

Texas A&M University-Kingsville
Office of Student Engagement & Campus Life

Student Organization Handbook

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Office of Student Engagement & Campus Life
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Kingsville, TX 78363
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Welcome to Texas A&M University-Kingsville!

Welcome to becoming a student organization here at TAMUK. Student organizations are a very important part of our Javelina community. With our student orgs hosting many on-campus events and programs, joining a student org provides students with a valuable opportunity to connect to campus and engage in co-curricular involvement. TAMUK is proud of its large and varied population of students and organizations. This community of organizations offers our students with a better chance of finding their place on campus!

Thank you for your dedication to student organizations and for taking the time to understand these policies and procedures. This handbook will serve as your reference on how student organizations operate on our campus. The Office of Student Engagement and Campus Life is dedicated to ensuring that each organization has the opportunity to thrive on our campus and through our policies and procedures.

As a student organization member or leader, you are responsible for knowing, following, and educating others on all policies and procedures found in this handbook. Please be aware that if you ever have any questions regarding this information, you can contact SECL staff at any point for clarification. Our staff is available by phone at (361) 593-2760 or by email at student.engagement@tamuk.edu. SECL is more than happy to assist you.

It's also important to note that the content in this document is always subject to change. Notice of any major changes will be distributed via email and updated on SECL social media or website. Minor notifications can be made without formal notification. The most up-to-date version of this document will be housed on our website, under the "student organizations" tab.

Thank you and Jav a great day!

SECL Staff

Office of Student Engagement and Campus Life, Division of Student Success

General Information about Texas A&M University-Kingsville

Mission

The founding public institution of higher education in South Texas, Texas A&M University-Kingsville, transforms lives and creates well-rounded leaders through a commitment to excellence in teaching and learning and the pursuit of research and discovery. With a focus on student success, the University offers high-quality undergraduate, graduate, and doctoral education. Our graduates advance the vitality of their communities, both locally and globally, with courage and integrity

Vision

Students are the heart of our Javelina family. We will provide the highest levels of engagement in relevant and dynamic learning experiences that establish lifelong success and multi-generational prosperity

Values

Care- We embrace a culture of genuine care and prioritize the success and well-being of our students, faculty, staff, and community

Integrity- Integrity, as the foundation for a culture of personal and collective accountability, guides our daily actions. We understand that our behaviors have far-reaching consequences

Pride- Pride runs through the veins of our university, and we honor the Javelina legacy of transforming generations

Innovation- Innovation drives us forward, propelling us to advance the frontiers of knowledge through discovery and interdisciplinary collaboration.

Excellence- Excellence is a lifelong journey, characterized by continuous improvement in all that we do

General Information about TAMUK Student Engagement and Campus Life (SECL)

Mission

We are committed to empowering students to lead with heart, pride, and purpose. Through dynamic experiences, we develop leaders of character, traditions, and an affiliation to the university's shared values.

Vision

Our vision is to ignite Javelina pride in every student, creating a campus environment where leadership, engagement, and connection are at the core of student life. We envision a community where every Javelina feels at home, encouraged, and inspired to create their legacy of camaraderie and involvement

Student Organizations at TAMUK

Here at Texas A&M University-Kingsville (TAMUK), we believe that co-curricular engagement can promote a more positive and holistic experience. Involvement in one of our many student organizations is a great opportunity for skill development and experience that Javelinas can refer to in all future endeavors. TAMUK believes in the inherent constitutional rights of students to lawfully engage in civil discourse and freedom of association. In accordance with this belief, SECL works to foster a student-centered and dynamic environment, full of co-curricular experiences that challenge and empower students. Through these experiences, we hope that students develop critical skills needed for their successful future and ultimately strengthen their TAMUK experience.

Additionally, existing research states that a vibrant campus experience is more likely to lead to increased student retention and graduation rates of enrolled students (Montelongo et al., 2015, Cruz, 2013, Tinto, 1993).

Research has also found that involvement in student organizations:

1. Improves students' interpersonal skills
2. Has a positive influence on skills in leadership, communication, teamwork, organization, decision making, and planning
3. Gives students greater satisfaction with their college experience
4. Provides useful experiences in obtaining jobs and marketable skills

The student organizations at TAMUK are an important part of our campus community. Each one provides our students an opportunity to connect with the community, campus and their peers. SECL is dedicated to ensuring that these organizations continue to have the support they need.

Student Organizations at TAMUK contd.

SECL is dedicated to upholding and supporting the rights of all students and RSOs within our campus community. Examples of key rights are below.

Student Rights

Affirmative Action Statement:

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

Student Engagement Statement:

All student-led organizations and programming held at Texas A&M University-Kingsville are open to all University-affiliated parties. By being granted official organization status, all organizations agree to abide by the "Open to all" policy held by Student Engagement and Campus Life.

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 is encouraged to contact (insert name and phone number of a representative of the sponsoring organization)*

Free Speech Area(s)

The Pavilion on the north side of the Memorial Student Union Building is the primary reservable free speech area 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 under the "General Expressive Activity" section

Students 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 the reasonable time, place, and manner of restrictions concerning acts of expression and dissent.

Support and Benefits for Registered Student Organizations (RSOs).

This section will cover the support, benefits and privileges awarded to all registered student organizations. This list is subject to change depending on resources and other factors. Any of the supports, benefits and privileges listed are not available to non-registered or un-sponsored student groups.

The Office of Student Engagement and Campus Life (SECL)

SECL, within the Division of Student Success, will serve as the "hub" for all sponsored and registered student organizations at TAMUK. All policies and procedures relating to RSOs will be written and shared by this office. SECL staff work to ensure the success of all student organizations.

SECL Supports

In order to ensure student organization success, SECL will provide the following resources, education and items to organization leaders. SECL staff that provide these resources include full-time staff members and student workers as applicable.

SECL Coordinator for Student Organizations- SECL has one full-time, professional staff member dedicated to the oversight and support of all RSOs on campus. Meeting with the coordinator for general questions can be done through drop-in; however, it is always recommended to schedule a formal meeting to guarantee enough time to address questions or concerns.

Javelina Organization Council (JOC)- The Javelina Organization Council is designed to create a dedicated time and space for continued organization education. These meetings are mandatory for organizations and will create an open forum for education, sharing best practices, and addressing organizational concerns or questions.

Financial Support- Depending on the financial resources awarded to SECL, the office may create different funding opportunities for student organizations. Examples may include event funding, supplies purchasing, or dining vouchers. Each opportunity will be shared with students via email or JOC meeting.

TAMUK Involved

TAMUK's engagement platform, TAMUK Involved, is available to all RSOs. TAMUK Involved is an online platform that serves as our university's organization directory and organization management tool. Student organization leaders must utilize TAMUK Involved as a tool to manage their organization's profile, roster, officer contacts, events and forms. Involved can also be used to publicize events, host internal elections, and connect with current or potential members.

To access TAMUK Involved, students must login with their student email (NAME@students.tamuk.edu) and password. For support using or accessing TAMUK Involved, please contact SECL staff or submit a ticket through Involved support. Make sure to be logged in to submit the ticket.

Types of Registered Student Organizations (RSOs).

In order to be considered a registered student organization, a student group must successfully complete the registration process through TAMUK SECL. As an RSO, each group must abide by the responsibilities, rights, and privileges of this designation. Each RSO must re-register each academic year and complete any other necessary requirements outlined by SECL. Failure to register annually or complete the annual requirements will result in loss of recognition.

Per the TAMUK Student Handbook,
"Recognized Student Organizations (RSOs) are formed to further the common interests of their members and the TAMUK community. Organizations must be open to all students to promote co-curricular involvement at the University. RSOs and their advisors are always responsible for compliance with the Student Code of Conduct, State and federal laws."

TAMUK has two classifications of organizations to better identify the needs and resources of each RSO. These two classifications include sponsored organizations and registered student organizations.

Sponsored Organizations

Sponsored organizations are those considered to be critical to the mission and culture of the University. These organizations are inherently linked to the University because of their role in representing the University or 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 Association, CAB, and the Interfraternity & College Panhellenic Councils (not individual Greek Chapters)

Registered Student Organization

Registered organizations are all those that do not meet the sponsored organization requirements. Registered organizations play an essential role in hosting events and

providing opportunities for members to actively engage with the organization's mission and purposes.

