

# **STUDENT ORGANIZATION HANDBOOK**



*Last revised on 23 January 2008*

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*While this Handbook is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:*

- *It is not a complete statement of all procedures, rules and regulations of the University;*
- *The University reserves the right to change without notice any procedure, policy, and/or program which appears in this handbook;*
- *Divisions and departments may have their own procedures and policies, which apply to student organizations.*

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**For the most current version of the Student Organization Handbook, visit <http://www.utsa.edu/sa/so>.**

**If there are any questions regarding any information in this handbook, please contact Student Activities.**

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UC 1.02.08  
210.458.4160  
[getinvolved@utsa.edu](mailto:getinvolved@utsa.edu)

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# **GENERAL STUDENT ORGANIZATION INFORMATION**

## **PURPOSE OF STUDENT ORGANIZATIONS**

The purpose of student organizations is to provide students with opportunities to participate in activities that develop their intellectual, emotional, spiritual, physical, and professional abilities. These organizations are important components to the academic life of the University. To meet all the different developmental needs of students, UTSA offers a multitude of student groups covering the following areas: academic, professional, religious, political, general social Greek, honor, military, service, cultural, special interest and sports/recreation. Every student is encouraged to become a member of those organizations that appeal to their interest. Research has found that involvement in student organizations:

- Improves students' interpersonal skills
- Has a positive influence on skills in leadership, communication, teamwork, organizing, decision-making and planning
- Gives students a greater satisfaction with their college experience
- Provides useful experience in obtaining a job and providing job related skills
- Develops lifelong values of volunteerism and service to others

## **PRIVILEGES GIVEN TO STUDENT ORGANIZATIONS THAT ARE REGISTERED**

Student organizations in good standing with the University and registered with Student Activities have the following privileges:

1. Use of campus facilities
  - Use of rooms and space, subject to policies and procedures (contact UC Events Management for more information at <http://www.utsa.edu/uctr/reservations/> or [ucevents@utsa.edu](mailto:ucevents@utsa.edu))
  - Use of academic technology (for more information contact the UC Events Management)
  - Invite off-campus speakers, performers, and other guests to appear for regularly scheduled meetings and events/programs. (Speakers, performers, and other guests must comply with University policies and procedures)
2. Financial Support
  - Use of on-campus funds account system
  - Request funding through LeaderFund for an organizational event or program
  - Sponsor profit-making events to solicit funds for organizational activities in accordance with University regulations and State laws
3. Marketing and Promotion
  - The right to advertise as a student organization at UTSA
  - Distribute literature relating to the organization's purpose and activities
  - Be listed as a student organization by Student Activities in any publications and on the Student Activities website
  - Use of the Graphics Room in the Student Organization Complex to create banners and inflate balloons.
4. Organizational Support
  - Obtain a Lonestar email account for your organization
  - Apply for workspace, bulletin boards, or lockers housed in the Student Organization Complex
  - Representation of your group's concerns with the Student Organization Council-President Forums
  - Access to the Speakers' Bureau, Leadership Library and Leader Tips
  - Host organization's website through Lonestar
  - Eligibility for University Life Awards and other recognitions through the University
  - Receive USPS and campus mail through Student Activities
  - Participate in University sponsored events (Homecoming, Fiesta UTSA, Leader Summit, etc)

## **RESPONSIBILITIES OF STUDENT ORGANIZATIONS**

It is the responsibility of every student organization and/or its representatives to:

- Register their student organization with Student Activities every semester;
- Manage itself and carry out its activities listed within its constitution, as well as all local, state, and federal laws, and University regulations and policies;
- Anticipate, provide for, and meet all legitimate financial obligations;
- Act in the best interest of its members and the University;
- Comply with all distributed organization information;
- Take reasonable precautions for the safety and comfort of participants at organization events;

- Immediately notify Student Activities of any changes in the organization's representatives, addresses, telephone numbers, emails or constitution.
- Communicate with Student Activities regarding any questions.
- Utilize Student Activities for expert knowledge in all events and activities.

## **DEFINITIONS**

**Academic Requirements:** A student leader must meet the following academic requirements: have at least a 2.25 UTSA cumulative GPA (3.0 for graduate students) prior to the first day of each semester (fall and spring) during the term of position; (2) be in good scholastic status with the University at the time of selection and during the term of position.

**Categories:** Student organizations are divided into eleven categories according to their purpose. The categories are described below:

- *Academic:* further study, discuss or experience an academic course, major or field, through lectures, field trips, meetings or other related activity.
- *Cultural:* celebrate and support the interest of one or many different cultures, races or ethnicities.
- *General Social Greek:* social Greek organizations organized under one the Greek Governing Councils at UTSA
- *Honor:* organizations typically affiliated with a specific academic major, department, or campus activity.
- *Military:* pursue special interest in military issues.
- *Political:* promote affiliation with a political party or support one or many various political issues.
- *Professional:* pursue mutual career goals and prepare for the professional world.
- *Religious:* celebrate and support the interests of one or many different religions or religious studies.
- *Service:* provide volunteer community service and philanthropy to the UTSA community.
- *Special Interests:* pursue special interests pertaining to lifestyle, socializing or societal issues.
- *Sports and Recreation:* participate informally or through competition in recreational or sport activities.

**Single-sex Organization:** Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U. S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. These criteria are as follows:

1. The organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
2. Members must be limited to student, staff, or faculty at The University of Texas at San Antonio;
3. The organization must be a "social fraternity" as defined by the Department of Education.

The Department of Education defines a "social fraternity" as a group that can answer "no" to all the following questions:

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

If a group answers "yes" to any of the questions, it is not a "social fraternity" and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. An affirmative answer to any of these questions is evidence that the organization is professional, service, or honorary in nature and not a social fraternity or sorority for Title IX purposes.

United States Department of Education-Office for Civil Rights Rationale: The rationale for this distinction is based on the intangible educational advantage afforded by membership in such professional, service and honorary organizations. Many such honor and service organizations have school and alumni recognition and reputations, which enhance student members' careers. Members frequently gain enhanced status, which, as alumni, is often influential in decisions affecting campus life and university policy. This type of educational opportunity and benefit is significant and may not be denied to students on the basis of sex.

