the function of each committee can be addressed in the by-laws or the constitution.
Section 3. Special or Ad Hoc Committees
These committees are formed and dissolved as specific needs are addressed.

Article IX: Responsibilities

A statement must be included that: This organization will adhere to all municipal, state and federal laws, the Texas A&M University-Kingsville Student Code of Conduct http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf and all University policies and procedures.

Article X: Amendments

Section 1. A statement listing the specified proposal requirements for amendments must be listed. Be sure to list the exact steps for amendment presentation and the percentage of votes needed for a proposal to be considered.
Section 2. The statement must be included that, "The constitution and by-laws of this organization must be reviewed and resubmitted to the Office of Student Activities every three (3) years."

Section 3. The statement must be included that, "Any revisions to the constitution and/or by-laws must be approved by and filed with the Department of Student Activities."

Signatures: The document must be signed by the advisor and president, which verifies that the document has been approved by the membership. There must be a line for the signature of approval from the Office of Student Activities.

SAMPLE CONSTITUTION

Article I: Name

The name of this student organization shall be known as Porky's Pack.

Article II: Purpose

The purpose and goals of Porky's Pack are to promote Javelina spirit and pride in students and university employees; promote attendance at athletic and other university sponsored events.

Article III: Membership

<u>Section 1. Eligibility</u>
Membership in this organization will be open to any interested student meeting criteria. Porky's Pack will not discriminate on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation or veteran status.
<u>Section 2. Selection Process</u>
Application for membership will be open year round.

<u>Section 3. Attendance</u>

Attendance at all meetings and organizational events is expected.

Section 4. Removal Procedures

Any member or officer who displays a negative attitude or who undermines the activities of the organization shall be removed from the organization. A quorum of 50% + 1 must be present at the meeting and a 2/3 vote must be obtained in order to remove the individual.

Article IV: Meeting

Section 1. Frequency

Meetings shall be held twice a month at a convenient time, to be determined by the officers and members.

Section 2.Procedure

Porky's Pack follows Robert's Rules of Order, Newly Revised.

Section 3. Quorum

A quorum shall consist of fifty percent plus one (50% + 1) of the active membership and must be present to conduct official business.

Article V: Dues

Section 1. Determination

Dues will be set by a general vote of the organizational membership and will be based on the activities planned for the semester.

Section 2. Collection

Dues will be collected by October 1 of each year.

Section 3. Deposit and Withdrawal

Money collected by the organization will be deposited into the Porky's Pack account within three (3) business days of receipt. In order to withdraw money, two signatures are required: that of the advisor and either the president or treasurer.

Article VI: Officers

Section I. Requirements for Officers

The officers must meet the following requirements: a) have at least a 2.00 cumulative GPA at the time of their election and post at least a 2.00 cumulative GPA during the term of office; b) be in good standing with the university and enrolled in at least six credit hours in a regular semester during the term of office; and c) be subject to removal from office by the organization and/or the organization's official university advisor should the student fail to maintain the requirement as prescribed in (a) and (b).

Section II. Officers and Duties

President - shall preside over regular and executive meetings, coordinate group activities and communicate with the officers and advisor on all matters.

Vice President - shall assist the President and preside over meetings in the absence of the President; shall coordinate recruitment and selection of new members during the year.

Secretary - shall record and distribute minutes at all meetings and check attendance at functions.

Treasurer - shall collect dues, pay bills, oversee other monetary transactions including fund-raising and social activities, and prepare and maintain an annual budget.

Section III. Election Process
Elections shall be held at the first regular meeting during the month of April. A quorum must be present and as simple majority vote will win. Newly elected officers shall resume responsibility at the following meeting.

Section IV. Removal of an Officer
Refer to Article III, Section IV; an election to fill the vacancy will be held immediately.

Article VII: Advisor
Section 1. Duties
1. Give advice and suggestions on matters of interest to the organization.
2. Inform the President and/or the Membership when the organization may be taking an action that could violate applicable laws and/or policies.
3. Refrain from overriding the organization, its actions, and/or its members, with the exceptions of possible violations of University Policy, as well as violations of local, state, and/or federal laws, or in instances of severe liability exposure to the organization and University.
4. Verify expenditures of the organization and manage its account.
5. Serve on the Executive Committee, without a vote.
6. Assist the organization in meeting its goals.
7. Aid in the continuity of the organization by attending meetings and by being available for advice and consultation.
8. Check grades of officers a minimum of one time in January and one time in June.

Section 2. Selection
The advisor shall be selected by the organizational membership once every two years, providing the individual selected is a full-time faculty or staff member at Texas A&M-Kingsville.

Section 3. Removal
The advisor may be removed for deliberate violations of the constitution or for failing to maintain acceptable advisor-officer-member relationships with a ¾ majority vote of the membership.

Article VIII: Committees
The officers will take suggestions from the membership for standing or ad-hoc committees. A committee head will be appointed by the president and approved by the officers. It shall meet as needed to accomplish goals.

Article IX: Responsibilities
This organization will adhere to all municipal, state, and federal laws, the Texas A&M University-Kingsville Student Code of Conduct http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf and all university policies and procedures.

Article X: Amendments
Section 1. Proposals
Members wishing to amend the constitution will bring the proposed changes to a regular meeting. The proposal will be discussed at that meeting and voted on at the following meeting. Quorum and majority used is listed in Article IV.

Section 2. Review and approval

The constitution and by-laws of this organization must be reviewed and resubmitted to the Office of Student Activities every three (3) years. Any revisions to the constitution and/or by-laws must be approved by and filed with the Department of Student Activities.

Signature of President	Date
Signature of Advisor	Date
Student Activities	Date

Greek Organizations

A. Open Invitation to Colonize: In the event the IFC wishes to seek expansion opportunities, a formal invitation shall be sent to international organizations requesting Letters of Intent. The IFC President shall contact the North American Interfraternity Conference (NIC) for assistance with communicating with international organizations. If multiple international organizations submit Letters of Intent, the IFC President will coordinate with the international organizations and the NIC to establish an agreeable timeline for expansion.
B. International Fraternity Colonization: If an international fraternity petitions to join the IFC, a Letter of Intent shall be sent to the IFC President.
C. Student Interest Group Colonization: A group of enrolled students at Texas A&M University-Kingsville may choose to form a chapter that is affiliated with an international organization and may seek membership in the IFC as a result of that affiliation. The group of interested students shall submit a Letter of Intent that includes a Letter of Endorsement from the international organization. *For more information regarding IFC Expansion, please contact the Coordinator for Greek Life.

Panhellenic Expansion Rules

Extension Process

1. When all NPC chapters at Texas A&M University-Kingsville are close to or over Total the Panhellenic Council shall consider raising Total or adding another chapter. Raising total entails a vote in which chapters consult with their respective National Panhellenic Conference Delegate. Expansion requires the formation of an exploratory committee.
2. Such a chapter shall be organized through colonization by an NPC sorority or women's fraternity.
3. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities, which have filed letters expressing an interest in the campus.
4. Interests shall only be a member of a national sorority/fraternity council.
5. The Panhellenic Council is not limited to only NPC sororities, as the council represents the associate members as well.
6. All extension requests and decisions must be approved through the Office of Student Activities.

*For more information regarding Panhellenic Extension, please contact the Coordinator for Greek Life and/or visit NPC's following link: https://www.npcwomen.org/extension-info.aspx

Greek Councils

Student Activities will provide education, counseling, programming support and administration for the activities of the Greek governing councils and the individual student leaders of these councils. Texas A&M-Kingsville will provide office and meeting space, administrative supplies and equipment and administrative guidance and support, as available.
Each Greek governing council shall maintain an approved constitution, by-laws and rules, which must be reviewed and approved by the Greek Advisor each time they are changed.

Student Activities will decide the structure and membership of each council. Input will be solicited and considered from the chapters.

Organization Management

Advisor

Selection/Change of Advisor
University regulations require each student organization to have a full-time faculty or staff advisor. Each organization shall be free to choose its own advisor or co-advisors, and may change its advisor at any time with a simple majority vote of current membership.

Role of an Advisor

- The advisor adds to the continuity of your organization by making sure that officers of the organization understand their responsibilities, as well as explaining the policies and regulations established for student organizations.
- The advisor may advise the organization in the exercise of responsibility, but will not have the power to control the policy of such organizations, except in situations where such policy violates established regulations of the University.
- The advisor should help ensure that the organization's activities justify expenditure of students' time, abilities, energy, and dues.
- The advisor may aid in the area of program content and purpose by helping students use their best judgment in selecting programs.
- The advisor can encourage the organization to provide opportunities for educational and personal development for its members.
- The advisor should assist the group in setting and evaluating realistic goals and objectives each year.
- The advisor should point out prospective members, give direction to the group, and introduce new program ideas.
- The advisor should be aware of and have an understanding of those rules pertaining to organizations at Texas A&M-Kingsville as well as rules and regulations governing Texas A&M-Kingsville students.
- The advisor should attend meetings and activities of the organization.
- The advisor should discourage the domination of the organization by an individual or group.
- The advisor should be aware of liability issues (i.e., hazing, alcohol, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.
- The advisor should be available to meet with officers of the organization on a regular basis for advice and consultation.
- The advisor must go through an annual Campus Clery Compliance training (CSA training) Traintraq #2111844: Clery Act Guidelines for A&M System Campus Security Authorities.
- The advisor must sign an annual contract.

Recruiting an Advisor
Before making a selection, keep in mind the following: (1) find someone who will have time to devote to your organization, and (2) find someone who will take the role willingly and seriously.

- When approaching your potential advisor for the first time, make sure that he/she has a clear understanding of your organization's purpose, as well as what would be required pertaining to their role, duties, and time involved.

- Allow the person a reasonable length of time to consider his/her decision.
- When starting a departmental club or organization, find someone in that department to act as advisor

How to Work With Your Advisor

- It is best to meet with your advisor at least one day before your meetings to go over the agenda and topics to be discussed.
- Be open to suggestions and criticism from your advisor. His/her knowledge, background, and experience will be helpful in coming up with solutions and organizational procedures.
- The advisor should be consulted well in advance of all activities. The advisor has the right to refuse to endorse activities of the organization.
- If an advisor cannot attend your meeting, be sure to meet with him/her after the meeting to brief him/her on what happened.

Collegiate Link

Collegiate Link is a multifunctional website that allows the Office of Student Activities and student organizations to accomplish several ways of communicating, publishing events, voting and meetings https://tamuk.collegiatelink.net/

Listservs

As a student you have access to contact information for student organizations through the Office of Student Activities and Collegiate Link. The primary contact for each organization is made available to anyone who goes to your organizations Collegiate Link webpage. Be respectful of others information and use their contact only for organization purposes.