Categorization of Organizations

TAMUK has established a system of typing organizations to help students identify the purpose and goals 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.

Organization Type or Category	Organization's Purpose
Academic	Groups associated with a department, major, or subject area, membership is open to all who are interested
Civil/Political	Groups affiliated with a particular political party or social action.
Club Sports	Sport enthusiasts competing, recreating, and interacting in a non-divisional competition.
Community Service	Groups are interested in providing service to the community at large or the University.
Cultural	Groups with an interest in a particular culture or group of cultures.
Fraternity and Sororities	Male and Female social/service fraternal organizations. These organizations may be members of the National Panhellenic Conference, The North American Interfraternity Council, The National Pan-Hellenic Council, The National Association of Latino Fraternal Organizations, The National Multicultural Greek Council, and the National APIDA Panhellenic Association.
Honor Societies	Groups associated with a particular academic area. Membership is limited to those who meet certain academic requirements.
Performance and Visual Arts	Groups that assemble performances in the area of fine or visual arts.
Professional	Organizations that exist to promote the professional development of their members. May be affiliated with an inter/national organization.
Religious/Spiritual	Groups affiliated with a particular denomination or belief system.

Social	Groups interested in creating and participating in opportunities to socialize on and off campus.
Special Interest	A variety of groups assembled to pursue a particular interest.

Types of Organization Membership

TAMUK allows organizations to set their own membership qualifications, so long as the criteria are consistent with University policy, including the non-discrimination policy. Groups may choose to be open to all students currently enrolled at TAMUK, or they may choose to add specific criteria that qualify members.

Open: The organization is open to all students currently enrolled in a degree-granting program with the University, with no other selection criteria for membership other than interest in the group.

Selective: The organization is not open to all TAMUK students, but has established membership criteria that relate to the mission of the organization and abides by all University policies, including non-discrimination policies, with limited exceptions provided by Title IX:

"Title IX does not apply to the membership practices of a social fraternity or social sorority if the active membership consists primarily of students in attendance at an institution of higher education and the fraternity or sorority is exempt from taxation under the Internal Revenue Code. 20 U.S.C. § 1681(a)(6)(A); 34 C.F.R. § 106.14(a). All other programs and activities of social fraternities and sororities are governed by Title IX if they receive any Federal financial assistance. Professional fraternities and sororities and service and honor societies are subject to the requirements of Title IX and may not exclude members on the basis of sex. 34 C.F.R. § 106.31(b)(7). An affirmative answer to any of the following questions is evidence that the organization is professional, service, or honorary in nature and not a social fraternity or sorority for Title IX purposes."

Criteria for membership in a selective organization must be outlined in the student organization's approved constitution on file with the SECL Office.

Example of what can and cannot be used for membership criteria:

Does not meet criteria: The membership of the Tusked Singers is open to all men and male-identifying students who are selected through tryouts conducted every September.

Meets criteria: The membership of the Tusked Singers is open to tenor and bass singers who are selected through tryouts conducted every September.

Commitment to Greek Organizations

SECL will provide education, counseling, programming support, and administration for the activities of the Greek governing councils and the individual student leaders of these councils. TAMUK 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 Engagement and Campus Life will decide the structure and membership of each council. Input will be solicited and considered from the chapters

Council Affiliation and Recognition

All Fraternities and sororities must belong to one of the governing councils listed below to be a recognized student organization at Texas A&M University-Kingsville.

Interfraternity Council (IFC): Membership in IFC shall include all undergraduate chapters and colonies of male national or social fraternities recognized by the North- American Inter-Fraternity Conference.

College Panhellenic Council (CPC): Represents all National Panhellenic Conference (NPC) sororities and women's fraternities.

Inter-Greek Council (IGC): Represents Fraternities and Sororities that are on-campus and are not members of IFC or CPC. Examples of organizations may include culturally based chapters, service chapters, professional fraternities, or music fraternities.

Benefits of Recognition

All registered student organizations gain access to benefits, including, but not limited to:

Recruiting members on campus to include New Student Orientations each summer.

- Ability to fundraise on and off campus (with completion of appropriate paperwork)
- Utilization of University facilities and equipment with minimal or no cost to the organization.
- Opportunity to apply for Student Government Association grants to assist with projects or programs.
- Advertising approved flyers on campus bulletin boards.
- Leadership skill development through participation in conferences, workshops, and activities
- Recognition opportunities available at the member and organizational levels
- Support available from SOLE Staff during normal business hours
- Use of Involved to maintain student organization information, including attendance, minutes, applications, pictures, event promotion, etc.
- Use of Involved, a system to track involvement and service hours at the University, to develop your cocurricular transcript.
- Use of the Business Office to deposit and house funds for your student organization at no cost.

Privileges of Recognized Student Organizations

SOFC Funding

Student Government Association (SGA) offers grants to RSOs. Applications must be submitted annually in the Spring and funding is available during the academic year (Fall to Spring semester). The maximum award may fluctuate with each award year and based on available funding. For more information on SOFC funding, please refer to our SOFC Handbook, listed on the SECL website.

SECL Dining Grant (if funds are available)

SECL has created a grant for all RSOs looking to purchase catering for on-campus events through the campus catering partners. This grant will allow RSOs to apply for funding, up to $500, on TAMUK Involved. If awarded, SECL will provide funding to pay for the RSO's Aramark invoice. RSOs may submit multiple applications for events during the semester; however, this program is always subject to the availability of funds.

Javelina Organization Council (J.O.C)

Every student organization is required to send one representative to the monthly Javelina Organization Council meeting. These meetings are designed to improve communication, foster collaboration, and support student organizations on campus. Each meeting will feature opportunities to ask questions, engage in continuous learning, and network with other students and stakeholders. Failure to send an organization representative to a meeting will result in a strike against the student organization, as these meetings are mandatory.

Student Organization Fairs

At the beginning of each long semester, SECL will coordinate a student organization fair. These events will provide all RSOs with the opportunity to meet students and recruit for their organizations. Each semester, organizations must apply to participate through the SECL office.

Leadership Awards

Held each Spring semester, this event is designed to celebrate outstanding student organizations, leaders, advisors, and other stakeholders. RSOs are allowed to nominate members and provide justification for organizational classifications. The SECL office will host a reception to recognize the winners of all the awards.

Please note that these privileges are subject to change at any point. The SECL office has the ability to add or remove these privileges at any time, based on budget or the needs of organizations at that time. Please refer to the most updated version of the Student Org Handbook for a complete list of privileges.

Annual Registration Requirements for RSOs

In order to retain status as a registered student organization, all organizations must complete the requirements outlined below by the stated deadlines. Organizations that fail to meet any requirements will be considered inactive and must go through the new student organization formation process to be considered for reinstatement as an active organization.

Relevant dates and additional information are available on the Student Organization Resources website. Organizations that are unable to meet a requirement must contact their SOLE Office no later than 5 business days before the posted deadline for an exemption or extension to be considered.

Requirements for Annual Renewal

All student organizations must transition their organization each spring. Transition details include updating officer positions, primary contact, advisor information, and other key details for the organizations. All updates must be made on TAMUK Involved by the graduation day of the Spring semester. Failure to transition will result in the revocation of rights and privileges for the organization.

Creating a New Student Organization

Becoming a student organization at TAMUK is an exciting and rewarding opportunity. Each organization contributes to our campus culture and presents an opportunity to serve the campus community, develop skills, and engage with your university. To become a recognized, new organization at TAMUK, you must:

- Become familiar with the Student Organization Handbook.
- Secure at least five members for the organization; all must be students currently enrolled at TAMUK.
- Secure at least one advisor for the organization. All advisors must be full-time faculty or staff members.
- Fully register the organization online through TAMUK Involved. This opportunity opens each fall and remains open until the last day of class.
- Have at least two members complete the Risk Management training.
- Have your org advisor complete the mandatory CSA and advisor training.

- After the new organization has completed the necessary steps, SECL staff will reach out to confirm the organization's registration.

Returning Student Organizations

Student Organizations returning for the upcoming academic year must take the following (during the registration period):

- Fully register the organization on TAMUK Involved.
- Have at least two members complete the Risk Management training.
- Have your org advisor complete the mandatory CSA and advisor training.
- Review and acknowledge the Student Organization Handbook.