**Sponsored Student Organization:** A student organization created by a University department or division to support the on going interests of the University community. A sponsored student organization is considered to be critical to the mission and culture of the University and is inherently linked to the University due to their role as University representatives; thus a sponsored student organization is an integral part of the institution and routinely presents events for the University and surrounding community. A sponsored student organization has an advisor that is paid by the

University to specifically advise the organization. Other privileges may be granted to a sponsored student organization by the sponsoring University department or division, which may or may not be extended to other student organizations. To be considered a sponsored student organization, the student organization must complete the process outlined in the Student Organization Relationship Statement, Section 3.3.

**Student Organization:** A separate, independent entity from the University whose membership is composed of UTSA students, or a combination of students, faculty, and staff; which has complied with the registration procedures to be officially registered (granted approval to operate on campus) by the University.

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

# **NEW STUDENT ORGANIZATION INFORMATION**

## **GETTING STARTED**

If you are interested in starting a new student organization, we provide you a limited opportunity to utilize on-campus facilities to gauge interest prior to completing all registration requirements. You may reserve meeting space on one occasion through Events Management (<http://www.utsa.edu/uctr/Reservations>) for the sole purpose of having an interest meeting. You will need to notify them that you are reserving space to hold an interest meeting for a potential student organization. An interest meeting is defined as a meeting to explain the purpose of the organization, identify individuals interested in forming the organization and completing the requirements of registration (i.e. creating a constitution). In addition to having one interest meeting, you may post on campus once (i.e. to advertise the interest meeting). Postings must be approved through Student Activities (see the policies regarding postings). Again, you will need to notify Student Activities that it is a posting for a potential student organization.

*Note: These allowances do not apply to single-sex organizations (see definition on page 3 of the Handbook). The procedures for starting a new single-sex organization prohibits any interest groups to operate on campus prior to being invited to expand onto campus (those policies are on page 6 of the Handbook). For more information regarding the expansion process, refer to the policies outlined in the Student Organization Handbook or talk to the Greek Advisor in Student Activities.*

## **NEW STUDENT ORGANIZATION REGISTRATION**

In order to form a new student organization on campus, there are four steps that must be taken:

1. Complete and submit the following forms to Student Activities. All the forms are located at <http://www.utsa.edu/sa/so/>, under "Starting a New Organization".
  - a. Cover Sheet
  - b. Short Form
  - c. Legal Responsibilities
  - d. Advisor Agreement
  - e. List of Members with Banner Identification Numbers
2. Submit a constitution that is compliant with all required Constitution Guidelines (as outlined in the Student Organization Handbook).
3. Attend an orientation session with a Student Activities' staff member.
4. Receive an official notification from Student Activities that the organization is considered a registered student organization.

## **STUDENT ORGANIZATION ADVISORS**

### ***Why does a student organization need an advisor?***

An advisor can prove to be a valuable asset to your organization by sharing their life experiences, wisdom, and providing continuity, organizational memory, and connections to resources. The key role of the advisor is to serve as a resource for the organization. Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively. If at some point you have difficulty locating an advisor, or are having some complications with your current advisor, please stop by Student Activities or call 210.458.4160.

### ***Who is eligible to serve as an advisor?***

An advisor must be either a faculty member (not on sabbatical) or a staff member at the University. The faculty or staff member must be employed at the University at least part-time (20 hours). Advisors are expected to be actively involved in the affairs of their organizations. Unless it states otherwise in their position description on file with human resources, faculty and staff may only advise two student organizations.

### ***What is the role of an advisor?***

Although there are no requirements regarding student organization's advisors (excluding sponsored student organization advisors), the advisor should follow these guidelines to be most useful. The advisor should...

- provide expert knowledge and advice
- suggest and encourage new program ideas
- help members apply principles and skills learned in and out of the classroom
- point out new directions and options
- provide insight into the group's problems and successes

- teach leadership techniques and develop new leaders
- assist in maintaining high standards of programming and individual performance
- provide continuity with the history and tradition of past years
- be knowledgeable of University policies and procedures
- assist in the development of procedures and plans of action

In return for his/her support, the advisor should expect that he/she be consulted regularly by the officers concerning their plans for group activities or programs. The advisors should know what events are being planned and should offer ideas and suggestions freely, but not dominate the program planning process.

If not being consulted, the advisor should insist that the group do so. At the same time, the advisor should avoid becoming involved in clearing or approving every detail. For assistance in defining officer-advisor relationships, contact Student Activities for advice and resource materials.

An authorized representative and the advisor must sign the Advisor Agreement Form.

To further assist advisors in their responsibilities, Student Activities has developed an Advisor Handbook. It can be found online at <http://www.utsa.edu/sa/so> under Advisor Resources.

### **GUIDELINES FOR NAMING YOUR STUDENT ORGANIZATION AND USING THE UTSA LOGO**

- The name of the student organization must be unique—the name cannot duplicate the name of an existing student organization.
- A student organization may state that its membership is composed of UTSA students or a combination of students, faculty, and/or staff but it shall not suggest or imply that it is acting with the authority or as an agency of the University. Student organizations are not official entities of the University and may not represent themselves as such.
- Student organizations cannot use the words “The University of Texas at San Antonio” or “UTSA” as a part of the name of the organization. In addition, student organization cannot display the seal or logo as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization. To obtain permission to utilize any trademarks of the University, visit <http://www.utsa.edu/identity/trademarks/index.html>.
- Student organizations may indicate existence at the University as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization by adding the phrase “at The University of Texas at San Antonio (or UTSA)”.
- Sponsored student organizations may incorporate the University’s name into the name of the organization.
- Sponsored student organizations may use the name, seal and logo of the University in accordance with University communication, policies and guidelines established by the sponsoring University department or division.

### **CONSTITUTION GUIDELINES**

Student organizations must keep an organizational constitution on file with Student Activities. A copy of the constitution must be submitted to Student Activities each time it is revised. Constitutions submitted by new student organizations, and revised constitutions from existing student organizations, should be written according to the following guidelines and must include the articles indicated as being required. Student Activities reserves the right to inspect, review or have the student organization update their constitution to meet all guidelines. Note: You need not use the same numbering system as outlined below; just include all components within your constitution.