Marketing on Campus

University Bulletin Board Rules and Regulations

Limited public forums have limited open access for public expression, or they may be limited to particular groups or to particular topics. These include areas that are not by tradition or designation forums for public communication. These forums will be restricted to use for their intended purpose and are not available for public expressive activity. Examples include, but are not limited to, classrooms, residence hall rooms, faculty and staff offices, academic buildings, administration buildings, libraries, and research and computer laboratories. Commercial speech in limited public forums are limited to designated locations, such as designated bulletin boards or tables designated for distribution of commercial activity.

- No signage postings on the outside of buildings on campus.
- Do not post signs over another organization's posting.
- Use thumbtacks, not staples.
- No postings will be allowed to be placed on any trashcans, windows, doors, or walls on any building on campus.
- Each academic department will have a designated bulletin board for postings.
- All postings must have a date, location, time, and name of sponsoring group.

- Special University events will be reviewed on an individual basis to assist in promoting the event.
- Any questions pertaining to posting can be directed to Student Activities.

Registered Student Organization Postings
Postings by registered student organizations may be placed on all bulletin boards throughout the campus (unless otherwise noted on board). All postings must be date stamped by Student Activities. Postings in the Student Union Building must be approved and stamped by the MSUB Information Center or Student Activities. It is the organizations responsibility to hang their own postings and take them down.

Personal Student Postings
Personal student postings must be approved and stamped by the Information Center or Student Activities and may be placed on all bulletin boards throughout the campus (unless otherwise noted on bulletin board). Personal student postings include flyers advertising personal items for sale, recitals, roommate requests, etc. Postings regarding student-run businesses, bands playing at local clubs, etc., are not considered student postings and should follow the commercial postings regulations.

Departmental Postings
Departmental postings may be placed in designated departmental bulletin boards as well as all bulletin boards across campus. If general bulletin boards are used, they must be stamped by Student Activities.

Commercial Postings
Postings by registered student organizations may be placed on all bulletin boards throughout the campus (unless otherwise noted on board). All postings must be date stamped by Student Activities. Postings in the Student Union Building must be approved and stamped by the MSUB Information Center or Student Activities. It is the organizations responsibility to hang their own postings and take them down.

Publicity Considerations

- Target Audience: Who is the program and publicity for?
- Timing: When should publicity be released? Should it all go out at once or certain kinds at special times?
- What are the time considerations for poster and flyer designing and printing?
- Information: How much information is needed? How little? Is the information perfectly clear? Accurate? What, Where, When (date and time), for Who, Why?
- Coordination: Who will be responsible for doing what and when?
- Anticipated Response: Is printed material graphically strong enough to attract attention? Will it stick in people's minds?
- The most effective approach to publicizing a program is through a variety of methods that will compliment each other. These methods would include very straight, readable forms; interesting, eye catching forms; and a fresh, new, creative approach. These may exist in the way of graphics, displays, live exhibitions, and objects not usually

used for publicity, but related in some way to the program.

- Enthusiasm and interest are much more easily generated if a creative approach to publicity is used. unique, fresh, and clever methods of promotion are usually more fun, will rally more support, and if done in a sophisticated manner, will sell almost any program.

Promotional Ideas

- Advertisements - in local newspaper, in *South Texan* or KTAI Radio
- Alumni newsletter/magazine
- Announcements - read in class, of upcoming events made before other programs, printed on Student Government or other meeting agendas
- Banners - hanging in the SUB (reserve space from Student Union Office)
- Bookmarks
- Brochures
- Bulletin boards - see section on University Bulletin Boards
- Bumper stickers
- Business cards
- Buttons
- Calendars
- Candy with flyers attached
- Carnival booth game
- Chalk ads on sidewalk
- Direct mail - mailing list of former patrons, to freshmen, to commuters, to high schools, to day care centers and elementary principals for children's events
- Distribute free popcorn and flyers for program event
- Electronic message boards
- Flyers - in orientation packets, in bookstore bags, in weight room and on gym lockers
- Footprints leading to an event
- Free samples with promo
- Friends! (word of mouth)
- Giveaways at event - free food, door prizes
- Hand out flyers
- Hang posters
- Helium balloons
- Imprinted - book covers, cups, mugs, frisbees or balls to throw into crowd, pencils, highlighters, pens
- Letters through campus mail to faculty and staff
- Letters to student organizations
- Message - on chalkboards of classrooms, attached to candy, masks or other things, on e-mail
- Mobiles (think kid’s mobiles)
- Odd-shaped posters
- Pennants
- Person walking around campus in costume and/or with sandwich board
- Post card invitations
- Press releases (about several aspects of the event)
- Road signs: posters shaped like traffic signs (stop for this event, yield to your urge to go)
- School mascot to hand out flyers
- School's calendar of events
- Solicitation table - in SUB
- Stickers
- T-shirts
- Table tents - in SUB, at events promoting next event
- Wallet size schedules/calendars

Meetings

Developing an Agenda

A well-planned agenda will allow you to run effective and productive meetings with an orderly, well-planned agenda, members can be better prepared to participate in the meetings. There is no one right way to develop an agenda, but the following will assist you:

- If possible, distribute the agenda before the meeting. If this is not possible, hand out the agenda as members arrive at the meeting.
- Put the names of the members who are responsible for a report on the agenda.
- Encourage members to contribute ideas for the agenda.
- A sense of humor helps when you are developing the agenda.
- A little fun will make the meeting more enjoyable for everyone.

SAMPLE AGENDA

(name of organization)
(date and time of meeting)

I. Call to order
The chairman begins the meeting.

II. Roll call
This can be done formally or informally. Roll call is especially important if a quorum is needed to take care of business.

III. Minutes
The secretary reads a record of the last meeting's minutes. Corrections should be solicited and the minutes approved. The reading of the minutes can be waived to save time if no one objects.

IV. Officers Reports
List all officers who give reports. Officers may not always need time to speak, but this provides them the opportunity to do so.

V. Committee Reports
Permanent or "standing" committees present reports first and then special or "ad hoc" committees will report.

VI. Special Orders
Important business previously designated for consideration at this meeting, such as planning a major project.

VII. Unfinished (Old) Business
Routine business left over from the previous meetings.

VIII. New Business
Introduction of new motions or topics.

IX. Announcements
Inform the group of other subjects and events.

X. Adjournment

First Meeting
For both new and established organizations, the first meeting is an exciting and critical one. Like all meetings, it needs to be well planned, but it involves some extra interactions of which the leaders of the group should be aware.

While there is likely to be a lot of enthusiasm, there might also be some discomfort at a first meeting. Some people are uncomfortable entering a new group. Later, members might appear to be wishy-washy as they are still deciding whether or not the group's activities are those in which they may be interested or committed.

If you are in a leadership position, do not be frustrated by the group's reluctance. Provide opportunities for the group to meet informally, get to know each other, and realize that the group can include them.

The importance of the first meeting is clear. It should be well planned and should involve opportunities for members to talk informally with each other, learn about the leadership and goals of the group, and have fun.

The chart, Checklist for Meetings (see Appendix, page 49), provides a handy list for the first meeting and subsequent meetings. Icebreakers help to get people comfortable. If you need ideas for icebreakers, contact Student Activities.

Second Meeting
Many of these same principles can be applied to all meetings: planning ahead, starting on time, making everyone feel comfortable, getting everyone to participate, delegating responsibility, keeping people busy, asking questions to get everyone involved, making a part of the meeting fun, and evaluating the meetings as soon as possible after it is over.

If you keep these pointers in mind, your meetings will run well and your organization will have a good time in meeting its goals.

Parliamentary Procedure
Any organization that conducts a business meeting should become familiar with basic parliamentary procedure.

This is not to be considered as a complete set of rules to cover all possible questions that might arise. It is to be used as a guide to cover the points most often encountered. For a more detailed set of rules, consult *Robert's Rules of Order, Revised* and Sturgis Parliamentary Manual.

<u>Making a Motion</u>
Obtain the floor as follows: Address the President by saying, "Mr./Madame/Chair President" and then wait to be recognized before presenting a motion.

State the motion carefully. This is usually done by saying, "I move that . . ." or "I move the adoption of the following resolution."

The motion must be seconded. A motion cannot be discussed unless it is seconded. If a motion does not receive a second, it is lost. Any eligible voter, other than the one making the motion, may second it. He/she usually simply says, "I second the motion."

The chair must repeat the motion in full and call for any discussion.

After the discussion, the vote is taken by one of the following ways: 1) by consent, 2) by standing or raising the hand, 3) by roll call, or 4) by ballot

Amending a Motion
An amendment to a motion is really a new motion made to change or modify the previous motion that is under consideration. An amendment may be one of four things:

1. Add or insert a certain word or words, or a sentence, to the motion under consideration.
2. Strike a certain word or words, or a sentence, out of a motion.
3. Substitute another motion for the one being considered.
4. Substitute words to replace wording under consideration.

An amendment, like the principle motion, must be seconded. It is also debatable and may again be amended. The proper form for making an amendment is: "I move to amend the motion to read . . ." or "I move to amend the motion . . .".

The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment to the motion is carried, the original motion must be voted upon as amended.

Point of Order
A point of order may be raised by a member whenever a disorderly procedure has been made. This may be done without being recognized by the chair. If a person is speaking when a point of order is raised, then that person must be silent. The chair decides whether the point was well made. The decision of the chair may be appealed in the same manner as a point raised, except that it requires a second and is debatable. An appeal may be made by any member of those assembled. The appeal is decided by a vote of the assembly. Business is resumed where it broke off with any changes needed.

Sample use of parliamentary procedure

Order of Business
1. ***Chair:*** The meeting will come to order.
A quorum (the number of members necessary, according to the constitution and bylaws, to do business) must be present to hold a business meeting.

2. ***Chair:*** The secretary will read the minutes of the last meeting.
Minutes are read.

3. ***Chair:*** Are there any corrections to the minutes?
Corrections are suggested without motion or vote.

4. ***Chair:*** If there are no (further) corrections, the minutes stand approved as read (corrected).

5. ***Chair:*** We will have the report of the. . .
Officers (e.g., financial report by treasurer), Standing Committees, Special Committees, etc. If a committee report contains a recommendation, the reporting member (usually the chair of the committee) moves that the recommendation be adopted. Otherwise, the report is filed without action.

6. ***Chair:*** Is there any unfinished business?
Action is completed on any business not settled when last meeting was adjourned.

7. ***Chair:*** Is there any new business?
Each new motion is discussed and settled before another main motion can be proposed.

8. ***Chair:*** Are there any announcements?

9. ***Chair:*** If there is no further business, the meeting will be adjourned.

10. ***Chair:*** The meeting is adjourned.

If assembly wishes to adjourn meeting before all business is completed, meeting must be adjourned by motion.

<u>Amendments</u>
After a main motion has been made and seconded:

1. ***Member:*** I move to amend the motion by. . .
Inserting or adding a word, phrase, or sentence. Striking out a word, phrase or sentence. Striking out and inserting a word or phrase or substituting a sentence or paragraph.
2. ***Member:*** I second the motion to amend.