Administrative Responsibilities of RSOs

The following items/actions are required to maintain registration at TAMUK.

- All student organizations must register or re-register through the TAMUK Involved process during the deadlines ascribed therein.
- All student organizations must successfully complete the annual risk management training.
- All student organizations must maintain accurate and up-to-date records on TAMUK Involved.
- Membership and services in all student organizations must be open to all, regardless of race, color, religion, national origin, ability status, age, sex, sexual orientation, immigration status, ancestry, veteran status, or medical condition.
- All student organizations must follow their constitution and bylaws, with any updates approved by the general membership and recorded in meeting minutes.
- All student organizations must adhere to the fiscal policies of The Texas A&M University System, TAMUK, and the State of Texas.
- All student organizations must attend the Javelina Organization Council (J.O.C.) monthly meetings.

Failure to comply with The Leader Student Organization Manual may result in disciplinary action, including but not limited to probation, suspension, or loss of recognition.

Updating RSO Documents, Rosters, and TAMUK Involved Profiles

Organization Constitution and Bylaws Information

In order for newly formed student organizations to become recognized, a copy of the constitution and by-laws must be submitted to SECL. Your organization will not be considered "recognized" until the constitution and by-laws have been submitted and reviewed. If an organization is affiliated with a national organization, a copy of your local by-laws, along with the national-level constitution and bylaws, must be submitted with your registration form. Once SECL has reviewed the document, the student organization is responsible for uploading this document online in accordance with the registration process for TAMUK Involved.

Recommended Format for Constitution and Bylaws:

Name (required): States the official name of the student organization. The name of the student organization must follow the guidelines set forth by SOLE.

Date of Creation and Revision (required): Provides the dates of creation and the latest version at the end of the document.

Mission Statement (required): The mission statement is a short, detailed description of the purpose for the existence of the group.

Membership (required): Defines the composition of the student organization, including membership requirements and selection procedures. Any TAMIU student, faculty member, or staff member who subscribes to the organization's purpose and basic policies may become a member of the organization, subject to compliance with the provisions of the constitution. A student organization must have at least five (5) members to be recognized.

Non-Discrimination Clause (required): The organization does not unlawfully discriminate against any person on any basis prohibited by federal law, State of Texas law, or other applicable law, including, without limitation, race, color, religion, national origin, ability status, age, sex, sexual orientation, veteran status, immigration status, ancestry, or medical condition.

Ethical Code of Conduct (required): The organization and its members agree to abide by all University rules and local, State, and federal laws.

Officers (recommended): Describes the specific responsibilities and powers given to each officer. This section should also include information on how to fill vacancies, remove officers, and conduct the election process. All officers must be currently enrolled students at the University.

Meetings (recommended): Describes how often the meetings will be held, who can call regular and special meetings, and attendance requirements.

Advisor(s) (recommended): Describe the function of the advisor and the role the student organization wishes them to have.

Finances (recommended): Describes the function of the officer in charge of finances and how often the individual is required to report the status of the account.

Risk Management (recommended): Describes the provisions outlined in the Risk Management Training relating to travel, drugs and alcohol, fire safety, hazing, and sexual harassment.

Voting (recommended): Describes how voting will occur and how decisions will be made.

Amendments (recommended): Describes how amendments to the constitution may be made. Typically requires the changes to be presented and the majority of members to be in agreement.

Committees (recommended): If applicable, standing (permanent) committees and ad hoc (temporary) committees should be listed, including duties and responsibilities

TAMUK Involved Profile and Rosters

At the start of each registration period, every organization must update its profile information, roster, and officers in Involved. At a minimum, student organizations must designate a primary contact, an advisor, a president, and a treasurer on the roster. Organizations may designate additional officers as appropriate for each organization. These designated leaders serve as the group's liaisons to the University and are responsible for receiving essential communications from SECL and ensuring the group retains its status as a registered student organization.

Opting out, failure to read emails, and/or failure to maintain an accurate listing of officers do not excuse an organization from meeting stated deadlines or requirements. Officers should also be updated on TAMIU Presence following any officer transition.

Updating the Constitution with Required Clauses

All organizations must maintain an up-to-date constitution, uploaded to their TAMUK Involved portal. A constitution is a governing document of the organization -- an agreement among members on how the organization should be structured and how it should operate. A strong constitution provides direction and guidance to the membership and is a resource to resolve disputes about the organization's structure or operations. Constitutions are meant to be enduring documents.

Items or aspects that are subject to frequent revisions are more appropriately included in an organization's bylaws. Bylaws are typically easier to amend than a constitution and usually focused on procedures and operations of the organization, as opposed to the mission and structure.

For most student organizations, a constitution alone sufficiently serves this purpose. The following statements must be included in the constitution of every registered student organization. The statements must be included as-is (exact text in italics) and not edited.

A non-discrimination clause:

[Insert student organization name] *does not unlawfully discriminate against any person on any basis prohibited by federal law, State of Texas law, or other applicable law, including, without limitation, race, color, sex, religion, national origin, age, disability, genetic information, veteran status, or any other classification protected by federal, state or local law.*

A statement that the organization will abide by University policies:

[Insert student organization name] *will abide by all University policies.*

Membership statement:

Only currently registered TAMUK students are considered members of the organization; all others (alumni, friends, family, faculty, staff) are considered guests. Guests are welcome to attend events, but they cannot hold officer positions or handle money on behalf of the organization.

Conduct and University values statement:

The Texas A&M International University values respect, integrity, service and excellence, and our organization and its members are expected to uphold and espouse these values. Members whose actions do not reflect these values may be subject to removal from the organization, according to the processes outlined in the organization's constitution and consistent with university policy and the Code of Student Conduct.

Organization Names

TAMUK RSOs must conduct all organization business and promotions under the name under which they are registered on TAMUK Involved and with the SECL office. Additionally, SECL reserves the right to request documentation for any RSOs connected with local, national, or international parent organizations, verifying permission to use the parent org's name.

Requests for an organizational name change may be submitted to SECL at any time, via email at student.engagement@tamuk.edu.

Student Organization Advising

Advisors provide support and guidance to your organization, its leaders, and its members on a range of topics from student organization policies and processes to conflict mediation, officer transition, fundraising, and recruitment.

All organizations must have a full-time faculty or staff Advisor. It is important to note that advisors are not elected leaders of the group and should act accordingly, providing support, recommendations, and guidance with the purpose of furthering the goals defined by the students in the organization and ensuring safety and compliance with policies.

Advisors working with a student organization in any capacity shall not direct, coerce, or otherwise exert undue influence over an organization's or an individual student's activities and conduct.

Advisor Responsibilities

Involvement in one or more of the University's recognized organizations is a way to balance one's life, meet new people and develop interpersonal and leadership skills. The advisor plays a significant part in the formation of a successful student organization and student leader.

- Encourage the organization to provide opportunities for the educational and personal development of its members.
- Approve RSO withdrawals and deposit requests.
- Approve Student Organization Events on TAMUK Involved.
- Complete the state-mandated Risk Management Online Training and advisor training courses provided by SECL and complete CSA training requirements and documents as outlined by The Texas A&M University System.
- Provide long-term continuity within the group and become familiar with its history, including major changes in the group's program.
- Help the group in setting and evaluating realistic goals and objectives each year.
- Meet regularly with officers to discuss organizational updates and needs.
- Encourage maintenance of good records of programs and activities.
- Ensure adequate minutes and files are kept.

- Attend the organization's meetings so the advisor can determine how individuals are given the opportunity for worthwhile participation.
- Point out new perspectives and directions to the group, introduce new program ideas, help formulate group procedures, and assist with regular program planning.
- Attend the events sponsored by the organization and assist in setting the tone of the occasion.
- Help ensure the organization's activities justify the expenditure of the student's time, abilities, energy, and duties.
- Be aware of University rules and procedures concerning student organizations and help students understand and follow procedures
- Ensure the student organization's on-campus accounts are fiscally sound.
- See that the activities of the organization constitute no legal liability to the organization or University (i.e., that activities are properly planned, supervised, safely conducted, and adhere to campus regulations and State law).
- Attend the Student Organization Advisors Council (SOAC) meeting monthly (optional).