- I. **Name** (required): States the official name of the student organization. The name of the student organization must follow the “Guidelines for Naming Your Student Organization and Using the UTSA Logo” in the Student Organization Handbook.
- II. **Date of Creation and Revision** (required): Provides the dates of creation and latest revision at the end of the document.
- III. **Purpose Statement** (required): The purpose statement is a short, detailed description of the purpose for the existence of the group.
- IV. **Membership** (required): Defines the composition of the student organization including membership requirements and selection procedures. Any UTSA student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. Enrollment or employment at another University of Texas System campus does not meet the requirement for student organization membership. All officers/representatives must be currently enrolled students at the University. A student organization must have at least five members to register.

- V. **Legal Agreement Statement** (required): The organization agrees to abide by all University policies and local, state, and federal laws.
- VI. **Officers** (required): List each major officer position with respective duties and authority. Describe who is eligible to be an officer (including academic requirements), how one becomes an officer, and how one obtains or loses officer status. Eligibility requirements must be included in this section that meet or exceed those described in the Student Organization Relationship Statement.
- VII. **Executive Board** (recommended): Describes the special responsibilities and powers given to the Executive Board. Determine who can enter into contracts on behalf of the student organization.
- VIII. **Procedures for Decision Making** (required): Defines how decisions will be made in the control of organizational activities and finances, including a definition of a quorum (required). Usually a percentage of the membership is stipulated to determine a quorum – such as two-thirds or three-fourths.
- IX. **Committees** (recommended): If applicable, standing (permanent) committees and ad hoc (temporary) committees should be listed including duties and responsibilities.
- X. **Meetings** (recommended): Describes how often the meetings will be held, who can call regular and special meetings, and attendance requirements.
- XI. **Parliamentary Authority** (recommended): Outlines the parliamentary procedures to be used for conducting meetings and official business of the organization. The most commonly used parliamentary procedures are Robert's Rules of Order.
- XII. **Disbursement of Organization Assets** (required): Should the student organization become defunct, provide a means to disburse the organization's assets in this article.
- XIII. **Finances** (recommended): Defines how funds will be collected, maintained and disbursed.
- XIV. **Amendments** (recommended): Describes how amendments to the constitution may be made.
- XV. **Faculty/Staff Advisor** (recommended): Procedures for selecting and replacing an advisor and defines the relationship between the advisor and the student organization.

## **EXPANSION PROCEDURES FOR SINGLE-SEX ORGANIZATIONS (FRATERNITIES/SORORITIES)**

*Note that NO PLEDGING CEREMONIES NOR INITIATIONS NOR INTEREST MEETINGS are to occur until the group has received written notification from the University granting permission to become a Social Greek Organization at UTSA.*

### **Section I: Philosophy and Guiding Principles**

- A. The addition of new and/or returning Social Greek fraternities and sororities is contingent upon the assessed need on the campus by the Expansion Committee. The Greek community at The University of Texas at San Antonio is committed to Greek organizations, and will put first the interests and welfare of current chapters; second, the re-establishment of (inter) national groups formerly having chapters at The University of Texas at San Antonio; and third, the colonization of new (inter) national groups.
- B. The University of Texas at San Antonio wishes to protect the interests of any group by measuring their chance for success prior to issuing an invitation to colonize and/or be recognized as a student organization. Therefore, adherence to and demonstrated success in this policy's components must be heavily considered in selecting a group to affiliate with UTSA Greek community.
- C. Although The University of Texas at San Antonio cannot and does not seek to infringe upon the right of any group to assemble and meet, the University does have an interest in the development of campus-based Social Greek Organizations: to assure an avoidance of hazing; development of members which maintains the health and vibrancy of the Greek community; demonstrated support for the University mission and the Greek community; and compliance of various laws and safety regulations.

### **Section II: Social Greek Organization Minimum Requirements**

The University of Texas at San Antonio will only recognize those Social Greek Organizations, as student organizations, that meet the following requirements:

- A. Affiliated with an established, (inter) national Social Greek Organization, which is also 501(c) ((inter) national is defined as more than one chapter in more than one state)
- B. The organization is single-sex and has been granted federal Title IX exemption
- C. Exist to promote fraternal relationships and personal development
- D. Requirement for admission is not limited to a specific field of study, class year or grade attainment beyond the typical grade requirement

### **Section III: Considerations for Expansion**

The University of Texas at San Antonio should consider the following information to make the decision on whether or not expansion is both desirable and feasible:

- A. *Number of students participating in recruitment in relation to the number who end up joining (only for NPC and NIC/FLA)*

- B. Number of chapters and colonies on campus
- C. Number of active and new/associate members
- D. Average size of chapter memberships as well as the median number of members in all chapters
- E. Chapters and colonies currently experiencing membership problems and an assessment of projected measures to assist them
- F. University's projection of enrollment trends

#### **Section IV: Procedures for Expansion**

Expansion for National Panhellenic Conference (NPC) groups shall occur through a Formal Expansion Plan, outlined in Section VI, and by following the outlined Extension Procedures found in the NPC Manual of Information.

- A. Expansion for North-American Interfraternity Conference (NIC) or Fraternity Leadership Association (FLA) groups shall occur through a Formal Expansion Plan, outlined in Section VI.
- B. Expansion for National Pan-Hellenic Council (NPHC), National Fraternal Latino Organizations (NAFLO) or any other (inter) national groups shall occur through the procedures outlined in Section V.