3. ***Chair:*** It has been proposed to amend the motion to read as follows. . .
Chair states the main motion and the amendment, so the group will understand how the amendment changes the motion. Amendment is handled in the same way as a main motion,
with . . .

4. ***Chair:*** Is there any discussion?
Questions can be asked and points can be made during this time.

5. ***Chair:*** If there is no further discussion, the amendment is. . .
Chair restates the amendment.

6. ***Chair:*** All in favor of the amendment. . .
Members vote and chair announces the outcome

7. ***Chair:*** The amendment is carried (defeated). The motion now before the house is . . .
Chair restates the motion-plus the amendment, if carried.

The Chair

- Calls the meeting to order.
- Keeps the meeting to its order of business
- Handles discussion in an orderly way:
- Gives every member a time to speak.
- Tactfully keeps all speakers to rules of order and to the question.
- Should give pro and con speakers alternating opportunities to speak.
- Does not enter into discussion.
- States each motion before it is discussed and before it is voted upon.
- Puts motions to vote and announces the outcome.
- May vote when his/her vote would affect the outcome, or in any case when voting is by ballot.
- Should be familiar enough with parliamentary law to inform assembly on proper procedure.
- May appoint committees when authorized to do so or if bylaws so provide.
- May assist in wording of motions if maker requests assistance.

Use of Gavel

- Rap once to call meeting to order.
- Rap once to maintain order.
- Rap once to declare adjournment

Etiquette of the Chair

- The chair can remain seated during the meeting except at these times:
  - To call the meeting to order
  - To put a question to vote
  - To give a decision on a point of order
  - To recognize speakers
- In speaking to the assembly, the chair refers to himself/herself as "The Chair."

The Secretary

- Keeps an accurate record of each meeting, including in the minutes:
  1. Kind of meeting (regular, special, or adjourned) and name of assembly.
  2. Date, hour, and place of meeting.
  3. Name and title of officer presiding and presence of quorum.
  4. Approval of previous minutes.
  5. Record of reports.
  6. Record of each main motion (unless withdrawn) with name of person who made it.
  7. Record of points of order and appeals.
  8. Record of all other motions (unless withdrawn).
  9. Record of counted votes.
  10. Time of adjournment.
  11. Signature and title of secretary.
- Keeps an up-to-date roll of members
- Keeps copy of constitution and bylaws, with amendments properly entered.
- Keeps a record of all committees.
- Provides list of pending and potential business for the chair before meeting.
- Handles correspondence of organization (unless there is a corresponding secretary).
- Notifies members of meetings (i.e., if a special meeting is called).

Recording of Minutes

- Record what is done, not what is said.
- Keep notes together in a special notebook.
- Organize the notes into clear, concise statements and record in permanent minute book to be read at next meeting. Record each motion in a separate paragraph.
- Minutes should be read and approved by assembly at the next regular meeting. If the organization is not scheduled to meet for several months, minutes should be read before adjournment of the meeting or a committee may be appointed to approve them.

Final Form of the Minutes

- Should be typewritten or legibly written in ink.
- Should not be defaced. (Corrections should be made by bracketing the erroneous portions and stating correctly in the wide margin.)
- Should be kept in book form. If in longhand, a bound book should be used; if typewritten, a loose leaf notebook is used. Each page should be signed or initialed by the secretary and one other officer to guard against substitution of pages.
- Should be recorded with a wide left margin for corrections.
- Minutes, when approved, should be signed by secretary and, if desired, by the chair.

Printing Policy

Student organizations have access to limited printing resources through the Office of Student Activities. Organizations can print out 5 meeting flyers, 2 banners, and 20 event (five color) flyers per semester. Organization must request two weeks' in advance to Office of Student Activities email student.activities@tamuk.edu for printing. When picking up flyers, student org. member must sign and date the "Organization Printing Log" every time copies are made per semester.

Retention

Once you obtain members, it is important to keep them. Here are some ideas to keep your members active!

- Involve them in the decision making process.
- Make sure they know what role they play in the organization.
- Give them leadership opportunities (plan an event, lead a committee, be an officer).
- Show you appreciate them!
- Celebrate birthdays & accomplishments.
- Use teambuilding activities so the group can learn to work together and get to know each other.
- Have social events just for the members-go bowling, play mini-golf, pizza & movie night, etc.
- Use a point system to recognize people for their hard work.
- Get to know your members and what they want to get out of their membership. Then tailor activities to their individual needs.

If your organization consists of apathetic members and they tend to quit, it is time to evaluate the organization's effectiveness. To do so, you need to answer the following questions:

- Does your organization match individual goals with group goals? Are your goals clear to the members? Do your members know what is expected of them?
- Does your organization share leadership and participation among all the members? Is delegation important to your organization?
- Does your organization stress communication as a two-way street and encourage the expression of both ideas and feelings? Do your members feel free to express their opinions?
- Does your organization deal with conflict in a positive manner? Is it acknowledged or hidden? Are members encouraged to talk about the problem?
- Does your organization include members in the decision-making process?

If you answered no to most of these questions, then you and your members need to review the organization's structure and develop ways in which members are included in the organization's operation. The end result is a dedicated and active member.

Group Discussion

Group discussions can create the opportunity for everyone in the group to be heard. Speak only for yourself and let others speak for themselves. You don't know how others really feel until you ask them.

Make sure you know what the other person means before agreeing or disagreeing. If in doubt, ask questions; paraphrase what you thought was said. If you misunderstood, the speaker will correct you.

Do not ignore any contributions. If a member speaks, he/she needs to know the effect of what he/she said on others in the group. If his/her contribution is ignored, he/she will wonder: Didn't they hear me? Don't they understand me? Did I raise an issue they don't want to discuss? Do they disagree with me? Did I hurt someone's feelings? If a member is unsure if his/her voice will be heard or understood, he/she may not be willing to bring an issue to the table and valuable input may be lost.

Ways to encourage open discussion:

1. Pay attention and listen.
2. Paraphrase what you heard discussed.
3. Ask relevant questions.
4. Show that you accept strong feelings.
5. Take responsibility for your own feeling

Any organization that conducts a business meeting should become familiar with basic parliamentary procedure (Appendix p. 87). Remember, parliamentary procedure should help you run your meetings, not hinder your progress. Use it wisely, but do not get so caught up in it that it gets in the way of conducting business.

Event Planning

Event/Program Checklist
Name of Event:____
When: ____
Where: ____

LOGISTICS/RESERVATIONS:

- Contact Event Planning for Reservations
    - Rooms in MSUB
    - Rooms in Javelina Dining Hall
    - University Blvd.
    - Pavilion
    - Courtyard
    - Tech Equipment
    - Tables
    - Chairs
    - Room Setup
- Find quotes/Research for prices on vendors
- Call vendor
- Vendor Contract
- Call Aramark for catering
- Request assistance from members

WORK ORDERS/PERMITS:

- Food Permits for food fundraisers
- UPD Blockades
- Work Orders
    - Trash Cans
    - Electricity
    - Lights
    - Block Areas
    - Generators
    - Sprinklers
    - Port a Potties

MARKETING:

- Posters/Banners
- Fliers
- Facebook(TAMUK)
- TAMUK homepage
- South Texan

SHOPPING:

- Supplies needed for your event:
    - Decorations
    - Prizes/Awards
    - Other

WEEK PRIOR:

- Call event planning and confirm reservations, tech and setup
- Call Physical Plant and make sure all work orders have been submitted/authorized
- Call UPD to confirm blockades
- Call Business Office and ask about the status of the check
- Call vendor and make sure travel arrangements are secured and that everything is good to go

DAY OF EVENT:

- Pick up check
- Arrive early for the event for set-up
- Meet vendors at the event and assist with set-up
- Greet guests at the door
- Clean up, remember that your reservations location may have special clean up regulations

AFTER THE EVENT:

- Informal event evaluation with Advisor
- Make sure to turn in all receipts for SOFC Reimbursements!!!

Additional Comments:

***All Event/Program Checklists should be turned in to the Advisor for event records

Sample - Event Evaluation Form

Event name: ____

Date(s) (mm/dd/yy): _________________________ Time(s): _________________________________

Attendance: _____________

Location:____

Was the event a collaboration with another organization? If so, which?

Yes, ________________________________ No

(PART I- Circle a number based on the scale)

5- Excellent; 4- Good; 3- Average; 2- Fair; 1- Poor

If the event was a collaboration, how successful was the event?

5 4 3 2 1

How successful was the attendance?

5 4 3 2 1

All things considered, how successful was the event (your personal view)?

5 4 3 2 1

(PART II- Give an answer to each of the questions, 3+ sentences)

Describe a challenge you foresaw and your methods to overcome it.

What was the most successful part of the event?

What aspect of the event has the most opportunity for improvement?

What kind of changes or modifications would you make if you could do it again?

Would you recommend this event in the future? Why?

Guidelines for Guest Speakers, Lecturers, and Presentations

The University exists to foster ideas and their exchange. This exchange occurs inside and outside of the classroom, on and off campus, and formally and informally. However, such exchange can only occur if order is maintained and good behavior is practiced by all. The following guidelines are designed to serve this objective:

1. Registered student organizations must obtain the notification of their faculty/staff advisor to sponsor any speaker, lecturer or entertainer. <u>The organization must notify Student Activities of all speakers invited to campus.</u>
2. Speakers, lecturers or entertainers hosted by students who are not members of registered student organizations must obtain the approval of the Department of Student Activities.
3. The arrangements for a speaker or performance, the conduct of the speaker or performer on campus, and the good order of the activity are the responsibility of the sponsoring group or non-University organization.
4. Speakers, lecturers or entertainers who are to be paid with University funds must enter into a contract with the University subject to requirements established by the State of Texas, Texas A&M University System and Texas A&M University-Kingsville. Contracts and financial commitments will be approved only after the sponsoring organization has given two weeks notice to the Department of Student Activities. Student Activities will certify that the organization has a balance on hand for the program, including facility rental fees (if applicable), speaker's fees, advertising and other expenses. Student Activities will send written notification of approval to the organization.
5. The University cannot be held responsible for accidents and/or injuries incurred through activities on or off campus sponsored by registered student organizations.
6. The sponsoring group or non-University organization will be financially responsible for any and all damages caused by acts of misconduct or impropriety on the part of the speaker/performer or those acting in concert with him or her. The organization inviting a speaker/performer to the campus shall hold the University harmless from any or all damages caused by such conduct.
7. The University reserves the right to cancel any event it deems likely to cause an interruption in the University's orderly activities.
8. The President or his duly authorized representative may order an event to be terminated on grounds that it constitutes a disruptive activity (as defined by the Texas Education Code Section 37.123). Any member of the faculty or staff or any student who resists such an order shall be subject to disciplinary action. Non-University organizations that resist such an order will be denied access to University facilities.
9. No individual, group, or other organization may use the University name without the express authorization of the University other than to identify the University affiliation. University approval or disapproval of any guest speaker, lecturer, entertainer or special event may not be stated or implied by any individual, group or organization.
10. State law regarding candidates for public office and campaigning on public property and all other applicable statues must be observed.