Reporting Responsibilities

All policies created at TAMUK are designed with the purpose of encouraging a culture of ethical, social, professional, and legal behavior. Policies exist to communicate TAMUK's values and mission while protecting its people and reputation.

All events and activities sponsored, co-sponsored, or hosted by the organization on or off campus must comply in full with applicable University policies, including the regulations governing student organizations found within this Student Organization Handbook, the Student Handbook, Title IX Policy, and other relevant University documents made with authorized University officials regarding such events and activities.

Sanctions for organizational misconduct may include, but are not limited to, revocation and denial of registration, as well as other appropriate sanctions. Individual members, especially those in positions of leadership, might also be held accountable through the conduct process handled by the Dean of Students' Office, depending upon the nature of the incident. There are many factors the University considers in evaluating an event that is potentially organizational. Each case is evaluated individually based on the totality of the information known.

All members of the University community are encouraged to report violations of the Student Handbook and/or violations or non-compliance with laws, regulations, and University policies.

Incident Reporting

When an incident occurs on campus or with a student, those involved must report it. Each report will be treated with respect and will be reviewed by the appropriate administrators.

Behavioral Intervention Team

- The role of the BIT is to provide early intervention and support to individuals who may display behavior that causes reason for concern for the welfare of the individual or the university community. The BIT will focus primarily on students who may be exhibiting signs of pending problems. The group will also monitor issues relating to faculty, staff, and campus visitors. Students can use this form to report an incident to BIT.

Title IX Office

- Faculty, staff, and students who have experienced sexual harassment or sex-based misconduct are encouraged to file a report with the university or with the police.

Faculty, Staff, and Students are also encouraged to seek medical treatment. The Title IX Coordinator can assist reporters with contacting the appropriate police department and community resources. Students may report anonymously through Ethicspoint or can contact the following University personnel via email.

Tasha Clark, Title IX Coordinator- tasha.clark@tamuk.edu

Kirsten Company, Dean of Students- kirsten.company@tamuk.edu

Gina Smith, Director of Residence Life- gina.smith@tamuk.edu

Eva Lopez, AVP of People and Culture- eva.lopez@tamuk.edu

Hanna Lantz, Asst. AD for Academics and Compliance- Hanna.Lantz@tamuk.edu

Student Health and Wellness- Students who would like to discuss incidents with a TAMUK employee who can keep information confidential can contact the counselors at Student Health and Wellness. You can schedule an appointment at 361-593-3991. Student Health and Wellness also offers online counseling services through Tele-Mental Health services to qualifying participants.

University Police Department- To file a report or to learn about your options regarding reporting, contact the University Police Department or Kingsville Police Department.

Environmental Hazard (on-campus)- An incident is an unplanned occurrence that resulted or could have resulted in injury to people or damage to property, equipment, or the environment. When an incident is reported promptly, injured persons receive timely medical care, and unsafe conditions are quickly corrected. The EHS Office investigates work-related incidents to identify incident trends, the effectiveness of current safety programs, and to prevent similar incidents from occurring. Individuals can use this link to access reporting information.

If you are unsure of whom to report an incident to or are unsure if an incident is considered reportable, please contact the Dean of Students Office at 361-593-3606.

Enforcement and Accountability

For potential violations of the Student Handbook or the Student Organization Handbook, SECL staff will work in partnership with Dean of Students office on enforcement of the Handbook and organizational and/or individual sanctioning as appropriate.

There are many factors the University considers in evaluating an event that is potentially organizational. Each case is evaluated individually based on the totality of the information known. Violations of policies found in this Handbook will be noted in organizational records by SECL. Failure to follow the policies and processes outlined here may result in conduct action from the Dean of Students Office or other sanctioning actions by SECL.

Student Organization Infractions and Consequences

Failure to abide by procedures outlined in this Student Organization Handbook, University regulations, and State and federal law may result in the sanctioning of a student organization. There are three classes of infractions that lead to possible sanctions. The list of violations below is not exhaustive, nor is the list of possible sanctions.

Minor Infractions

Organizations that commit a minor infraction will receive a warning email for their first offense. A second minor infraction will result in the organization having committed a serious infraction and potentially losing access to university privileges for a certain amount of time, mandatory service hours, or educational trainings as determined by SECL staff.

Examples of minor infractions include (but are not limited to)

Misuse of University property

Hosting a fundraiser on campus without SECL approval

Hosting an event on campus without SECL or event planning notice etc.

Missing a J.O.C meeting without prior notice to the SECL office.

Serious Infractions

Organizations that commit a serious infraction will receive email notice of a mandatory meeting with SECL staff. The organization's president and advisor must be present at this meeting. The organization may be placed on probation for a specified period of time and will be given notice of any other corrective actions. A second serious infraction will be treated as a severe infraction.

Examples of serious infractions may include

- Loss or damage of University property up to $100 in value
- Failure to submit travel paperwork prior to the organization's travel
- Violation of state sales tax requirements
- Failure to follow risk management policies and procedures at organizational events

Severe Infractions

Organizations that commit a severe infraction will receive an email notice of a mandatory meeting with SECL and the Dean of Students staff. The organization's president, advisor, and any other relevant members must be in attendance for this mandatory meeting. SECL staff and other stakeholders will render a decision regarding consequences. A second severe infraction will automatically result in a recommendation for suspended status.

Examples of severe infractions include

- Hazing
- Loss or damage of University property over $100
- The misappropriation of organization funds
- Behavior that places the University's or any of it's community members in physical, emotional or reputational danger

Consequences

Probationary Status- A student organization placed on probationary status can continue as a recognized student organization but is placed on notice for a specific period of time. If at any point a second violation occurs, the organization will then move to the frozen/suspension status. Probationary status is determined by SECL and can range from a few weeks to a full semester, depending on the severity of the situation.

Frozen/Suspended Status- A frozen or suspended student organization loses its privilege as a recognized student organization on the TAMUK campus. As such, all meetings, events, reservations, and fundraisers will be canceled. The duration of the frozen/suspension status is determined by SECL and depends on the severity of the situation

Appeals for Infractions or Consequences

RSOs wishing to appeal the decision rendered may do so in writing (via email) within ten (10) University working days of notification. If an appeal is not filed, then the organization assumes all responsibility and consequences outlined in the letter provided by SECL.

Relevant Federal and State Regulations for RSOs

As noted multiple times in this Handbook, all RSOs are responsible for abiding by all state and federal laws. Below are relevant laws and regulations for RSOs to keep in mind. Please note that all laws and regulations are subject to change. This list may be updated as laws change.

Title IV, Title IX and 504 Regulations

The statements and practices of each student organization (membership make-up, publications, constitution and by-laws, policies and procedures) should reflect the intent of TITLE VI, TITLE IX, 504, and the Americans with Disabilities Act (ADA). Failure of a group to take corrective action, if in violation of these provisions, will mean withdrawal of recognition and support by the University. If you have questions concerning the regulations, please contact the Office of Student Engagement and Campus Life.

Title VI of the Civil Rights Act of 1964- No person in the United States shall, on the grounds of race, color, or national origin, be subjected to discrimination under any program receiving Federal financial assistance.

Title IX of the Education Amendments Act of 1972- No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity receiving Federal financial assistance.

Section 504 of the Rehabilitation Act of 1973/ADA- No qualified handicapped individual in the United States shall solely by reason of his/her handicap be excluded from participation in, denied the benefits of, or subjected to discrimination.

House Bill 596- Effective October 1, 1995 Fun(d) Raising

A qualifying college and university student organization may hold one, one-day tax-free fund-raising sale each month. The organization must be affiliated with an accredited Texas college or university, and file every two years a certification with the Comptroller issued by the school verifying it is an affiliated organization. The organization's primary purpose must be something other than engaging in business or making a profit. 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.

Senate Bill 1138- Effective September 1, 2008 Risk Management Training

In 2007, the Texas Legislature passed a bill mandating risk management training for student organizations. As a result, TAMIU is legally obligated to provide this training to student organizations. The training will be provided each fall semester and be required for the student organization president, risk management and service coordinator, or equivalent, and the advisor. Failure to attend will result in the organization being considered inactive for the school year, and it will be unable to host any on- or off-campus events or programs.