#### **Section V: Procedures for Petitioning Groups**

- A. Provide current, written letter(s) of intent from the alumni(ae)/graduate chapter or the (inter) national headquarters to the Program Advisor for Greek Life expressing the desire to establish, support, and recognize a group at The University of Texas at San Antonio. This letter of intent should also include the council to which the group seeks membership. (Interfraternity Council, Multicultural Greek Council or Panhellenic Council; hereby referred to as Council)
- B. Submit a list of interested students, including name, address, phone number, email and year in school.
- C. Complete and submit the Expansion Packet (see Appendix A).
- D. The Executive Board of the Council will review the Expansion Packet and the considerations outlined in Section III. The Executive Board reserves the right not to pursue the request if all aspects of requested materials are not provided. The Executive Board will make one of the following decisions
  - 1. Expansion is neither desirable nor feasible at this time. The petitioning group may reapply at a later date.
  - 2. Extend an invitation to the petitioning group to give an on-campus presentation. This is not a commitment for expansion, merely an invitation to continue the exploration of expansion.
  - 3. More information is needed before a decision can be reached.
- E. If the petitioning group is invited for an on-campus presentation, they will be notified and a date that is agreeable with all parties shall be determined.
  - 1. The presentation shall include all those items in the Expansion Packet, excluding those noted with an asterisk (\*).
  - 2. The audience of the presentation shall consist of the Executive Board of the Council, the voting delegates of all chapters which are a part of the Council, the Program Advisor for Greek Life and any member of the Greek Community that wishes to be in attendance.
  - 3. After the presentation, everyone excluding the voting delegates, Council officers and the Program Advisor for Greek Life will be excused from the room.
  - 4. Discussion will take place on the date of the presentation. However, voting on a recommendation may not take place until the next regularly scheduled meeting of the Council.
- F. Recommendation
  - 1. The Council will vote on a recommendation to give to the University. The recommendation shall either be favorable or unfavorable.
  - 2. The Council's favorable recommendation is not an invitation to expand.
- G. Final Decision
  - 1. The recommendation of the Council shall be given to the Office of Student Activities.
  - 2. After reviewing all materials submitted and the recommendation of the Council, the petitioning group may be given an invitation to expand. If so, all applicable forms for registration must be submitted prior to being considered a student organization on campus. If an invitation is not extended, the petitioning group may reapply after one academic year.
  - 3. A petitioning group that is invited to expand has no longer than one academic year to meet the minimum of five (5) members. If this requirement is not met, the group will have to re-petition.

#### **Section VI: Procedures for Formal Expansion**

The Executive Board of the Council considering formal expansion (Interfraternity Council, Multicultural Greek Council or Panhellenic Council; hereby referred to as Council) shall establish an Expansion Committee. The membership of the Expansion Committee is a collaboration of the Interfraternity, Panhellenic and Multicultural Greek Councils. It shall consist of, but not be limited to, the following individuals: One representative from the IFC, MGC, and PHC Executive Boards, and one chapter President/Representative from each of the chapters that is a member of the Council seeking Expansion. The

Program Advisor for Greek Life serves as an ex-officio member of the Committee and appoints all members of the Committee: The Expansion Committee is responsible for the adhering to the following procedures:

- A. Examine and determine the need for expansion
- B. Gain approval from the Council to proceed with Formal Expansion
- C. Determine the number of groups to be involved in the expansion plan based on need and resources.
- D. Contact those groups that have expressed interest and/or those groups with a history on the UTSA campus. Notify them of the Formal Expansion and invite them to submit Expansion Packets. Letters may also be sent to all groups that are members of FLA/NIC, NAFLO, NPHC, or NPC (which ever is appropriate for the Formal Expansion), who are not currently represented at The University of Texas at San Antonio.
- E. Review materials and determine the group(s) to be invited to on-campus meetings and a presentation. No more than five (5) groups may be invited. Those groups selected will be notified and a date that is agreeable with all parties shall be determined.
- H. Meetings are scheduled with the following groups: (1) Expansion Committee, (2) University faculty and staff, and (3) the respective governing Council (IFC, MGC, or PHC).
- I. The presentation shall include all those items identified on the Expansion Packet. The audience of the presentation shall be the members of those chapters belonging to the Council seeking Expansion and anyone else from the Greek Community that wishes to attend.
- J. Discussion and Voting
  1. Discussion of all presentations will be held at the first Council meeting held after the last group's presentation. The only individuals allowed in the room during discussion are: the voting delegates, Council officers and the Program Advisor for Greek Life.
  2. Voting may take place at the time of discussion or it may not take place until the next regularly scheduled meeting of the Council.
- K. Recommendation
  1. The Council will vote on a recommendation to give the University. The recommendation will consist of a list of the organizations they would like to invite to expand on to campus. The list shall include at least one organization.
  2. The Council's recommendation is not an invitation to expand.
- L. Final Decision
  1. The recommendation of the Council shall be given to the Office of Student Activities.
  2. After reviewing all materials and the recommendation of the Council, an invitation to expand will be given to a minimum of one organization. If more than one is invited to expand, an expansion schedule will outline when each organization can begin expansion onto campus.
  3. A Social Greek fraternity that is invited to expand has no longer than one academic year to meet the minimum of five (5) members. If this requirement is not meet, the organization will have to repetition during the next appropriate Formal Expansion.

#### **Section VII: Additional Information**

- A. It is recommended that organizations wishing to re-establish a colony/chapter at Texas at San Antonio wait at least six (6) full semesters (fall/spring) before entering the expansion process.
- B. After receiving recognition, the colony/chapter will be governed by the policies in IFC, MGC, or PHC respectively. This includes chapter GPA requirements.
- C. Organization status (i.e., Associate Member, etc.) within the Council is the determination of the respective governing Council.
- D. The Vice President for Student Affairs and/or the Program Advisor for Greek Life reserve the right to require specific conditions to be met in order to proceed with and/or maintain student organization recognition.
- E. Social Greek organizations must complete the student organization registration process every semester.
- F. After being registered on campus for one year, all Social Greek Organizations must follow the guidelines established in the Greek Expectations and Accreditation Review (GEAR) Packet.

#### **EXPANSION PACKET FOR SINGLE-SEX ORGANIZATIONS (FRATERNITIES/SORORITIES)**

Please provide the following information on separate sheets in the same order of the format below. This should be submitted to the Program Advisor for Greek Life (UC. 1.02.08).