For information on additional issues related to the scheduling of events and the use of University facilities, please see the Event Planning Office MSUB 210.

Contracting Speakers & Presentations

If you plan to have a program with a speaker, there are several steps that should be covered to insure a clear understanding by everyone involved. After the speaker has been contacted and there is an informal letter or a verbal agreement, follow up with a formal letter of agreement or contract. The letter of agreement should include the person's name, address, date, time, and location of program. A description of the program should also be included in the letter (i.e., lecture, subject, demonstration or workshop subject). This makes it very clear what service is being provided. If the speaker is to be paid a fee from the organization, the amount must be stated in the letter. Make two originals of the letter and send them to the speaker. The speaker signs on the designated line, returns one copy and retains one copy for his/her file.

When the University is paying for the speaker, the University Presenter Agreement form must be used. The contract form must be filled out completely and signed by the student organization president, advisor, and the Director of Student Activities. If University funds (SOFC funding) are to be used to pay the speaker/presenter, the account number must be included for the purchasing department**. The contract must be approved by Student Activities before it is sent to the speaker/presenter**. Bring the signed copies to Student Activities so that the contract can be sent to the purchasing office. Allow two weeks for University approval and two to four weeks for the speaker/presenter to return the contract. Two signed copies are sent to the speaker/presenter. The speaker/presenter signs both copies, keeping one copy for his/her file and returns one copy. Purchasing will process the check for direct payment to the speaker/presenter. The purchasing department will process the paperwork and create a check only after the contract is fulfilled.

Food Service

By contract, Aramark has exclusive rights to provide food services to A&M-Kingsville campus. Aramark is responsible for compliance with all health regulations, licensing, taxes and workers compensation insurance required by law for all campus food service organizations. For events hosted on campus, Aramark will provide all food service support. Exceptions must be requested via a University Food Waiver Form submitted and approved by the Food Service Director at least seven (7) days in advance of the event.

Social Event Policy

Student organizations are permitted to have social functions where alcohol is served. However, because of the University's interest in the intellectual, physical and psychological well-being of the campus community, it is important that the University take steps to curtail the abusive or illegal use of alcoholic beverages. The following sections provide more detail regarding events where alcohol is served. *This policy applies to events when both members AND non-members of the sponsoring organization are present.* It applies regardless of the location of the event (on or off campus).

Legal Liability

Student organizations are liable for the actions of their guests before, during and after the event. Liability may be to the University, city, county, state or federal government. It is expected that all laws governing the consumption and sale of alcohol be strictly followed. This includes University risk management guidelines, city, county, state and federal laws/regulations.

Notification of Social Events with Alcohol
All student organizations must register their social events when alcohol is being served with Student Activities at least 5 business days before the event. Complete and submit the Social Event Notification form and Third Party Vendor Contract at least 5 business days before the event. Submit a guest list at least 2 business days before the event. All organizations that are sponsoring the event must agree to follow all University and/or the organization's risk management guidelines regarding alcohol at events, whichever is stricter.

Organization Events
In order to assist you in understanding what could be considered an organization event by a court of law or the University, consider the following. The first four are the biggest indicators of a sponsored event and the others will contribute to the decision, but alone may not be enough to consider the event as sponsored.

1. Were organization funds used in any way? (i.e. entertainment, publicity, transportation, food, beverages, decorations, etc.)
2. Was it pre-planned? Were flyers or handouts distributed?
3. Did the organization officers help plan the event?
4. Was it discussed during the meeting?
5. Would an outsider (non-member) perceive the event as being sponsored by the organization?
6. Did the majority of the organization know about the event?
7. Were a significant number of members present at the event? (Probably greater than 50% of the organization.)
8. Were a significant portion of those who attended the event invited by members?

Open and closed events
An open event is one where there is no guest list. The most common open events on campus are dances that are open to the entire campus. Closed events are those at which specific people are invited and only those who are invited may attend.
Completion of the Social Event Notification form must be done for all open events. *Open events* may ONLY be held on campus, preferably in the MSUB or similar facility. An appeal for an exception may be made to Student Activities. On campus events may ONLY utilize a cash bar for service of alcohol.
They must be carefully planned so that the safety of attendees is considered. The event organizers must meet with Student Activities at least three weeks prior to the event to begin discussions of appropriate safety and security measures to be taken. Alcohol may or may not be served at the event. If alcohol will be served, all applicable policies must be followed, with the exception of the guest list. If alcohol will not be served, the event will need basic security and event monitors. When meeting with Student Activities, more details will be discussed.
Closed events may be held at locations on and off-campus, such as restaurants, rental halls, etc. It is suggested that residential houses not be used due to the added liability to the homeowner/renter, as a courtesy to neighbors and because it will be more difficult to watch out for the safety of the attendees. Closed events without alcohol do not need to be registered with Student Activities, nor do end of year banquets. Please see "Guidelines for Events Not Involving

Alcoholic Beverages" on the last page. Closed events with alcohol must follow the guidelines below and they may be either a cash bar or BYOB.

Advertising Guidelines for Events with Alcohol
Advertisements for open events with alcohol must follow the guidelines below. Closed events may not be advertised to the public, but invitations may be given to the invitees. The invitations must also follow these guidelines. The promotions/invitations shall not:

1. Encourage the misuse/abuse of alcohol.
2. Promote drinking as the purpose of the event.
3. Refer to the amount of alcohol that will be available (i.e.: 5 keg party)
4. Portray drinking as solutions to problems.

Guidelines for service of alcohol at all events (applies to BYOB and Cash Bar)

1. The possession, sale, use or consumption of alcoholic beverages, while on organizational premises or during an organizational event, in any situation sponsored or endorsed by the organization, or in any event an observer would associate with the organization, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education and must comply with the third party vendor guidelines. (See **3rd Party Vendor Contract**).
2. The possession, sale or use of any illegal drugs or controlled substances while on organizational premises or during an organizational event or at any event that an observer would associate with the organization is strictly prohibited.
3. **No organization may co-sponsor an event with an alcohol distributor**, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided for free to those present. Co-sponsorship is defined as the tavern offering money or other incentives to the organization for promotion of an event or using the organization's name on promotional items. Organizations may have events in a tavern as long as they have a separate area reserved (banquet or party room) and follow all other policies.
4. No organization may co-sponsor or co-finance a function where alcohol is purchased or provided for free by any of the host groups or organizations.
5. Alcohol may not be given away as a prize.
6. No member or guest shall permit, tolerate, encourage or participate in drinking games.
7. No alcohol shall be present at any new member/associate/novice program, activity or ritual of the organization.
8. All **recruitment activities** associated with all organizations will be **alcohol free**.
9. Organizations cannot have more than **three times** the organization size of people at the event. Example: organization has 30 members, each member can invite 2 people for a total of 90 guests (30 members plus 60 guests).
10. If two organizations co-sponsor an event, each member in each group can only invite two other people to be put on the guest list.
11. A **guest list with first and last names** (not nicknames) must be turned in to Student Activities no later than two business days before the event. The list must have the member's name and their guest's names (example: member John Smith – guests are Jane Doe and Joe Smith). Members should not list any other names as guests unless they agree to be responsible for the actions of that guest.

12. **Only invited guests may attend.** *Events may not be open to the public.* If the name is not on the list, the person does not gain admittance.
13. All members and guests must be checked in to the event. It is important to keep an accurate record of who actually attended the event. These records should be kept for three years.
14. Attendees of legal drinking age must be marked. The use of wristbands is strongly encouraged to mark those 21 and up. Permanent markers should be used to mark minors with an "m" or "x."
15. All organizations must comply with all participating organization's rules and regulations, which means complying with the stricter rules and regulations of all the organizations sponsoring the event.
16. All organizations and guests must abide by the University's Risk Management Guidelines.
17. **Non-alcoholic beverages and adequate food will be available** at the same place as the alcoholic beverages. Food and non-alcoholic beverages will be featured as prominently as the alcoholic beverages.
18. **One designated driver per 50 attendees** (members + guests) must be present at the front entrance to provide safe transportation home as needed. Under no circumstances will the drivers consume alcohol before or during the event.
19. **One security guard per 100 attendees** must be present during the duration of the event. The security guard is responsible for verifying attendee's age, looking for intoxicated individuals as attendees come to the event and during the event and maintaining general order. Note: Sodexho requires that UPD and one advisor be present during the entire event.
20. Post-parties are not permitted. A post-party is defined as an event that is publicized to the attendees as a party with alcohol after the "official event" is over. Publicized refers to any technique used to communicate information to others, including but not limited to flyers, email and word of mouth.

Option 1: Planning a closed event with a CASH BAR

This is the safest option for organizations. The legal liability lessons with a cash bar because a third party vendor is hired to serve alcohol and the vendor is responsible for the service and maintaining control of the alcohol. The above policies must be enforced in addition to the following:

1. All sponsoring organizations must complete the **Social Event Notification** form and submit it to Student Activities at least five (5) days prior to the event. Each organization's president & advisor must sign the form.
2. A **third party vendor must be hired**. The vendor must possess a license to sell alcohol through the Texas Alcoholic Beverage Commission and have a minimum of $1 million of liability insurance. Common sources of alcohol are not permitted, including kegs. Only a licensed, insured bartender who is not a member of the sponsoring organization(s) will be allowed to serve alcohol. Beverages with alcohol must be purchased by individuals – it may not be given away nor may attendees be given free drink tickets.
3. **No alcoholic beverages may be purchased through organizational** or University funds. Members or guests may not coordinate the purchase of alcohol for the event or purchase alcohol themselves for the event. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under 21).
4. Members or guests of the sponsoring organization cannot serve alcohol at the event, even if they are licensed bartenders.

During the event

1. Check all members and guests in at the front door/entrance. Do not allow anyone into the event who is not on the list.
2. Security guard will mark minors and those of legal drinking age.
3. If a member or guest appears intoxicated, do not allow him/her into the event.
4. Once someone leaves the event location, that person is not allowed back.
5. Any alcohol that remains at the conclusion of the event may not be sold or given to any attendee or the organization.

Option 2: Bring Your Own Beverage/Beer Events

Please note: we strongly suggest that organizations do not use BYOB at events. However, we do understand that it is "easier" and that organizations may host them even if we say not to. In order to keep BYOB events as safe as possible for all involved, all policies under "Guidelines for service of alcohol at all events" must be followed in addition to the following:

Planning a closed BYOB event

1. All sponsoring organizations must complete the **Social Event Notification** form and submit it to Student Activities at least five (5) days prior to the event. Each organization's president & advisor must sign the form.
2. **No alcoholic beverages may be purchased through organizational** or University funds. Only members or guests who are 21 or over may bring beverages with alcohol.
3. Inform all members and guests that those over 21 may bring a maximum of **ONE six-pack** of beer **or FOUR wine coolers**. Beverages such as Smirnoff Ice are malted beverages and therefore classified as beer. Hard liquor is not permitted.
4. Select the location of the "bar." There can only be one and it must be staffed at all times, preferably by a licensed bartender. Members may distribute the alcohol and they *must* be trained on these policies and be knowledgeable of the policies of the other organizations co-sponsoring the function.