Tobacco On Campus

Texas A&M University- Kingsville is a tobacco-free campus. The University does not tolerate any on-campus usage, marketing, promotion, or distribution by any RSO. This tobacco ban applies to all students, faculty, staff, and visitors to TAMUK. The ban also includes every building, outside space, parking lot, and laboratory on the Texas A&M-Kingsville campus. This also applies to university-owned or leased vehicles at all times. The boundaries include any property owned, operated, leased, occupied, or controlled by TAMUK.

Hazing

The Education Code (Texas Education Code, Chapter 37) defines hazing as “any intentional, knowing, or reckless act occurring on or off the campus of an educational institution by one person 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 an organization”.

In December 2024, the U.S. Government passed the “Stop Campus Hazing Act” which delineates certain measures institutions of higher education must implement, including a hazing prevention program. As such, all student organizations must participate in the annual National Hazing Prevention Week programmatic efforts

Alcohol

The consumption of alcohol by anyone under the age of twenty-one (21) is prohibited by law and strictly enforced by the University in accordance with the Student Handbook. Providing alcohol to minors is also prohibited and subject to the same strict guidelines set forth by the State of Texas. This rule extends to all recognized student organization members at all functions and/or events.

Organizations are prohibited from purchasing or consuming alcohol during any on-campus function and require the submission of a Risk Assessment Form for any off-campus functions where alcohol will be made available by another entity. Student organizations must utilize a Third-Party Vendor for the supply of alcohol if allowed by the University and/or governing national organization.

The consumption of alcohol is prohibited at SECL or University-sponsored events unless expressly provided. If an organization is found to be responsible for violating any University, State, or federal laws, SECL may enforce additional sanctions against the group.

Alcohol at Organization Events

What Constitutes an Organization Event?

In order to assist you in understanding what could be considered an organizational 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.

Legal Liability

Student organizations and their members 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.

Open and Closed Events

An open event is one where there is no guest list. Examples of open events on campus are dances, concerts, and comedy shows 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. Examples of closed events include award ceremonies and formal events.

Completion of the risk management 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 Engagement and Campus Life via email no less than one month prior to the proposed event date. On-campus events may ONLY utilize a cash bar, via a third-party vendor, for the service of alcohol.

They must be carefully planned so that the safety of attendees is considered. The event organizers must meet with Student Engagement and Campus Life at least one month 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 is served, all applicable policies must be followed, apart from the guest list. If alcohol is not served, the event will need basic security and event monitors. When meeting with Student Engagement and Campus Life, 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. Off-campus or on-campus, closed events may ONLY utilize a cash bar, via a third-party vendor, for service of alcohol.

Notification to SECL of Social Events with Alcohol

All student organizations must register their social events when alcohol is being served with Student Engagement and Campus Life at least one month before the event. RSOs are required to complete an event notification form, a risk management matrix, and to submit the third-party vendor contract before the event. If the event is closed, with a guest list, the RSO must also submit a guest list at least 10 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.

RSO 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:

- Encourage the misuse of alcohol.
- Promote drinking as the purpose of the event.
- Refer to the amount of alcohol that will be available (i.e.: 5 keg party)
- Portray drinking as a solution to problems.
- Encourage the consumption of alcohol by those under the legal drinking age of 21

RSO Planning Guidelines for Alcohol at Events

Please use the following steps to ensure that your RSO is compliant with all policies and procedures associated with alcohol at events.

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).

- 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.
- 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.

- 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.
- Alcohol may not be given away as a prize.
- No member or guest shall permit, tolerate, encourage or participate in drinking games.
- No alcohol shall be present at any new member/associate/novice program, activity or ritual of the organization.
- All recruitment activities associated with all organizations will be alcohol-free.
- 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).
- 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.
- A guest list with first and last names (not nicknames) must be turned in to Student Engagement and Campus Life 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.
- 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.
- 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.
- 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."
- 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.

- All organizations and guests must abide by the University's Risk Management Guidelines.
- 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.
- 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.
- 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.
- 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.

House Bill 127 updated June 2026

HB 127 is a Texas law that requires universities to actively protect research, data, and intellectual property from foreign espionage and undue foreign influence. HB127 applies only when a student organization is:

1. Directed, funded, or controlled by a foreign adversary or its agents; or
2. Acting on behalf of a foreign government to advance its political or strategic interests on campus.

Under HB 127, a student organization cannot accept a gift from a foreign adversary or an agent of a foreign adversary, or enter into a contract or an agreement with a foreign adversary or an agent of a foreign adversary under which the student organization receives financial support. To ensure compliance, each RSO must annually certify during organization registration that they are compliant with HB 127.

Failure to certify or any student organization found to not be in compliance with HB 127, will immediately lose University recognition and all its benefits.

For the purpose of HB 127, a foreign adversary is a country or entity designated as such under current U.S. law. At this time, this list includes the following:

1. Russia (The Russian Federation)
2. Chine (The People's Republic of China)
3. North Korea (The Democratic People's Republic of Korea)
4. Iran (The Islamic Republic of Iran)
5. Cuba (The Republic of Cuba)
6. The Maduro Regime of Venezuela (very specifically).

Please be aware that this list is subject to change at any point. Updated lists can be found on SECL's website and in the Student Organization Handbook.

If you or your organization has any questions regarding this information, please contact SECL staff at 361-593-2760.

For more information on HB 127, please refer to this website

General Rules and Responsibilities for RSOs

Organizations must adhere to all applicable University rules and regulations, including those listed in the Student Organization handbook, the Student Handbook, and covered within the online risk management training.

Each student organization is required to renew during the spring semester. Renewal processes will be announced annually and are to be completed through TAMUK Involved. Failure to do so will result in all rights and privileges of the organization being revoked.

Student organizations must have at least five (5) members. All members of a registered student organization must be currently enrolled students at TAMUK at least part-time. Each organization must have at least one full-time (1) faculty or staff advisor chosen by the members. The faculty or staff member must be employed at all times by the University.

The organization must maintain an accurate and up-to-date roster and contact information on Involved. Neither membership in the organization nor services by the organization will be denied on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, or any other classification protected by federal, state, or local law.

Student organizations must adhere to the constitution and by-laws submitted when registering the organization. Updates are allowed as long as the general membership approves the changes and are reflected in the meeting minutes. Student organizations must follow the fiscal policies and procedures of The Texas A&M University System and TAMUK.

Student organizations must submit all on-campus events through Involved within a minimum of five (5) business days prior to the event to ensure availability of spaces and services. Off-campus fundraisers, benefits nights, and events must also be submitted via Involved. However, it is up to the student organization to secure space for off-campus events and activities.

If an event planned by a student organization is believed to threaten the health, safety, or property of members of the University community, or includes alcohol at on-campus facilities, the request for scheduling may be denied by SECL unless the student organization has submitted the Risk Management Matrix and it is deemed acceptable by the Office of Environmental Health and Safety.

Student organizations must submit a Risk Management Matrix for any event where there may be associated risks involved. Student organizations, or their members, actions may not impede nor negatively impact the activities and day-to-day functioning of other student organizations, classroom activities, or the general learning environment here at the institution. RSOs must adhere to the TAMUK Expressive Activity on Campus.

RSOs looking to participate in travel relating to their organization must follow all TAMUK and A&M System policies when planning, booking, and requesting travel. Failure to do so will result in the University NOT reimbursing for travel and full liability for the travel being placed on students.

Student organizations assume all responsibility related to financial obligations for organizational activities.

Student organizations must adhere to all policies and procedures as set forth in the Student Organization Handbook. Failure to do so may result in disciplinary action, including, but not limited to, probation, suspension or unrecognition

RSO Event Regulations and Reservations

Reservation Policies and Procedures

To reserve University equipment and facilities, student organizations must submit their event on TAMUK Involved with a minimum of five (5) University business days prior to the start of their event. Upon review and approval, your request is subsequently submitted to Event Planning for final processing of your desired audio/visual equipment, location, etc. To submit your organization's event, please log in to Presence, access your Admin Dashboard, and click on the "+ create" button. Select "Event" and enter your information, including your organization. We ask those in charge of event submissions to be as exact as possible when listing the description and the items required for the event.