#### ***The (inter) national Fraternity/Sorority***

- (Inter) National founding information and brief history
- Proof of 501(c) non-profit status\*
- Proof of Title IX exemptions

- If the (inter) national group is seeking to re-establish a chapter formerly on the campus, a history of the chapter, with reasons for the chapter's demise and plans to correct the situation should be covered

**Alumni Information:**

- Total number of alumni in San Antonio area
- Explained interest and support of UTSA alumni in establishing a chapter
- A list of specific alumni who have already indicated interest in working with the chapter in an advisory capacity*
- Plans for organizing local alumni or alumnae and training them to become a good chapter Advisory Board*
- Minimum number of alumni or alumnae required to form an Advisory Board*
- Status of the nearest alumni club/organization/graduate chapter

**A copy of the following (inter) national policies, procedures, and/or publications:**

- Hazing policy
- Sexual Assault policy and program
- Alcohol and Substance Abuse policy and program
- Scholarship policies and program
- Membership Education policy and program
- Rush/Recruitment/Membership Intake policy and program
- Leadership Development and Officer Transition programs
- The constitution, both (inter) national and local (if applicable) \*
- The (inter) national magazine or publication\*

**Colonization/establishment procedures and standards for chartering a chapter, including the following specific information:**

- Minimal expectations of colony for existence and chartering
- Expectations of UTSA during the colonization/chartering process
- Longest period of time generally required before a colony can be granted a charter
- Maximum period of time a colony can continue to exist before chartering must occur
- Outline the anticipated timeline for UTSA colony
- Number, if known, of collegiate members enrolled at UTSA as transfer students. Identify which of these men/women will be involved in the formation of the colony
- Minimum number of pledges required by the (Inter) National Fraternity for the colonization

**Statistical information on National strength:**

- Total number of chapters
- Total number of chapters and colonies in Texas, Louisiana and Oklahoma
- Total number of colonizations during the past five (5) years, including where, number chartered, number failed (reasons behind closures)
- Total number of initiated members
- Total number of colonizations anticipated this year and where, including timeline for founding each
- The number of chapters lost during the last three (3) years, including where, when, and why
- Average size of chapters on campuses similar to UTSA

**Information on (inter) national support and assistance**

- Description of (inter) national staff assistance to colonies and established chapters (i.e., while a colony, after chartering, etc.)
- Description of conventions, leadership schools, or programs available to colony members
- National expansion budget, and percentage allotted to UTSA group
- A summary of the organizational structure of the fraternity at the chapter and (inter) national levels

**Local purposes and goals, including a description of how these goals were formulated:**

- Short term goals (while still a colony/new group)
- Goals for within two years of chartering
- Long term goals, within five to ten years

**Other comments or requirements:**

- Include any additional information you wish to have reviewed or considered*

*\*Denotes that the above is not necessary to include in the expansion presentation. However, it must be submitted as part of the Expansion Packet.*

## **SPONSORED STUDENT ORGANIZATION APPROVAL PROCESS**

1. Review the Student Organization Relationship Statement as it relates to sponsored student organizations; especially Section 3.3 which outlines the approval process.
2. Advisor(s) and student organizers schedule a meeting with the Assistant Director for Student Organizations to review the creation process, rights, responsibilities, and privileges extended by the sponsoring office.
3. Develop a formal proposal to start a new sponsored student organization and present it to the Assistant Director for Student Organizations. A completed proposal should address the following thoroughly and should include appropriate supporting documentation:
  - ✓ Name of student organization, sponsoring office, student organizers' contact information, and advisor(s)' contact information.
  - ✓ Purpose of student organization. This statement should define the services/programs the student organization will offer to UTSA students, which are not currently available, and/or not being delivered effectively through existing organizations.
  - ✓ Explanation of how this student organization meets the definition of a sponsored student organization: An organization created by a University department or division to support the on going interests of the University community. A sponsored student organization is considered to be critical to the mission and culture of the University and is inherently linked to the University due to their role as University representatives; thus a sponsored student organization is an integral part of the institution. A sponsored student organization routinely presents events for the University and surrounding community. The activities and events of these organizations are considered to carry a higher level of risk because of their scope and perceived association with the University. Other privileges may be granted to sponsored student organizations by the sponsoring University department or division, which may or may not be extended to other student organizations.
  - ✓ Demonstrated need from students that the proposed sponsored student organization will provide programs/services, which are not currently provided through existing methods. Examples of supporting documentation include petitions from interested students, evaluations, Advisory Committee meeting minutes, etc.
  - ✓ Draft of Constitution and Bylaws.
  - ✓ Proposed operating budget and funding sources.
  - ✓ Roles, job descriptions, and/or duties of student officers & members.
  - ✓ Action plans for student organizers and advisor to recruit members and begin providing programs.
  - ✓ Description of support the sponsoring department or division will provide for the student organization (i.e. office supplies, budget, workspace, training, etc.)
  - ✓ UTSA job description of the full-time staff member that will serve as an advisor. It is critical that the advisor job responsibility not be tied to a person, but to a position within the department or division; as should the position become vacant it is necessary for the next person in the position to assume the advising of the sponsored student organization.
4. Student Activities reviews proposal, gathers outside information if needed and makes a recommendation to the Vice President for Student Affairs. Additional meetings between the Student Activities Office, organizers and the advisor(s) may be necessary before a recommendation is forwarded to the Vice President for Student Affairs.
5. Vice President for Student Affairs approves or denies Sponsored status.

# **ALL STUDENT ORGANIZATIONS**

## **REGISTRATION REQUIREMENTS AND DEADLINES**

Student organizations are required to register twice a year with Student Activities. You can register your organization any day that our office is open, however if you do not register by the established deadlines listed below, your organization will lose recognition.

Registration for the spring semester begins on November 1<sup>st</sup>. Those organizations not registered by the tenth (10<sup>th</sup>) day of classes in the spring semester will lose recognition and privileges until they register (workspace, bulletin board, reservations, etc).

Registration for the summer and fall begins April 1<sup>st</sup>. Those organizations not registered by the last day of spring finals will not appear in any summer orientation publicity. Those organization not registered by the tenth (10<sup>th</sup>) day of the fall semester will lose recognition and privileges until they register (workspace, bulletin board, reservations, etc).

For both registration periods, all student organizations need to complete the Legal Responsibilities Form, Advisor Agreement Form and the Short Form, which requires the officers and faculty/staff advisors names and contact information. In addition, any new student organization must complete a New Student Organization Cover Sheet and submit a constitution that is compliant with all the guidelines.

## **LEGAL RESPONSIBILITIES AFFIDAVIT FOR STUDENT ORGANIZATIONS**

### I. Statement as to Make-up of Members:

At the beginning of each semester, each registered student organization or group must file with the appropriate institutional officer a written statement that the organization or group does not, and will not during the semester, have as a member any person who is not either a student or a member of the faculty or staff of the institution. If an organization or group fails or refuses to file the required statement, or if the Dean of Students determines that the statement is or has become false, the Dean of Students, after providing notice, shall begin disciplinary proceedings. The Dean or Hearing Officer may cancel the registered status of the organization or group or impose other appropriate penalties. (*Rules and Regulations of The Board of Regents of The University of Texas System, Series: 50202, Section 6.3*)

Any UTSA student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. Enrollment or employment at another University of Texas System campus does not meet the requirement for student organization membership. All officers/representatives must be currently enrolled students at the University. A student organization must have at least five members to register.