During the event

5. Check all members and guests in at the front door/entrance. Do not allow anyone into the event who is not on the list.
6. Security guard will mark minors and those of legal drinking age.
7. For those who are 21 and over and bring alcohol: an appointed person should collect the beverages and give the person a punch card that states the attendee's name, brand and number of containers. The punch card is then given to the attendee who brought it.
   Sample punch cards:

Wine Cooler

Name___________________________

Brand___________________________

Beer

Name___________________________

Brand___________________________

8. Distribution of containers:
   a. An individual may not receive his/her alcoholic beverage without presenting a punch card AND a wristband.
   b. An individual may only receive one beverage at a time. The designated bartender will mark through a number to indicate a beverage was distributed.
   c. If a person appears to be intoxicated or is known to be intoxicated, neither a wristband nor an alcoholic beverage should be given to that person.
9. If a member or guest appears intoxicated, do not allow him/her into the event.
10. Once someone leaves the event location, that person is not allowed back.
11. At the conclusion of the event, any unconsumed alcohol must be kept in safe possession by the organization. It may not be consumed or distributed. Attendees may pick up their remaining alcohol the following day at a time and location to be determined by the organization. If it is not picked up by the original owner, it should be discarded.
12. Post-parties are not permitted. A post-party is defined as an event that is publicized to the attendees as a party with alcohol after the "official event" is over. Publicized refers to any technique used to communicate information to others, including but not limited to flyers, email and word of mouth.

Non-Compliance

1. An individual found responsible of non-compliance with these guidelines or local, state, or federal laws has committed a violation of University regulations and is subject to sanctions commensurate with the offense and any aggravating and mitigating circumstances. All violations will be referred to the Dean of Student's Office for disciplinary action.
2. If a student organization is found in violation of these policies, it will be referred to the Dean of Students Office or his designee for review. Failure to comply with these guidelines and University regulations may lead to the revocation of recognition privileges, loss of funding or other sanctions.

Guidelines for Events Not Involving Alcoholic Beverages

Organizations hosting events without alcohol that are social in nature and involve people other than organization members do not need to notify Student Activities of the event. It is strongly recommended that organizations not have more than three times the organization size of people at the event, and one security guard should be present for every 100 people attending. If less than 100 attendees, one security guard should be hired. Security guards are not required if the event is held on campus; the University Police will be notified of the event.

Financial Information

Each year, the Student Organization Forum Committee proposes that student service fees be allocated to assist student organizations with their activities. The amount of funding allocated for this purpose varies each year and no student organization is guaranteed funding, nor is the amount of funding received guaranteed from year to year. Funding shall be determined through the Student Organization Forum Committee Guidelines. Student organizations should always have an alternate plan (e.g. Fundraising, Sponsorship) in the instance that funding is not allocated to the organization.

Student Organization Forum Committee Guidelines

<u>Section I – General Provisions</u>

The function of the Student Organization Forum Committee (SOFC) is to review funding requests of recognized student organizations and to decide on the amount of funding to be awarded.

The purpose of the SOFC is to provide limited funds to recognized organizations to use for activities including but not limited to the following:

1. Registration fees for conferences
2. Travel and hotel for student participants
3. Fundraising supplies ($150 maximum/school year)
4. Printing: i.e. brochures, programs, announcements
5. Speakers: i.e. honorarium, travel expenses, etc.
6. Workshops sponsored by the organization
7. Organization award banquets
8. Activities that have wide appeal on campus, i.e. dances, concerts, etc.

A. Funds *may not* be used for the following:
   1. Scholarships
   2. Alcohol
   3. Membership fees
   4. Social parties
   5. Advisor's conference fees, travel, and meals
   6. Individual student or students who are not members of an organization
   7. Support for a candidate for public office or to affect the outcome of legislation

C. Use of funds shall constitute an agreement between the student organization and the SOFC. All unused and undocumented funds must be returned to the SOFC and will be reallocated to other organizations.

D. No funds will be awarded to an organization unless all prior funding requests for that organization are cleared and accounted for.

E. All expense receipts and reimbursement forms must be completed and turned in to the Office of Student Activities.

F. All funding requests must occur during the fall and spring semester.

G. Extensions for the funding request deadline shall be at the discretion of the Leadership Coordinator and SOFC Chair on a case by case basis.

H. Reallocation of funds must be requested by student organization 10 business days prior to the event.

<u>Section II – Representation and Responsibilities</u>

Representation

The SOFC shall be composed of the following membership:

1. Academic Organization Representative: **1** Agriculture/Natural Resources/Human Sciences / Business Administration
2. Academic Organization Representative: **1** Arts and Sciences & Education
3. Academic Organization Representative: **1** Engineering
4. Professional Organization Representative (**1 representative**)
5. Cultural/International Organizations and Faith Based Organization Representative (**1 representative**)
6. Social Greek Organization Representative (**1 representative**)
7. Honor Societies Organization Representative (**1 representative**)
8. Performing, Visual Arts, and Media Organization Representative (**1 representative**)
9. Special Interest Representative (**1 representative**)
10. Student At-Large (**1 representative**)
11. Student Organization Forum Committee Chair (non-voting position)
12. Leadership Coordinator of Student Activities (non-voting position)

Representatives

1. Shall be elected at Student Organization Leadership Conference by respective organizational categories for a term of one year beginning in the fall semester.
2. Each shall have a single vote.
3. Shall attend all SOFC functions.
4. Shall assist in organizing forums.
5. Shall notify SOFC Secretary of absence 24 hours prior to meetings.

Chair

1. Does NOT have to be an elected member of SGA.
2. Shall be appointed to a one year term by the SGA President and ratified by the SGA Legislative Branch.
3. Shall be appointed at the first official SGA meeting of the new session.
4. Shall vote only in the event of a tie. If the Chair is a current member of the organization in question, the Leadership Coordinator of Student Activities will cast the tie-breaking vote.
5. Act as a liaison between SGA & SOFC.
6. Once appointed, must serve on SGA Executive board.
7. Attend SGA meetings and report on SOFC activity.
8. Assist Secretary with funding letter notifications.

Secretary

1. Elected by SOFC representatives during the initial meeting for one year term.
2. Does not receive an additional vote for position only receives one vote for position as a representative.
3. Maintain record and minutes of all proceedings.
4. Publish notifications for upcoming meetings and forums.
5. Works with Leadership Coordinator in creating and distributing notification letters of funding decision to organizations.

SGA Senator At-Large

1. Shall be appointed to one year term by the SGA President & SOFC Chair and ratified by the SGA Legislative Branch.
2. In event of the SOFC Chair's absence, a Student At-Large member shall assume the SOFC Chair's responsibilities for that meeting.

Leadership Coordinator or Student Activities Representative

1. Shall serve as a non-voting member.
2. Shall serve as an advisor on all matters.
3. Recognizes proposed organizations who have met minimum requirements as new organizations

Alternates

1. Shall be elected at the Leadership Conference.
2. Shall attend student organization forums.
3. Shall attend SOFC meetings upon notification of representative absence.
4. Shall fill representative position upon removal of representative.
5. Shall fill any vacancies in accordance with Section II and approved by Leadership Coordinator of Student Activities and SOFC Chair.

Removal

1. If a member of the committee fails to attend one (1) committee meeting without notifying the secretary prior to the meeting, that member shall lose his/her position.
2. The Leadership Coordinator must notify the individual of: removal of membership, reason for removal, and notification of opportunity to appeal decision. Committee member must appeal to the Director of Student Activities, in writing, within one week after notification.
3. When position becomes available alternate will be notified

Section III – Committee Functions

Funding Meetings

1. A quorum must be 6 voting members (excluding the SOFC Chair)
2. SOFC Chair shall attend all meetings in case of a tie, and at that point will be required to cast a vote.
3. In the case that quorum is not met with the sufficient number of then business cannot be conducted as schedule.
4. While a student organization is under review, any SOFC members that are current members of that particular student organization will be required to exit the meeting room.

Forums

1. SOFC shall assist the Office of Student Activities (OSA) in coordinating organization forums. Leadership Conference will count as the Fall semester forum.
2. Forums shall serve as a way for organizations to discuss issues, network, and receive important information among other things.
3. Student organization with non-attendance at forums will result up to 50% removed from awarded funding

.

<u>Section IV – Requirements and Eligibility for Funding</u>

In order to qualify for funding, recognized organizations must:

9. Complete all renewal paperwork (annual funding requests, registration form, membership list, hazing compliance constitution as needed, etc.) by within 30 days from Leadership Conference via Collegiate Link.
10. Have at **least two members**, which consist of at least one of them being an officer or advisor, attend the Student Organization Leadership Conference in September. Organizations with one representative will be eligible to receive **only half** of allocated funds, unless otherwise approved by the Leadership Coordinator of Student Activities.
11. Have at least two members attend the Policies and Procedures & Risk Management, meeting in September which may occur at the Student Organization Leadership Conference.
12. Submit funding requests by the deadline as announced by SOFC.
13. Participate in a minimum of two (**2**) philanthropic service events per semester and documented via Collegiate Link.
14. Organization must submit record of all events conducted via Collegiate Link.
15. Participate in events deemed mandatory by the Director of Student Activities and/or the SOFC announced at least ten (**10**) business days prior to the event.
16. Have at least **one** member attend the Student Organization Forum held in Fall and Spring sponsored by Student Activities
17. Each organization must attend a minimum of **2** different workshops to be eligible to receive SOFC funding. A minimum of two members must attend each workshop during the February Leadership Month sponsored by Student Activities. Student Organization representatives may only represent one organization at any particular workshop.
18. Not receive direct money from student service fees or substantial funding through a University department.

<u>Section V – Criteria for Funding</u>

1. Priority will be given to: events open to all students, those activities posted on collegiate link on the calendar of event (2 weeks in advance), events predominantly funded by the sponsoring organization, events and conference which benefit the students and university community, organizations with the highest ranking within the Office of Student Activities, and to organizations that utilized allocated funds in the previous fiscal year.
2. The organization must submit a preliminary budget of activity justifying the requested funding.
3. The request for funding must explain how the university will benefit from activity or event.
4. The organization must show all current account balances and sources of income, i.e. dues, fundraising efforts, donations, etc.
5. The request for funding from a departmental student council organization will be limited to events that student council is directly and primarily in charge of.