Reservation Policies

- The general rule is to honor reservations on a first-come, first-served basis. Academic & Special University functions will receive first priority. All academic spaces are subject to change prior to the 12th class day. If a change is needed, Event Planning will contact you with an alternate location via email or phone.
- Event Planning will assign each reservation to the most appropriate space available. Requests for specific rooms or spaces will be honored when possible. Event Planning reserves the right to re-assign space when necessary and to identify a suitable alternative space for the original reservation
- All space reservations will be tentative until all details of the event are processed by Event Planning.
- The SECL Office must approve the scheduling of activities, facilities, or equipment for recognized Student Organizations via Event submission on TAMUK Involved
- A student organization member must be present for the duration of the entire event.
- Sponsoring organizations and/or individuals will be responsible for any damage and cleanup of the facilities and/or equipment. The base fee for damages and cleanup is $50.00 . This fee will be payable to Event Planning.
- It is the responsibility of the student organization to edit the Presence Event submission with the correct and corresponding location upon finalized approval from Event Services.

- Two cancellations without notification (no-shows) for events can result in denial of space requests and/or cancellation of space(s) already reserved for no less than one semester.

Risk Management Strategies

Food Fundraisers

Food sales conducted in any area that Aramark operates are subject to approval by Aramark. If not approved, the fundraisers may be relocated to an appropriate location. The use of cooking equipment (i.e., microwave ovens, camp stoves, grills, fryers) requires prior approval from the SECL Office.

Catering

All events in designated spaces that Aramark operates in, involving catered food, must be catered by the campus food provider, Aramark. This is in accordance with their policy and University contract. Food from outside is allowed in designated rooms only. If you have any questions about where Aramark catering is and is not required on campus, please contact the SECL office at 361-593-2760.

Events at the REC

If an RSO is interested in hosting its event at one of the REC's facilities, it must submit a facility use request online no less than two weeks before its proposed event. The REC has different policies and procedures regarding reservations and does not use Event Planning for its process. Please note that a fee may be required to reserve the space. For questions about reserving REC facilities, please call 361-593-3059.

Films and Movies

Films and movies can be played publicly only with a proper license. Generally, no film or movie rental, purchase, or stream carries the right to exhibit it outside an individual's home.

In order to show a film as a public performance, a student organization must purchase a Public Performance License for each instance they would like to show a film/movie. This can be done by contacting one of the following agencies that handle public performance licenses

for many different film companies. If a license is not available through these agencies, the student organization will need to contact the film/movie creator to obtain license purchasing information.

- Swank Motion Pictures, Inc.
- Criterion Pictures USA
- Motion Pictures Licensing Corp.

Some Netflix original educational documentaries are available for one-time educational screenings. Titles that are available for educational screening will display a grant of permission on their details page. For more information visit help.netflix.com.

Political Campaign Events

In the spirit of maintaining a "marketplace of ideas," officially RSOs may sponsor partisan political activities or events on campus in accordance with all applicable University rules as set forth in the TAMIU Student Handbook, Freedom of Speech, Assembly, Expression, and Demonstration (Appendixes, Exhibit IX). In sponsoring a partisan political activity on campus, the RSO(s) must be responsible for communicating and collaborating with appropriate University officials about the event and cannot delegate any responsibility for the event to a non-student organization(s).

Institutional Neutrality

The University cannot endorse, support, or promote any political candidate (either incumbents or new office seekers, members of their staff, or their campaign representatives) or any partisan political activity. Furthermore, it is the intent and expectation of TAMUK for all faculty, staff, and students to avoid any behavior that could reasonably be interpreted as official University endorsement, support, or promotion of political candidates or partisan political activities. Nothing in this rule should be construed as limiting the right or ability of any member of the University community to express personal opinions or to exercise his or her right to engage in political activities outside his or her official capacity or affiliation with the University, within the limits of the **System Policy 07.03 Conflicts of Interest, Dual Office Holding and Political Activities**.

Institutional Neutrality

TAMUK reserves the right to require a statement to be made prior to the presentation of any speaker to clarify that the views expressed are not necessarily those of the institution. General Guidelines for the statement may include (subject to change):

Candidates for political office, both student and non-student, may casually visit with students, personnel, or other patrons in the MSUB to solicit votes; however, all outdoor space is open to them for purposes of soliciting votes. If a table or item is utilized, it must follow protocols/procedures with Event Planning and other relevant campus departments.

Student organizations may host debates on campus. An individual with no affiliation to any candidate should moderate all debates. During debates, campaign supporters can express their opinion for their desired candidate as long as it is respectful of all other candidates and in a fashion that does not interrupt others.

Organizational Expressive Activity on Campus

Freedom of expression is of critical importance and requires each public institution of higher education to ensure free, robust, and uninhibited debate and deliberations by students enrolled at the institution, regardless of whether the students are on or off campus. It is a matter of statewide concern that all public institutions of higher education officially recognize freedom of speech as a fundamental right. Freedom of speech and assembly is central to the mission of institutions of higher education, and persons (students, student organizations, employees, and third parties) should be permitted to assemble peaceably on the campuses of institutions of higher education for expressive activities, including listening to or observing the expressive activities of others. As such, TAMUK has developed a policy related to expressive activity on campus. TAMUK maintains its right to regulate reasonable time, place, and manner restrictions concerning acts of expression and dissent.

To review TAMUK's policy, please review section 20.8 in the Student Handbook.

RSO Rights

Texas A&M University-Kingsville may not take action against a student, student organization, or employee or deny them any benefit generally available to other students, student

organizations, and employees at TAMUK on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed or expressive activity.

General Guidelines for RSOs regarding Expressive Action (subject to change)

Student organizations are allowed to invite speakers to speak on campus. Advanced reservation of expressive activity events by student organizations is required; however, this does not limit students' capacity to respond to a timely situation.

Student organizations may have a fee associated with reserving spaces for expressive activity events assessed/charged to their student organization; however, in determining said fee, TAMUK may consider only content-neutral and viewpoint-neutral criteria related to the requirements of the event, such as proposed venue, expected size of audience, needs of campus security, necessary accommodations, and relevant history of compliance or non-compliance by the student organization.

Grievance Procedures

Any person who believes their campus expressive activity rights, as recognized by TAMUK Student Handbook section 20.8, have been unduly interfered with by a student, student organization, or employee has the right to file a grievance. Any such grievances should be filed in accordance with the procedures on the Dean of Student's website. To review those policies, please use this link .

RSO Publications and Marketing

The Office of Marketing and Communications coordinates all local, regional, national, and international media access and coverage for the University. If your student organization wishes to publicize an event through newspaper, radio, or television coverage, you must submit a Project Request Form at least 30 days before the event is set to take place. Questions about University marketing or branding can be directed to MARCOMM by calling 361-593-2014 or emailing marcomm@tamuk.edu.

TAMUK Logos and Emblems

The purpose of branding is to be consistent in the visual and written representation of the university so that all materials have a uniform and recognizable appearance, message and tone. Therefore, the university trademarks should be used consistently and correctly in all marketing, branding, advertising, publications, printed materials, social media, web communications and other strategic communications.