### II. Hazing:

Hazing in state educational institutions is prohibited by both state law (Sections 51.936 & 37.151 et seq., *Texas Education Code*) and by the *Rules and Regulations of The Board of Regents of The University of Texas System, Series: 50101, Section 2.8*). Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing.

#### Individuals

A person commits an offense if the person:

1. engages in hazing;
2. solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
3. recklessly permits hazing to occur; or
4. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

#### Organizations

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

## Definition

The term "hazing" is broadly defined by statute to mean any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Hazing includes, but is not limited to:

- a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity
- b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subject the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c. any activity involving the consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
- e. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution.

*The Rules and Regulations of The Board of Regents of The University of Texas System, Series: 50101, Section 2.8* provide that:

1. Hazing with or without the consent of a student is prohibited by the System, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.
2. Initiations or activities by organizations may include no feature which is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

Activities which under certain conditions constitute acts that are dangerous, harmful, or degrading, in violation of *Rules* include but are not limited to:

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

## Immunity

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

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

### III. Disclosure of Solicitation:

A students' association and each registered student organization shall, within 30 days after the beginning of each long session semester, file with the Dean of Students or other appropriate official a statement fully disclosing the sources and amounts of money obtained from solicitations during the preceding semester or summer session and fully disclosing the purposes and amounts of the expenditures made during the preceding semester or summer session. Any organization failing to comply with the provisions of this Series shall be prohibited from solicitation activities until the organization files the required report. (*Rules and Regulations of The Board of Regents of The University of Texas System, Series 80103, Section 4*)

### IV. Laws, Policies and Procedures

Student organizations are required to abide by federal, state, and local laws. Additionally, students and student organizations are responsible for adhering to all of the applicable terms and conditions of the Student Organization Handbook, Student Code of Conduct, UTSA Handbook of Operating Procedures, and any other applicable University policies and procedures. Violation of applicable laws, policies and/or procedures by any student organization and/or its members may subject that organization to disciplinary action.

# **STUDENT ORGANIZATION ASSIGNMENTS**

## **MAILBOXES**

A mailbox is assigned to every registered student organization to receive official correspondence from on and off campus. The mailbox may be used to pass on messages to other officers and members; however, it is advised that only authorized representatives have access to the mailbox to reduce the chance of misplaced mail. The mailbox may also be used to receive mail. The address to be used is:

Name of Student Organization  
c/o Student Activities  
One UTSA Circle  
San Antonio, TX 78249

The student organization must check its mailbox and remove its contents on a regular basis but at minimum once a week. A student organization's mailbox can be located at 1604 or downtown. The organization's mailbox is automatically put on the 1604 campus; however, you would like to have your mail routed to the downtown campus, inform Student Activities.

## **EMAIL ACCOUNTS**

A student organization may request an Email account using the Email Account Request Form. It is the responsibility of the student organization's members to comply with all policies that pertain to the use of a Lonestar email account at UTSA found at: <http://lonestar.utsa.edu/www/policy>.

## **STUDENT ORGANIZATION WEBSITES**

A student organization may post a web page on its Lonestar account at UTSA. The website address is in the form of: [http://lonestar.utsa.edu/<your\\_organization\\_email\\_login\\_name>](http://lonestar.utsa.edu/<your_organization_email_login_name>). The details of setting up, creating, and uploading a web page are listed at the Lonestar web site ([http://lonestar.utsa.edu/www/web\\_page\\_help](http://lonestar.utsa.edu/www/web_page_help)). If you do not have a Lonestar email address for your organization, complete the Email Account Request form found under "Forms" on the Student Organization website (<http://www.utsa.edu/sa/so>).

It is the responsibility of the student organization's members to comply with all policies that pertain to the use of a Lonestar web page account found at: <http://lonestar.utsa.edu/www>.

*UTSA is not responsible for the privacy practices or the content of Web sites outside of the utsa.edu domain*

## **BULLETIN BOARDS**

A bulletin board is utilized to communicate information about the organization and its activities to its members and the campus community. Bulletin boards are located in the HSS (2<sup>nd</sup> and 3<sup>rd</sup> floors), MS (2<sup>nd</sup> and 3<sup>rd</sup> floors) and SB (2<sup>nd</sup> floor).

Bulletin boards request forms are accepted beginning April 1<sup>st</sup>; however no request form will be accepted unless the organization has completed and submitted registration forms for the fall semester. Assignments are made on a first-come, first-served basis. The first review of requests will take place on April 15<sup>th</sup>. Requests submitted after April 15<sup>th</sup> will be filled as submitted, if space is available. Bulletin boards are assigned for the academic year, but maybe reassigned due to lack of or inappropriate use.

Once a bulletin board is assigned, the student organizations must cover and maintain the board according to the following guidelines:

- cover the space (within the lines marked above the board) with paper or cloth
- display the name of the student organization
- do not use utility staples, nails, or screws
- use only regular-sized staples or push pins
- do not permanently affix anything to the board or the surrounding wall

Because the bulletin boards are located in public areas, they are virtually impossible to secure. Student Activities has no means of preventing vandalism and unauthorized removal or posting of materials on these boards. Therefore, please be advised that posting items on a bulletin board is at the risk of the student organization. Displaying items and decorations of significant value is discouraged.

## **STORAGE LOCKERS**

There are lockers available in the Student Organization Complex. Each storage locker is 18" wide, 24" tall, and 18" deep - perfect for storing small items. A student organization may request a storage locker to store items of the organization. Storage locker request forms are accepted beginning April 1<sup>st</sup>; however no request form will be accepted unless the organization has completed and submitted registration forms for the fall semester. Assignments are made on a first-come, first-served basis. The first review of requests will take place on April 15<sup>th</sup>. Requests submitted after April 15<sup>th</sup> will be filled as submitted, if space is available. A student organization can only be assigned one locker. Storage lockers are assigned for the academic year, but may be reassigned due to lack of or inappropriate use.