<u>Section VI – Procedures for Receiving Request for Funding</u>

Preliminary Budget Approval

1. The approval of preliminary budgets shall be evaluated by the SOFC without the presence of organization officers.
2. The deadline for submittal of the Annual Budget Request shall be the 2nd Tuesday of April of the year prior to the year being requested. (Example: Budget due April 11th 2017 for the academic year 2016-2017.
3. Notification of budget approval/disapproval will be sent to the organizations officers via e-mail and/or collegiate link and will be sent out within the five (5) business days of completed funding request deadline.

<u>Section VII – New Organizations</u>

Proposed Organizations

1. Must submit paperwork demonstrating minimum requirements have been met by the deadline published by Student Activities to be approved for the current semester. If not submitted by the deadline, organization documentation will **not** be reviewed for approval until the next semester.
2. Must fulfill the minimum requirements as published by the Office of Student Activities
3. Are recognized by the Office of Student Activities Leadership Coordinator.
4. Are eligible only to receive $200 award from SOFC once they have activated their organization account with Business Office. New organizations are not eligible to apply for funding from SOFC for the first year.

<u>Section VIII – Reactivation Policy</u>

Active Account

1. If an organization account in Business Office is still open the organization must submit updated information to the Office of Student Activities.
2. Account must have activity within previous five years to avoid being closed and funds seized by the Business Office, seized funds will be allocated for other university purposes.

Closed Account

1. If an organization account has been closed by the Business Office for inactivity organization will be treated as a new organization.
2. The new organization must submit a New Student Organization packet to become recognized.

<u>Section IX - Disbursement of Fund</u>

1. No organization will receive a check for the amount of funding available from the University. Due to the fact that the money allocated is University funds, very specific guidelines must be followed when requesting access to SOFC funds.

2. Funds can be accessed by means of reimbursement.

Reimbursement: Organizations will spend their own money and submit <u>original receipts</u> along with a SOFC reimbursement form to Student Activities. **This must be done within 10 business days of the expenditure.** The office will process the paperwork and in 2-3 weeks the reimbursement will be added to the organization’s agency account. Sales tax is not reimbursable. **Not all expenditures will be reimbursed, only the amount the organization requested for funding.**

<u>Section X – Amendments</u>

1. Amendments to the SOFC Guidelines must be approved by the SOFC
2. Quorum for meetings to make amendments to the guidelines shall consist of the majority of returning committee members
3. Amendments to SOFC guidelines will be made by the first Monday of April and approved by the committee by the first Monday of May and turned into the Director of Student Activities for final review.
4. The SOFC guidelines will be reviewed by the committee yearly, but amended every two years, unless an emergency arises, deemed so by the Leadership Coordinator of Student Activities

Travel & Funding

State rules and policies are slightly different when it comes to travel. If you plan on using funding for travel, please read the following information carefully.

1. Travel will only be reimbursed if all necessary travel paperwork is submitted to Student Activities PRIOR to the trip.
2. Travel reimbursements must be accompanied by a trip itinerary or conference schedule.
3. *Hotel:* it is possible to get reimbursed for hotel charges. Phone calls, room service, movies and other services will not be reimbursed – only the room charge. There are two ways to do this.

   <u>Method 1:</u> Reimbursement – the organization pays for the hotel upfront and submits a receipt upon return to the University. The receipt must be the one obtained at CHECK OUT from the hotel. It must show the charges were paid and that there is a ZERO BALANCE. No exceptions are made. The names of all those who stayed in the room must also be on the receipt.
   <u>Method 2:</u> Advance payment – the organization meets with Student Activities at least 4 weeks prior to the trip to discuss the travel itinerary. If hotel reservations have not yet been made, the organization makes the reservations and has the hotel fax a copy of the confirmation to Student Activities. A confirmation is needed for each hotel room. Student Activities will submit the appropriate paperwork to Accounts Payable and they will generate a check. The check is picked up by the student organization and is given to the hotel at check-in. Actual receipt needs to be brought back to Student Activities. This method may only be utilized for conference or workshop travel – field trips and similar trips are not included.
4. *Gas:* organizations can only be reimbursed for gasoline. Gasoline receipts must be submitted for reimbursement to occur. There is no reimbursement for mileage.
5. *Food*: will only be reimbursed according to state guidelines. A certain amount of food expenses are allowable per day and vary by state. Reimbursements will be limited to actual cost or per diem, whichever is less. Receipts are required.
6. *Transportation*: rental cars, bus tickets or rentals and airplane tickets are reimbursable. In some cases, they may be paid for upfront by the University. Check with Student Activities to see if this is possible.
7. Please note that cash advances for travel are not offered.

Reimbursements

This information pertains to all reimbursements:

- An **original receipt with** name of company and date of purchase. Write name of organization and purpose of purchase on each receipt.
- Receipts should only contain items for the student organization. Personal items should not be included in purchases for the organization.
- Alcoholic beverages should never be included on any receipt that the organization turns in for reimbursement.
- Restaurant receipts must have the name of the restaurant, the date and total (bill must be itemized). **Alcohol, tips or gratuity will not be reimbursed**.
- Before entering into a contract with an outside vendor, the student organization must meet with Student Activities. Contracts paid with University funds must be original contracts signed by the speaker/artist and the Director of Student Activities (contracts over $5,000 must be signed by the Purchasing Department). The contract must be signed by all parties prior to the contracted service, and the vendor will not be paid until after the contracted service has been fulfilled. A substitute W-9 form must be submitted with each contract. The substitute W-9 form can be obtained from Accounts Payable. No deposits are allowed. If the organization chooses to be reimbursed for the contracted service, the organization must turn in a receipt provided by the vendor to Student Activities.
- Only one person, such as the treasurer or president, should be responsible for submitting receipts. If several members have receipts that they will be reimbursed for, they should give all of the receipts, properly identified with all necessary information, to the treasurer. The treasurer will then submit all of the receipts to Student Activities for processing
- When submitting receipts, the organization must fill out a reimbursement form. This form requires a complete explanation of the expenditure and the signatures of the organizational president, treasurer and advisor. This form is used to ensure that all receipts submitted are valid organization expenditures.
- Funding may be used, but is not limited to, the following:
  - ✓ Registration fees for conferences
  - ✓ Travel and meals for organizational participants
  - ✓ Fundraising supplies (i.e., t-shirts, flowers, candy)
  - ✓ Printing services
  - ✓ Speakers & workshops
  - ✓ Activities that have wide appeal on campus
  - ✓ Organization supplies

- Funding **cannot be used for**, but is not limited to, the following:
  - Gratuity or tips
  - Alcohol
  - Individual membership dues or organization membership dues or fees
  - Meals for individuals who are not part of the organization, other than honored guest of function
  - Travel or meals for non-University employed advisors

Agency Accounts
Student organizations are required to open an agency account if the organization collects and distributes any monies. The account must require two signatures for withdrawal of funds - the advisor's and that of one officer (president or treasurer). Funds must be deposited within five days of their receipt.

Agency accounts are established through the Business Office located in College Hall. Please consult them for current procedures. When officers or advisors change, it is extremely important to update the signature card for the account. This is a very simple process! Pick up the orange signature card from the Business Office and have the current authorized signers sign the card and then return to the Business Office. This will prevent former officers or advisors from withdrawing funds.

Record Keeping
Each organization must keep accurate records of all financial transactions. If using an agency account, the treasurer should keep a copy of all deposit receipts, withdrawal receipts, copies of all business receipts and copies of all payments made (date, who and amount). Organizations may obtain an account statement from their advisor, or if unavailable, the business office.

If using a bank account, record keeping consists of the organization's checkbook, bank statement and a simple ledger. Keep an accurate account of all checks and deposits. Place the copy of the deposit receipt with the financial record. This is your proof of the deposit. All checks and revenue must be recorded in the ledger. The ledger should consist of spaces for the date, check number, the income amount, the disbursement amount, and the current balance.

Retain receipts for all expenditures, with date, place and purpose. If individual members are to be reimbursed, they must have original receipts with all of the necessary information.

Tax Exempt Status
Student organizations are not automatically considered tax-exempt and they cannot use the University's EIN to make tax-exempt purchases or to collect tax-deductible donations. If an organization would like to obtain tax-exempt status, the appropriate forms must be completed and approved by the IRS. For more information, please go to www.irs.gov or call 1-800-829-5500 and ask for Publication 557.

A non-profit organization is granted an exemption from certain taxes by the Internal Revenue Service under Section 501 of the Internal Revenue Code. Organizations seeking exempt status must file an application with the District Director of the Key District in your area. To decide which application form is needed for your organization, refer to Publication 557 - Tax-exempt Status for Your Organization.
You can get Publication 557 or applications for exempt status from the IRS Forms Distribution Center for your state or by calling 1-800-TAX-FORM.

To obtain tax-exempt status, contact the following address:

Exempt Organization
P.O. Box 13528
Austin, Texas 78711

If your organization makes less than $5,000 a year, it is not recommended that the organization apply for exempt status. Organizations making less than $5,000 a year do not pay federal taxes on money raised through fund-raisers. If the organization makes $5,000 or more, federal taxes will need to be paid on the $5,000 and the money raised over the $5,000. Any questions regarding taxes may be directed to Student Activities or the State Comptroller's Office at (512) 463-4000.

Fundraising

Fundraising is an essential part of most student organizations. There is no limit to fund-raising possibilities, as long as they are legal and are within University rules. The staff of Student Activities will gladly meet with any organization to discuss possible fundraising ideas. If any questions arise, feel free to contact or come by Student Activities. Only student organizations that have been recognized by Student Activities may engage in fundraising activities to collect donations or sell products and services.

Prior written approval via a Fundraising Request Form must be obtained from Student Activities (excluding food sales) at least five (5) business days prior to the fundraiser. Student Activities can assist you in reserving space for fundraising activities. Sales are permitted only in approved areas of residence hall lobbies, designated areas in the Memorial Student Union Building, academic building lobbies and approved outdoor locations. Door-to-door solicitation is prohibited.

Basics for fundraising

1. Each organization can hold ONE TAX-FREE fundraiser per month. Additional ones can be held, but sales tax must be collected and reported for each one (see 8.6 Student Organizations below for more information).
2. The selling of individually wrapped items is taxable (except for the one sale per month). This is per the Food Sales Tax Rule set by the State of Texas (immediately consumable goods are taxable). If quantities of 6 or more items are sold together, they are not taxable. The sale of quantities of 5 or less IS taxable. For example, 3 cookies are taxable, but 6 cookies are not; a pie is not taxable, but a slice is.
3. Tournament fees or other entry fees/ticket costs are not taxable.
4. Rummage/garage sales may only be held one day per month or tax must be collected.
5. Raffles can only be held once per **CALENDAR** year and are not taxable. Tickets can be sold for multiple days as long as it is for the same drawing. The date of drawing of prizes and contact information for the organization must be listed on the raffle ticket. Tickets must be numbered.
6. To collect tax, each organization must register with the State of Texas Comptroller's Office.
7. No DATE or SERVICE AUCTIONS are permitted.

Rules from the Texas A&M Tax Manual

8.6 Student Organizations
Student organizations are not allowed to use the sales tax exemption certificate granted to the University by the Comptroller's Office.