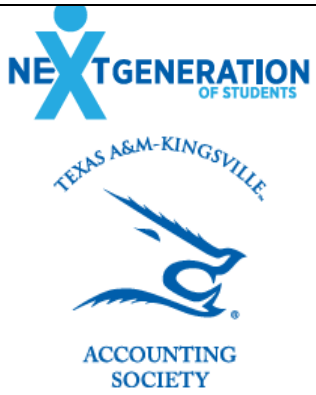
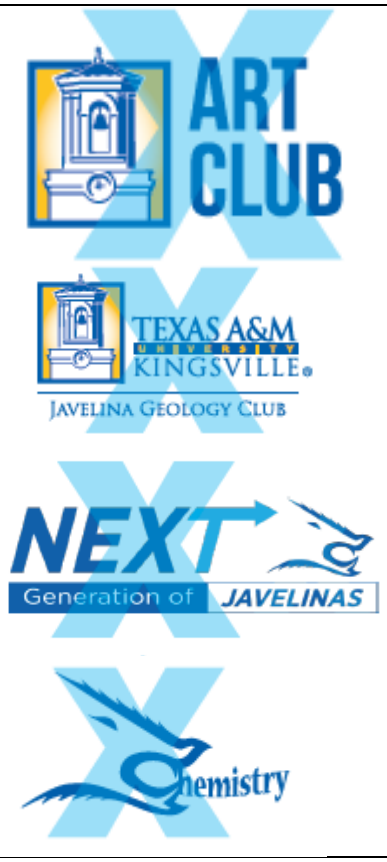
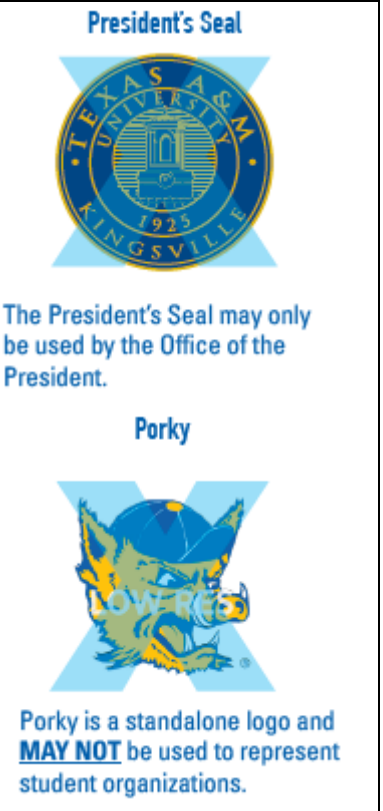
Logo Approvals- Materials for events, speakers, concerts and general information may be designed by the college, department or program. Materials must follow logo graphic standards and be ADA accessible if shared digitally. The office of Marketing and Communications is responsible for ensuring that any content we share through our flagship channels is accessible and compliant with system policies. This would impact materials posted on social media, the university website, and distributed to campus via email. Texas state agencies and institutions of higher education must create accessible electronic content. It is legally required. Please send materials for review to graphicdesign@tamuk.edu.

Unauthorized Use of University Name- Any use of the name, logo, or likeness of Texas A&M University-Kingsville must receive prior written approval by MARCOMM. Unauthorized use may constitute misrepresentation of the University and could be considered fraudulent.

Student Organization Logos

Student organizations recognized by the University are free to create their own unique logos. However, official university logos may not be used – in part or whole- to create an RSO logo.

Official Student Marks- The Javelina with an RSO's name is the officially recognized mark for RSO. Please contact MARCOMM to request this mark. The Javelina may be used alone. Please review the following examples below:

Approved RSO Logo	Not Approved RSO Logo	Unusable Logos for RSOs
		

Posting Flyers on Campus

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 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 Engagement and Campus Life.

Social Media Accounts

Each RSO is allowed to create, own and manage their own social media accounts to promote their organization, connect with their members, and showcase their events. It is at the discretion of the student organization which types of social media they will be present on and what content they will create. Content for social media accounts does not need to be approved by the SECL, Office or the Marketing and Communications. Student organizations are recommended to maintain an appropriate online presence.

It is recommended that multiple individuals have login credentials. The SECL Office nor the Office of information Technology will be able to assist in the retrieval of social media accounts should accounts be locked, passwords lost or accounts having to be restarted

Student Organization Travel

Planning and Preparing for Trips

Student organizations are encouraged to attend conferences, field trips, and other activities that foster leadership growth and development of TAMUK students. To ensure safety is a priority, the following steps must be taken before disembarking on an out-of-town trip.

- Each time a trip is taken (more than 25 miles away from TAMUK's campus), the organization is required to submit Student Travel paperwork. The forms must be completed and submitted no less than 5 business days prior to departure of the trip.
- The primary contact for the trip is required to keep a copy of all travel forms with them.
- Upon return from the trip, all incidents need to be reported immediately to TAMUK University Police Department, the Dean of Students office and SECL.
- If you plan on using University funding to pay for travel, your purchases must follow all State laws and policies.

Travel Paperwork

All travel paperwork and policies can be found on the Dean of Students website. It's important to understand that student organizations that do not submit travel paperwork will not be supported by the university during their travel and are liable for any and all issues that may arise.

SOFC Funding and Travel

RSOs awarded SOFC funds are authorized to use funding on travel reimbursements. To ensure compliance and the opportunity to receive funding, please review the following information regarding travel:

- Travel will only be reimbursed if all necessary travel paperwork is submitted to Student Engagement and Campus Life PRIOR to the trip.
- Travel reimbursements must be accompanied by a trip itinerary or conference schedule.

- **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.
    - **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.
- Gas- organizations can only be reimbursed for gasoline. Gasoline receipts must be submitted for reimbursement to occur. There is no reimbursement for mileage.
- Food- will only be reimbursed according to state guidelines. A certain amount of food expenses is allowable per day and vary by state. Reimbursements will be limited to actual cost or per diem, whichever is less. Receipts are required.
- Transportation- rental cars, bus tickets or rentals and airplane tickets are reimbursable. In some cases, they may be paid for upfront by the University through your on campus advisor, should they have an University Card.
- Please note that cash advances for travel are not offered

For more information on SOFC funds, please refer to the SOFC handbook .

Advisors and Travel

RSO advisors are permitted to accompany students during travel. Please be aware that each advisor is responsible for following the policies and procedures related to purchasing (for travel) set forth by Accounts Payable. For more information about University travel policies, please visit travel website.

Please note that if an advisor is looking to use SOFC funds to purchase any travel related expenses (registration, flights, etc.) they must reach out to the SECL office no less than one month prior to the trip. From there, a SECL staff will provide them with information on the necessary forms and procedures in compliance with TAMUK travel policies.

Student Organization Finances

TAMUK is dedicated to supporting the autonomy of our student organizations and empowering them to make decisions based on the interest of their organization. As a result, student organizations are allowed to determine the best options for their organization's account.

Off Campus Accounts

RSOs are permitted to open and maintain bank accounts off campus. It is important to note that when an RSO opens an off-campus account, they are waiving their right for SECL staff support. With off-campus accounts, SECL and University staff are not authorized to support the use of, maintain tax or banking information, and or access the account. RSOs are encouraged to maintain thorough documentation and strong transition planning to ensure continuous access to the account.

On Campus (Agency) Accounts

RSOs are encouraged to create an agency account when they become registered at TAMUK. This account, located in the University's business office, serves as a holding account for RSOs. The account is strictly cash in and cash out. Please review the following information regarding agency accounts.

- The Business Office is located in College Hall
- Deposits and withdrawals must be made no less than 10 business days before the cash is needed in hand by RSO members.
    - The deposit and withdrawal forms are listed on the Business office's website.
- TAMUK Involved rosters must remain updated at all times. The Business Office will review rosters before answering questions, responding to forms or providing funds to any organization.
- For agency account balance inquiries, please email deposits@tamuk.edu
- While checks and cash can be deposited in to the account, venmo and cash app are not supported with agency accounts.
- It's requested that deposits and withdrawals be collected/dropped off no later than 3pm to support data entry processes.

- Agency accounts are required to receive SOFC funds.

Fiscal Year Downtime

The Texas A&M University System fiscal year runs from September 1-August 31 each year. All student organization purchases must be completed (contracts and necessary forms submitted, purchase made) by the annually specified deadline in early June. Organizations can typically begin spending SOFC funds beginning in early September, but this timeline may vary from year to year. These timelines will be publicized through the Javelina Organization Council meetings on the front page of TAMUK Involved. Limited exceptions may be made in writing from the SECL Office.

All SOFC funds must be spent by the annually specified deadline in early-June. Funds remaining in the account after this deadline will be rolled into the Student Organization Support Fund.

Sources of Funds

Student Organizations have multiple options when it comes to gaining funding for their organization:

SOFC Funds- RSOs can apply for SOFC funds each spring. A committee of students involved in SGA will review applications and award fund amounts based on available budget. Awarded funds will be available to be spent during the academic year (fall to spring). For more information on SOFC funds, please refer to the SOFC handbook.

Membership Dues- Each organization independently decides whether membership dues will be required for students interested in being a part of the organization. Membership dues should be clearly articulated in the organization's constitution and by-laws. The requirements should be discussed with each new member. Organizations with membership dues should provide receipts to their members when dues are paid to provide a record of membership dues.