## **WORKSPACE IN THE STUDENT ORGANIZATION COMPLEX (SOC)**

A student organization may request a workspace (desk or cubicle) located in the Student Organization Complex. Workspaces serve as a base from which to conduct your organization's business. Workspace request forms are accepted beginning April 1<sup>st</sup>; however no request form will be accepted unless the organization has completed and submitted registration forms for the fall semester. The first review of requests will take place on April 15<sup>th</sup>. Requests submitted after April 15<sup>th</sup> will be reviewed when submitted. Workspaces are assigned for the academic year, but may be reassigned due to lack of or inappropriate use.

There is no guarantee that a student organization will receive a workspace. In addition, there is no guarantee that the same location will be assigned to the same student organization from year to year. In reviewing the applications, consideration is given to:

- Past use of the workspace;
- Involvement in campus wide events during the previous academic year;
- Expected level of programming for the next academic year;
- Type/size of space needed;
- Type/amount of work expected to occur; and
- Other factors that are deemed appropriate.

Underutilized workspaces may be re-assigned at the end of the fall semester, or may not be reassigned to the student organization the following year. Student organization members must be sure to use the Workspace Sign-in Log located at the entrance to the SOC. The Workspace Sign-in Log is used to help determine usage of the workspace.

For those student organizations housed at the Downtown campus, there are three communal workspaces available in Student Activities-Downtown in DB 1.302. All the organizations that primarily operate out of the downtown campus share this common workspace. In the space, a computer is available for organizational business.

### ***Data Ports in Workspaces***

Each workspace is equipped with a data port, which would allow the student organization access to the World Wide Web through an Ethernet connection. A student organization may have the data port activated for use with its computer once it has moved into the workspace. There may be a cost associated with activation. Submit the number located on the data port to the front staff in Student Activities to process a request.

## **WORKSPACE PHONE LINES**

Student organizations assigned a workspace may also rent a phone line for the workspace from the University by submitting a Workspace Phone Request. A phone line will only allow local phone calls. A calling card may be used for long distance calls. Phone lines are available for rental during the following time frames: *Fall term*: August 1 -December 31; *Spring term*: January 1 -May 31; and *Summer term*: June 1 -July 31.

**Cost:** Each phone line is approximately \$240 (\$20 per month) paid by August 1 for fall, spring, and summer; \$100 paid by August 1 for fall or January 1 for spring term or \$40 paid by June 1 for summer term. The price may vary slightly from year to year. The cost of the phone line must be paid in full before the line will be connected. Price will not be prorated if service is requested after the beginning of a term. A dedicated line for your fax machine/modem will be an additional charge; you would pay for two phone lines. Payment in the form of a check or an Inter-Department Transfer must accompany the form.

**Equipment:** Each student organization must provide its own telephone and answering machine. Student Activities is not responsible for any theft of telephone equipment. Items should be locked up prior to leaving the workspace.

# **STUDENT ORGANIZATION FINANCES**

## **EMPLOYER IDENTIFICATION NUMBER**

### ***What is an EIN?***

An Employer Identification Number (EIN) is a nine-digit number that IRS assigns in the following format: 00-0000000. The IRS uses the number to identify taxpayers who are required to file various business tax returns. Employers, sole proprietors, corporations, partnerships, nonprofit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities, use EINs. Note: Student organizations are considered nonprofit associations.

### ***Why does the student organization need one?***

All student organizations with on- or off-campus banking accounts, or those requesting funds from LeaderFund, must obtain an EIN. UTSA will not issue a check, purchase order or Local Funds Voucher to a student organization without an EIN. Every student organization must have an EIN.

### ***How to apply for an EIN?***

On-line: Go to the website (<http://www.irs.gov>) do a search for "Form SS-4". Follow the directions outlined on the website to apply on-line for an EIN.

Telephone: Go to the website (<http://www.irs.gov>) do a search for "Form SS-4". Print and complete the form (Form SS-4), then call 800.829.4933. They will walk through the remaining steps in the process.

Mail: Go to the website (<http://www.irs.gov>) do a search for "Form SS-4". Print and complete the form (Form SS-4), then mail to EIN Operation, Philadelphia, PA 19255. The IRS will send your EIN via mail within four weeks.

Fax: Go to the website (<http://www.irs.gov>) do a search for "Form SS-4". Print and complete the form (Form SS-4), then fax it to the EIN Operation (Fax Number: 215.516.3990). IRS will respond with EIN within five days.

### ***How to Complete Form SS-4, Application for EIN***

*The following is what a normal non-profit student organization would need to complete on the form. The other sections are not needed to complete.*

Line 1	Enter the name of the organization
Line 2	Enter the name of the organization only if different from line 1.
Line 3	N/A
Line 4a/b	Enter your mailing address (normally it is One UTSA Circle, San Antonio TX 78249)
Line 5a/b	N/A
Line 6	N/A
Line 7a/b	Most student organizations mark N/A
Line 8a	Most student organizations mark "other nonprofit organization" and specify "student organization"
Line 9	Check one box. Most student organizations mark "banking purpose" and specify "open bank account"
Line 10-15	N/A
Line 16a	Check "Yes" if you previously applied for an EIN. Otherwise, check "No".
Line 16b-c	Complete accordingly

## **ON-CAMPUS ACCOUNTS**

A student organization has the option of opening an On-Campus Account with the University. UTSA services available to student organizations that require an On-Campus Account include:

- Room fees (after hour usage)
- Room set up or cleaning charges
- Mail services
- Copy Shop

To open an On-Campus Account you must (1) obtain an EIN and (2) complete an Organization On-Campus Account Request Form. It takes approximately two to three weeks to obtain an account.

Two accounts will be established for the student organization:

- 41-xxxx-xx51 Expense account
- 41-xxxx-xx96 Income account

## **Using a Student Organization On-Campus Account**

### *Deposits/Income*

To deposit money into your account, come to Student Activities and we will complete the appropriate form for the organization. The student organization would then take the form and their deposit to Fiscal Services (JPL 1.03.06, MS 1.02.32 or FS 1.508).