Effective October 1, 1995, The State of Texas passed into law a limited sales tax exemption which *allows University student organizations to hold one, one-day tax-free fund-raising sale each month.* The organization must be affiliated with an accredited Texas college or University, and every two years, it must file with the Comptroller a certification issued by the school verifying that it is an affiliated organization. The organization's primary purpose must be something other than engaging in business or making a profit. For more information, refer to House Bill 596.
If student organizations sell taxable items at times other than their one-day monthly fund-raising drive, they must have a sales tax permit and collect sales tax during the fund-raiser. These organizations should issue a resale certificate to their suppliers when buying taxable items for sale.
Student organizations must pay tax when buying taxable items for their own use unless the organizations qualify for exemption under Tax Code 501 (c)(3).
College and University student organizations must continue to pay sales tax when buying taxable items for their own use unless the organizations qualify for exemption under IRS Section 501(c)(3).

Bake Sales & Other Fundraisers Involving Food
By contract, Aramark shall provide and serve all food items on the Texas A&M-Kingsville campus. Student organizations are not allowed to **sell or distribute** any food item on the campus unless special permission has been granted by Aramark and the Director of the Student Activities in writing via a University Food Waiver Request form. <u>No more than three (3) food sales per semester will be granted for registered campus organizations.</u> The organization must comply with appropriate food handling regulations.

Bake sales are permitted on campus. Bake sale items include homemade cookies, brownies, doughnuts, Rice Krispie Treats and other items. To register a bake sale, student organizations must complete the Fundraising Request Form. Fundraising Request Forms are due 5 days in advance.

Food handlers permits are required for all food sales except canned sodas, bottled water, and commercially wrapped products (Twinkies, snack-sized bags of chips, Little Debbie snacks, etc).

Auctions, Rummage Sales, and Other Fund Raisers (rules from the Texas Comptroller)
College or University student organizations affiliated with an institution of higher education may hold a *one-day, tax-free sale each month*. The college or University student organization must have a primary purpose other than engaging in business or performing an activity designed to make a profit. The primary purpose of the one-day sale must be to raise funds for the college or University student organization. The 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 is not sold to the donor.

Raffles
The Texas criminal code mandates that student organizations may have **no more than one raffle or lottery per calendar year (January-December)**. When a student organization co-sponsors such an event with another organization, each organization must count the event. Games of skill (such as counting the number of beans in a jar) are not considered raffles and may be held at any time.

Hazing and Harassment

Hazing: Questions and Answers
Hazing is a criminal violation under Texas law. A person can be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Dean of Students. An organization commits hazing if the organization condones, encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing. It is not a defense to prosecution of an offense under this policy that the person against whom the hazing was directed consented or acquiesced in the hazing activity.

What is the definition of Hazing?
Hazing means any intentional, knowing, or reckless act occurring on or off the campus of Texas A&M-Kingsville, 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 into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at Texas A&M-Kingsville. This term is not limited to:

1. **Any type of physical brutality**, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. **Any type of physical activity**, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student.
3. **Any activity involving consumption** of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to unreasonable risk of harm or which adversely affects the mental or physical health or safety of their student.
4. **Any activity that intimidates or threatens** the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the University rather that submit to acts described in this subsection.
5. **Any activity that induces, or requires the student to perform a duty or task**, which involves a violation of the Penal Code.
6. Texas A&M University-Kingsville also defines hazing to include:
    a. Misuse of authority by virtue of one's class rank or leadership position;

b. Any form of physical bondage of a student (including but not limited to, having prospective members perform personal chores or other tasks under threat of negative repercussions, blindfolding and/or parading individuals, requiring members to carry items or perform activities meant to punish, discomfort, or embarrass members; etc.)
c. Road Trips (taking a student to an outlaying area and dropping him/her off); compelling a person or group to remain at a certain place; transporting a person anywhere without their consent (kidnapping)
d. Performing physical exercise (sit-ups, push-ups, crab walk, elephant walk, etc.) except in the case of organized sports activities.
e. Expecting participation in an activity that is in violation of the Student Code of Conduct (stealing, defacing or trashing property, assigning or endorsing pranks, etc.)

Incidents of hazing should be reported to the Dean of Students. For a detailed list of conduct which constitutes hazing and the entire hazing policy please refer to the website. \

How do I commit a hazing offense?
A person commits an offense if he/she...

a. Engages in hazing;
b. Solicits, encourages, directs, aids or attempts to aid another in hazing;
c. Intentionally, knowingly or recklessly **permits hazing to occur**;
d. Has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred, and <u>*knowingly fails to report*</u> said knowledge to Student Activities or the Dean of Students.

Can an organization be charged with hazing?
Yes. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing.

Does it matter if I did not intend to harm anybody?
No, laws and TEXAS A&M UNIVERSITY-KINGSVILLE guidelines state that if one of the above occurs, it is hazing, regardless of your intent.

Does it matter if the person being hazed agrees to the activity?
No. The law and TEXAS A&M UNIVERSITY-KINGSVILLE guidelines state that if one of the above occurs, it is hazing, regardless of the consent or cooperation of the recipient.

What is the University penalty if I am found guilty of hazing?
The student or organization will be subject to University disciplinary action, up to and including removal from the University. In addition, the person(s) & organization(s) may be subject to legal action and penalties imposed by the city or county justice system.

Are there criminal penalties for hazing?

Yes, they are listed below:

For individuals convicted of hazing:

- *Failing to report hazing*: fine up to $1000 and or up to 180 days in jail.
- Hazing resulting in no serious bodily injury: fine of $500-1000 and /or 90-180 days in jail.
- Hazing resulting in serious bodily injury: fine of $1000-5000 and/or 180 days to 1 year in jail.

For organizations convicted of hazing:

- a fine of not less than $5,000 nor more than $10,000 OR
- if the court finds that the offense caused personal injury, property damage, or other loss, a fine of not less than $5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

Sexual Harassment: Questions and Answers

Sexual harassment of students and employees at Texas A&M University-Kingsville is unacceptable and will not be tolerated. Any member of the university community violation this policy will be subject to disciplinary action. Please refer to the website at http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf or http://www.tamuk.edu/compliance/title_9/index.html for the most current university policy on Sexual Harassment.

What is sexual harassment?

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature that is so severe, persistent or pervasive that such conduct that has the purpose or effect of unreasonably interfering with an individual's ability to function normally or of creating an intimidating, hostile or offensive environment. Both men and women can experience sexual harassment.

Sexual harassment is a Class A misdemeanor under the Texas Penal Code. For information on procedures for sexual harassment complaints, see the Student Handbook & Code of Conduct.

This policy does not address the issues of sexual assault and/or physical violence. Incidents of this nature should be referred to the University Police Department or other appropriate law enforcement agency.

Were do I report hazing or sexual harassment?

Student Activities – 361-593-2760 – for student organization violations OR
Dean of Students – 361-593-3606 – for all others (Athletics, Band, etc) OR
Office of Compliance-361-593-4758

****Notification should be made as soon as possible so that the proper office can investigate the situation and take necessary action so that the behavior does not continue.**

Travel Guidelines

General Application of Travel Guidelines

In compliance with state law and System Policy, the following provisions apply to any student who travels more than 25 miles from campus to an activity or event that is organized or sponsored by the University (including all class travel and field trips), funded by the University, using a vehicle owned or leased by the University; or travel required by a student organization registered at the University. These provisions apply to faculty, staff and students who engage in transporting students off campus on any University business or related travel activities. The following regulations are considered to be a minimum standard; departments may mandate additional procedures. Failure to comply with these requirements may result in the suspension of student travel for the department responsible for arranging the trip.

Travel Planning and Documentation Requirements

It is recommended that a designated staff member(s) and/or faculty accompany each student travel group. In the event that an advisor cannot attend the function with the student group, the group should become familiar with expectations for behavior and all procedures pertaining to student travel. The group should plan its itinerary in a manner that divides up the trip into reasonable segments, avoids driver fatigue, and incorporates the necessary safety precautions.

All travel paperwork must be turned in to the Dean of Students Office no less than three business days before the trip is to begin. All paperwork will be reviewed for compliance with the travel rules. Departments/Organizations will be notified of any areas of non-compliance with the paperwork. All areas of non-compliance must be rectified prior to the travel being approved. Violations of the travel rules will result in a trip not being approved. Unapproved trips are ineligible for funding from the University, and/or ineligible to be covered by liability insurance. Should travel commence without approval, the University will not be responsible for any issues/accidents/injuries that result during the travel.

The Dean of Students Office will share completed and approved trip paperwork with the University Police Department.

The Texas A&M University-Kingsville University Police Department will maintain a list of qualified drivers. As travel is being organized and planned, trip organizers are encouraged to verify with the University Police Department that the faculty, staff or student employees who serve as drivers are on the authorized driving list.

Groups traveling must submit the following paperwork as a complete packet:

1. Trip Itinerary (one for entire group) (Form 1)
2. Travel Passenger List (one for entire group) (Form 2)
3. Emergency Notification Form (one for each traveler) (Form 3)
4. Assumption of Risk Indemnification Agreement (one for each traveler) (Form 4)
5. At least one copy of the Incident/Accident Report should be taken with the group. (Form 5)
6. Application for Copy of Driver Record (one for each driver) (Form 6)

The organization should keep a copy of the Emergency Notification & the Assumption of Risk Indemnification Agreement forms for each member of the group while traveling. The information will be needed in the case of an accident or other incident.

Access to Forms

Student travel forms are provided online. Forms can be accessed at this link: http://www.tamuk.edu/studentorganizations/forms.html

International Travel

For international/study abroad related travel, refer to the International Studies and Program travel guidelines and international travel warnings from the State Department during the planning process to ensure all safety and additional travel approval steps are met.

Information related to international travel is located at this link: http://www.tamuk.edu/intpro/travelguide/index.html

Modes of Travel

- **Vehicles Owned or Leased by the University**: Only university employees (including student employees) may be authorized to drive university owned or leased vehicles. Student organizations may only use university owned or leased vehicles when the trip is required for university business and is paid using university funds. Student travel by commercial bus should adhere to all safety requirements, where applicable.
- **Privately Owned Vehicles:** Students who use a privately owned vehicle or any vehicle other than those owned or leased by the university for travel to and from activities and events organized and sponsored by the university are expected to follow the safety requirements related to student travel set out in this policy. Students must have a valid state driver's license, motor vehicle insurance and a current state inspection when using a privately owned vehicle.
- **Air Travel:** Students traveling by air transportation must comply with all federal laws regulating air travel and the rules of the specific airline. This includes laws and rules regarding carry-on baggage and baggage weight restrictions.
- **Rental vehicles or chartered buses:** Check with each private carrier about their specific policies. Rental car companies have minimum age requirements for drivers. Many rental companies offer insurance on their vehicles. If the driver elects to not purchase this, then the driver assumes all liability for damage (property or personal), depending on the individual's own vehicle insurance policy.
- **Boats, Ferries and Rail:** Comply with all international (where applicable), federal, state and local laws, as well as carrier policies.