Fundraising- Sales and/or solicitations by recognized student organizations are viable fundraising opportunities. Organizations wishing to have off-campus vendors participate in an activity must include the name and type of vendor on event request forms. TAMUK

student organizations may not partner with any business or individual who is primarily concerned with the sale, distribution, or promotion of alcohol, tobacco or illegal drugs.

Receiving Mobile Payments- Student organizations may utilize electronic/mobile payment methods, such as CashApp, Venmo, Zelle, ApplePay, etc. that are directlytied to a bank account owned by a designated student organization officer. If a student organization determines that it is best to utilize a designated student organization officer's CashApp, Venmo, Zelle or other electronic/mobile payment method, the student organization acknowledges and releases TAMUK from any potential liability if the student organization funds are lost due to mismanagement, loss or theft. The student organization additionally agrees that they will deposit the funds from the designated student organization officer's bank account, after a successful transfer of funds from the electronic payment source to the bank account, within 48 hours of the successful transfer. The RSO further acknowledges that it must comply with all accounting requirements as delineated by the state, including, if necessary, the need to collect sales tax. Student organizations also acknowledge that they are not allowed to utilize the University's name (in any of its forms) on any external bank account.

Donations and Sponsorships- To avoid conflict with the University's development program, student organizations must coordinate the solicitation of donations from outside businesses or individuals for any amount. RSOs looking to solicit donations must send an email to the SECL office explaining their donation request plan, who they are interested in contacting, and any other relevant information. This email will be provided to Institutional Advancement for their review and final approval. Failure to submit the email and receive approval from SECL before soliciting donations may result in an infraction. Student organizations may request products from an individual company (with the exception of alcohol vendors) as long as they have worked with Institutional Advancement.

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.

Prizes, Awards or Scholarships

Generally, a student organization cannot provide scholarships or awards to individuals or organizations. Direct items can be purchased for the individual or there can be an award provided if there is documentation backing up the selection criteria for the individual or organization selected to receive the award or prize.

Reimbursements

RSOs receiving SOFC funds may be reimbursed for student organization purchases made with a personal form of payment. Requests for reimbursement must meet the following criteria. Any exception to the criteria below requires prior written approval from the SECL Office.

- All reimbursement requests must be accompanied by an itemized receipt. Bank statements will not be accepted in lieu of an itemized receipt. Itemized receipts must include the vendor's name, items purchased, purchase total, and payment method.
- For purchases of food, an attendee list or event marketing materials must be included with the receipts.
- The total amount must be equal to or less than the total shown on the receipt(s) provided.
- Reimbursement requests must be submitted no later than the semester of the purchase date. EX- Purchase made in November can only be reimbursed during the Fall semester.

- No reimbursement for any item that is a violation of policy (Code of Conduct, Student Organization Handbook, etc.). This includes, but is not limited to, reimbursement for
    - purchase of a prohibited item, for payment to a vendor that requires a contract, for purchase of gift cards, etc.

Dormant Organization Funds Policy

A RSO account becomes 'dormant' five years after the organization becomes unrecognized and has no payment activity in its on-campus accounts. During this five-year period, the organization may re-recognize and the funds remaining in the Student Organization accounts remain with that organization. Also, an organization that forms in that five-year time period with a similar purpose may request use of the remaining funds from SECL.

At the end of the fifth fiscal year of dormancy, any remaining funds in dormant organization accounts shall be transferred to the SECL Account and shall become the property of SECL. These funds may be used to improve Student Organization facilities, equipment, processes, and other purposes that benefit the whole of all recognized student organizations.

Fundraising Policies

University-recognized student organizations may engage in fundraising activities to sell products, publications, or services, and collect donations. Prior written approval via a Student Organization Event Submission on Involved for such projects must be obtained from SECL with the following regulations:

- Fundraising must be conducted in a lawful manner in compliance with university regulations.
- The student organization must keep accurate financial records and deposit all monies raised with the University at the completion of the fundraising activity.
- House Bill 596 allows recognized student organizations to sell items tax-free one day a month. Student organizations that sell taxable items during a one-day monthly fundraising drive will not be required to have a sales tax permit. House Bill 82 allows chartered student organizations to exempt the first $5,000 of the total receipts raised by qualified student organizations from sales tax.

Fundraisers

SECL, as permissible under state law, allows every active organization in good standing to fundraise monthly. The SECL Office recognizes any activity on campus such as food or item sales tables, good sales as fundraisers. Plate sales and car washes outside campus are also deemed as fundraisers. Events such as donation night contributions by restaurants are not considered as part of the fundraising opportunities of our campus organizations. Therefore, donation restaurant arrangements do not count toward the one (1) monthly fundraiser opportunity.

Bake or Food Sales

Student organizations must adhere to all food handling requirements and seek pre-approval for food items sold in advance. To demonstrate adherence to food handling requirements, all organizations must submit 3 valid food handler licenses when completing the event request form on Involved.

Benefit Giveaways

The Charitable Raffle Enabling Act governs benefit giveaways and as such, only organizations registered as a separate 501c3 organization are eligible to host a benefit giveaway (raffle).

- Organizations may not offer money as a prize in a raffle. The prize must not be valued at over $25,000.
- 501c3 eligible organizations may hold two giveaways a year, January to December. Tickets may not be advertised statewide or through a paid advertisement.
- Tickets must state name and address of organization, name and phone number of officer, price of ticket, description of prize and estimated value (see sample below).
- Only members of the organization may sell tickets and no one may be compensated directly or indirectly for conducting a benefit giveaway.
- Benefit Giveaways are limited to a two (2) week sales period and will be considered a fundraiser, thus eliminating the possibility of having another fundraiser for the given month.

Sales Tables

Products or services that duplicate or are similar in nature to those sold by the University Bookstore, Dining Services, or institutional business partners may not be sold next to/directly within the vicinity of the respective venue.

Student organizations sponsoring sales tables involving a university-affiliated vendor, such as ticket sales, organization T-shirts, etc., are not required to pay a rental fee and/or commission for sales table space. TAMUK assumes no liability for the quality of the goods or services sold at sales tables on its premises.

Additional Resources and Information

Important Terminology

Definitions

Student Organization Membership: Any TAMUK student or faculty/staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization, subject to compliance with the provisions of the constitution and with set rules/regulations. Enrollment or employment at another System school does not meet the requirement for student organization membership. All officers/representatives must be currently enrolled students at TAMUK. A student organization must have at least five members to register.

Student Organization- A separate, independent entity from the University whose membership is composed of TAMUK students, or a combination of students, faculty, and staff, which complies with the registration procedures to be officially recognized by the University. Registering a student organization does not constitute an endorsement of an organization, its program, or purpose by TAMUK or The Texas A&M University System.

Risk Matrix- The Risk Matrix Form is required any time an organization is looking to host an event that has any increased level of risk. This form is also required any time a student organization is hosting a large event/function. Please allow 2-4 weeks for processing. This form is found on the "important documents" tab on the SECL website.

Registration- refers to the annual process completed by student organizations to remain RSOs on campus. Requires the updating of organization information and the completion of mandatory training by students and advisor(s) of the organization.

Transition- Refers to the process where organizational leaders change and pass administration and operational duties off to incoming members.

Important University Contact Information

Student Engagement and Campus Life Office (JSEC)

1119 West Santa Gertrudis

361-593-2760 or student.engagement@tamuk.edu

AVP of Student Affairs & Dean of Students, Kirsten Company

Office is located in the 3rd floor of the MSUB

361-593-3606 or Kirsten.Company@tamuk.edu

Director of Student Engagement, Katelyn Garza

Office located at the JSEC

361-593-2760 or Katelyn.Garza@tamuk.edu

Senior Coordinator of Leadership, Kelsey Dahlbeck

Office located at the JSEC

361-593-2760 or Kelsey.Dahlbeck@tamuk.edu

Event Planning

2nd Floor of MSUB

361-593-4173 or tamuk.eventplanning@tamuk.edu

University Police Department

Lewis Hall, 855 N. University Blvd.

361-593-2611 or upd@tamuk.edu

Student Health and Wellness

1210 N. Retama St.

361-593-3991

Title IX Office

Lewis Hall, Suite 130

361-593-4761 or tasha.clark@tamuk.edu

Campus Operations

1055 N. University Blvd.

361-593-2646