Risk Management Safety Guidelines for Auto Travel

1. All occupants must use seat belts and remain seated when the vehicle is in motion.
2. The number of occupants in a vehicle shall not exceed the number of working seat belts in the vehicle. Loading of the vehicle shall be done in accordance with vehicle manufacturers' recommendations. Vehicles may not be loaded with more passengers than manufacturers' recommended passenger load.
3. Occupants and driver of the vehicle must comply with all university travel guidelines.

1. Drivers will comply with all applicable traffic laws, speed limits and regulations at all times.
2. The driver shall confront rowdy or disorderly behavior by the passengers that may cause driver distractions.
3. Smoking or driving while under the influence of impairing drugs or alcohol is prohibited.
4. Use of radar/laser detection devices is prohibited in the vehicle.
5. Use of headphones or earphones by the driver is prohibited.
6. Use of a cellular/mobile phone must be limited by the driver.
7. No alcohol is to be in the vehicle at any time.
8. Driver must be 18 years of age or older (or meet the rental company's age requirement).
9. Driver must possess valid U.S. Class C Operator's License and have adequate insurance coverage for the vehicle they are operating.
10. Verified good driver record in the past 12 months (verification will be based upon a Motor Vehicle Records check by the University Police Department).
11. Have the completed travel forms on file with the Dean of Students Office Three days before the trip.
12. It is recommended that drivers of all vehicles, including privately owned vehicles used on official business, travel with the an Emergency Road Kit (first aid kit, flashlight, fire extinguisher, and traffic control devices such as roadside reflectors and flares). It is further recommended that group traveling have someone who is certified in CPR/First Aid, have emergency supplies of food and water, have access to maps for the area in which they are traveling, and have a cellular phone.

Driver Fatigue

The length of the trip should be considered when selecting drivers.

Drivers should recognize that driving a vehicle for long hours is challenging, and therefore should practice certain safety precautions to stay alert and safe. To help reduce fatigue drivers should:

1. If there are two or more drivers per vehicle, drivers should rotate every two hours, and divide the trip into segments to allow stops for rest. If a driver is traveling alone or is a sole driver, the driver should consider limiting the distance traveled to 8 hours per day.
2. Schedule trips during normal waking hours. Establish a reasonable arrival time to the activity or event.
3. Avoid driving when weather conditions are hazardous, and be prepared to pause the trip should travel conditions warrant.
4. Avoid medication before driving, especially if the label warns against operating vehicles while taking the medication.
5. Keep the vehicle cool by keeping the window open, a vent cracked, or by using the air conditioner.
6. Divide the trip into reasonable segments. Take frequent short breaks.
7. When drowsy, stop for the night or pull off at a safe place and rest.
8. Avoid any type of drug to stay awake.

Risk Management Safety Guidelines for Other Modes of Travel

Travelers must obey all international, federal, state and local laws governing travel, as well as posted policies from private carriers. Efforts should be made, in advance, to identify risks associated with the chosen mode of travel, and steps should be taken to minimize risks.

In the Event of an Accident:

The following procedures should be used whenever members of a University group are involved in an accident, regardless of the extent of the injury and/or damage:

1. Stop immediately; take necessary steps to prevent another accident; and notify the proper law enforcement agency and/or emergency medical services (9-1-1) so that an official report to document the accident is made.
2. Render aid to the injured until help arrives.
3. Call the University Police Department at 361-593-2611. Do not call the family members of the injured University students or employees. The UPD will do this in accordance with University policies.
4. Record the names, addresses and phone numbers of all witnesses.
5. Provide all required information to the law enforcement officer.
6. When returning to campus, the driver must immediately contact the University Police Department and Dean of Students Office to follow up on the completion of the accident report forms.
7. In the event of an automobile accident,
    1. also gather the following information:
        - i. year of vehicle
        - ii. make and model of vehicle
        - iii. color of vehicle
        - iv. license plate number
        - v. driver's license number of the other driver
        - vi. insurance information of the other driver

1. If in a University vehicle and it is inoperable, the driver should contact the University Police Department at 361-593-2611 for towing instructions. When towing a vehicle, remove the logbook, keys, fuel cards and all property, which might be lost or stolen.
2. If in a rental vehicle, contact the rental agency for instructions.
3. DO NOT make any statement, oral or written, as to who was at fault. Any admission of fault may impair the insurer's ability to defend a case of questionable legal liability. Appropriate legal authority will decide fault or liability.

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http://www.tamuk.edu/dean/travelprocedures.html

(Student Travel Procedures are tied to Texas A&M University- Kingsville Student Travel Rule 13.04.99.K1, Texas A&M University System Student Travel Rule 13.04, and Texas Educational Code 51.950)

Volunteer & Service Learning

Definition and Examples

Formal A&M-Kingsville definition is as follows:
"**Co-curricular service learning** is an experience sponsored by a recognized student club or organization for the purpose of participating in meaningful service based on the sponsoring group's mission and skills. Co-curricular service learning differs from curricular service learning in that it is not connected to a specific course or discipline. Implicit in this definition are the requirements for growth, reflection and meeting community needs".

- *Growth* is a self-reported acquisition of skills, knowledge, or experience related to the service learning opportunity.
- *Reflection* involves contemplating the activity in such a way as to gain a greater recognition of one's civic responsibility.
- *Community needs* may be identified through formal or informal processes by either the community or the student organization.

Service Learning is the application of what students are learning in the classroom in the real world followed by reflection. Examples of service learning could be

- An athletic or recreational club putting on a sports clinic for local youth
- An agriculture club beautifying a community park or garden
- A community organizing group hosting a voter registration.

The key is that distinguishes service learning from community service is that the group reflect on the experience, recognizing how individual members and the organization grew and how their service affected the community

Planning

There are several steps to successfully completing a co-curricular service learning experience. To be fully effective the project should be led by students under the guidance of an advisor, faculty, or staff. Student organizations should identify a problem or need in the community, assess resources and sources of strength, weakness, opportunity, and threats (SWOT analysis), plan the project, implement the plan, and follow up with an evaluation and reflection afterwards.

Identify needs

Your organization should complete some sort of assessment of the community and identify needs. It may be worthwhile to do some research on the community using online resources. Search for statistics from government websites or even census data. An effective way to learn more about your community is simply getting out there and doing it. Start networking and meeting new people who are knowledgeable about the community. Maybe attend a city council meeting or stop by the Chamber of Commerce to get guidance. As always include your advisor or the Office of Student Activities as a starting point. Remember to always maintain a strength based perspective.

Assess resources

To be effective, your organization needs to assess the resources at your disposal. As a student organization you have all the resources available through the university from the Office of Student Activities, each college, and other departments such as the Center for Student Success. Resources include

- *Human Assets* Skills, knowledge, experience;
- *Organizational Assets* Government agencies, businesses, schools, churches, associations, etc;
- *Physical Assets* Buildings, theaters, transportation; and
- *Club Assets* Your organizations members, funding, and personal networks.

Make sure to ask questions and find out what resources are available for similar projects and remember most businesses and organizations are happy to help build their community!

Plan

Deciding on a course of action is the next step in effecting planned change in your community. There are several factors to take into consideration when choosing a plan. Some factors include

- *Community Support* - It is paramount that you gain the support of the community for it to be as successful as possible. A good way to ensure community support is to engage the community affected by the project and those interested in helping support the project. Talking to the community about the problems they feel are important and helping to improve these conditions in the needs identification stage can promote community support. Those interested in the project can provide resources including time, money, and improve the visibility of your project.
- *Interests of your Group*-Take into account the interests, skills, and experience of your members and the mission of your organization to select projects that are most likely to gain the wholeheartedly support of the organization and engage them in the process. Remember ENGAGEMENT IS THE KEY TO SUCCESS.
- *Time, Resources, and Project Duration* -You have limited resources so use them wisely
- *Sustainability* - Projects that require the least amount of resources for the biggest bang is the ideal project to choose, however, that is not usually the case in reality. Consider short and long term impact of your project. Sometimes, such as graffiti removal, a short term solution may not be sustainable and the issue rises again. Maybe it is better to solve the root of the problem and focus your energy there, i.e. engage youth who are most likely to be the culprits.

Remember only you can make the decisions necessary to successfully plan a project and these are only a few of the factors to take into consideration. It may be helpful to visualize the project from beginning to end and consider everything necessary for the project to be successful. As usual ASK FOR HELP if you need it. Meet with your advisor or come by the Office of Student Activities if you need help. If you are interested in simply sparking the interests of your members in service opportunities, come ask what opportunities are out there we should be aware of a few to discuss with you.

It is helpful to organize a committee to look specifically at service learning projects. The committee is responsible for planning the event and is empowered to make the necessary decisions. The committee should develop goals for your plan which should be;

- Shared – All involved should share a sense of ownership over the project and be engaged.
- Challenging – Do not be afraid to challenge yourself to go beyond
- Achievable – Goals should be realistic and attainable with the resources available.
- Measurable – Outcomes and goals should be tangible and quantifiable.
- Time specific – deadlines and time frames for completing objectives should be established

The work plan that the committee develops should include specific tasks, individual responsibilities, resources, budget, project timing and deadlines, and anticipated task outcomes.

An effective budget will help ensure the success of the project by preventing excessive spending and improves transparency. The budget should be include;

Expenditures

- promotion items
- transportation
- food
- materials and supplies

Income

- donated goods and services
- funds that have been raised
- possible grants

In addition, make sure you protect yourself, the organization, and the university by getting waivers of liability completed.

Implement

Remember that no matter how much planning you do, there will be problems that arise. Just be flexible and remain calm, no event is perfect! However, there are some things you should do to ensure the success of the event leading up to it and the day of. Make sure everyone involved is on the same page and understands their responsibilities before hand. CLEARLY COMMUNICATE EVERYONE'S RESPONSIBILITY. Make sure the working conditions are okay and there are no safety issues. Remember to have fun and try to build new friendships and strengthen the ones you already have!

Evaluate/Reflect

To improve future projects it is important to evaluate the event afterwards. Give yourself a few days to let go of all the emotions that arise from the event, there is a lot of stress associated with implementing projects so take time to cool off and relax. Discuss major issues that arose and brainstorm possible ways to solve these problems. Possible tools to document your evaluation include surveys or data analysis, and reports.

A key to ensure your event is considered a service learning project it is paramount that you reflect on a few issues. Discuss how the project helped fulfill your organization's mission statement, how it changed your perspective of your civic responsibility to your community and society as a whole, and the impact the project had on the community.

Resources

http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf
https://tamuk.collegiatelink.net/
www.tamuk.edu/osa/index.html
http://www.tamuk.edu/studentorganizations/forms.html
http://www.tamuk.edu/marcomm/graphic_standards/logos/index.html
www.irs.gov