### *Debits/Expenses*

There are multiple ways to take money from your account. The most common was is Petty Cash. Other options include Inter-Department Transfer, Local Funds Voucher and Purchase Order. To do any of these, come to the Student Activities Office and we will complete the appropriate forms. Note: Only the authorized representatives on file with Student Activities will be allowed to authorize any debit from an on-campus account. For Petty Cash, the student organization would take the completed form and go to Fiscal Services (JPL 1.03.06, MS 1.02.32 or FS 1.508) to complete the transaction.

For all transaction on student organization account, we have staff in Student Activities that sign off on the form. Usually, you can expect the form to be signed the same day or even while you wait. However, there are times that it may take a day or two for the form to be completed. In addition, other than Petty Cash, the request goes through accounting and can take anywhere from one week to two months to be processed. Anytime there is a request for over \$100 in the form of a Petty Cash, our office will confirm the transaction with one other authorized representative.

### *Account Statements*

If there are transactions on your account in a given month, an account statement will be printed and placed in the student organization's mailbox. A statement will only be printed on the account that had the transaction (i.e. if a deposit was made you would receive a statement on your income account). To determine the balance you need both account summaries. However, at any time you can request a balance on your account by stopping by Student Activities.

### *Responsibilities*

The student organization is responsible for maintaining financial records for the account. Funds must be in the account before charges can be made. If charges are made to the account without the appropriate funds being available, the student organization's privileges may be revoked until funds have been deposited.

If the student organization is inactive for three consecutive semesters, the funds in the account will revert to the Student Activities office for student organization services.

## **OFF-CAMPUS BANKING ACCOUNTS**

A student organization may choose to open an off-campus checking or savings account at a local bank or credit union. An off-campus bank account gives the student organization the option to write checks and have instant access to account funds. Most financial institutions will require the organization to have an EIN.

Caution should be taken if an off-campus checking account is used. Systems should be put in place by the student organization to ensure that no member has the ability to withdraw funds from the account without approval from the student organization and/or the Advisor. The student organization should also determine from the outset what would happen with the funds if the organization becomes defunct.

## **FUNDRAISING GUIDELINES**

### ***General Guidelines***

- A student organization may sell non-consignment merchandise, food or nonalcoholic beverages on campus, as long as it does not conflict with a contract the University has with a vendor.
- Student organizations may not conduct fundraising on behalf of or for the benefit of a non-University recognized organization or corporation.
- Fundraisers may not be conducted for private gain of individuals or for-profit businesses.
- A student organization may charge an admission fee to a program. Note: There may be a handling charge through the University Center if the tickets are sold at the Information Center. The number of tickets sold may not exceed the occupancy of the facility.
- Proceeds from fundraising activities (i.e. resale of retail merchandise and ticket sales) are subject to state sales tax laws.
- Refer to the following section on taxes for information regarding paying and collecting sales taxes.

### **Fundraiser with food is allowed under these guidelines:**

- The food is served to a limited and defined market of UTSA students, faculty or staff.
- The food is pre-cooked, purchased or donated food from a health-inspected location. (i.e. a restaurant or grocery store). It is best to have a copy of the restaurant or grocery store's license where you are selling the food.
- Raw products (ex. eggs & meat) may be prepared on campus if approved by the San Antonio Health Department. This may require getting a permit and inspection of the food preparation process and the facility. It is the responsibility of the office, department, or student organization to pay all fees necessary and to get the proper permits or inspections needed. All groups must comply with the City of San Antonio Codes and are subject to city fines or violations if proper procedures are not followed. To get information from the San Antonio Health Inspection Office you may call the following numbers: 210.207.8853 or 210.223.5903 or visit <http://www.sanantonio.gov/health/FoodSanitation/index.asp?res=1024&ver=true>. If applicable, you must also make proper accommodations for grilling and sand traps with Physical Plant.
- The sale of home-prepared or cooked food is not permitted unless there is written approval from the San Antonio Department of Health.

### **Raffles**

- Most student organizations are not qualified to conduct raffles in the State of Texas. Raffles involve paying money for the chance to win a prize of greater value, which is considered gambling. Instead of raffles, it is suggested that student organizations hold "Free Drawings" in which no money is exchanged.
- The Charitable Raffle Enabling Act, effective January 1, 1990, permits "qualified organizations" to hold up to two raffles per calendar year. Two types of student organizations may conduct raffles. (1) An association organized primarily for religious purpose that has been in existence in Texas for at least 10 years. (2) A nonprofit organization that has existed least the three preceding years, during which it has had a governing body duly elected by its members and is exempt from federal income tax under Section 501(c), Internal Revenue Code; does not participate in any political campaign. [A copy of your organization's IRS Letter of Determination verifying 501c status will be required.]
- Student organizations may conduct raffles on campus for qualified off-campus organizations. Raffle tickets may not be advertised statewide or through paid advertisements. Each raffle ticket must state the name and address of the organization holding the raffle, the name of an officer of the organization, the price of the ticket, and a general description of each prize to be awarded that has a value of over \$10. A prize may not be money. Only members of the organization may sell tickets. No one may be compensated directly or indirectly for organizing or conducting a raffle or for selling raffle tickets
- Visit [http://www.oag.state.tx.us/AG\\_Publications/txts/raffle.shtml](http://www.oag.state.tx.us/AG_Publications/txts/raffle.shtml) for more information.

### **TAXES**

#### **Collecting Sales Tax on Items Sold**

All student organizations are required by law to collect sales tax when selling goods and/or services (this may include tickets to an event). If an organization has a state sales tax exemption, this means that the group is exempt from paying sales tax. The group is still responsible for collecting sales tax when selling goods or services. Remember, student organizations can be audited by the state, so it is very important that sales tax is properly collected and remitted to the State Comptroller's Office. If you have questions on sales tax you can call the State Comptroller at 800.252.5555 or you can E-mail [tax.help@cpa.state.tx.us](mailto:tax.help@cpa.state.tx.us). In order to properly remit sales tax:

- Download a *Sales Tax Permit Form* from <http://www.window.state.tx.us>.
- Fill out the form and send it in to: Texas Comptroller of Public Accounts, Austin TX 78774-0100
- It will take 4-6 weeks for your form to be processed. When you receive your permit number, make a copy and keep it in a secure place so that it will be readily available for you. This permit number is for you to use when you remit payments to the state. It allows the comptroller's office to readily identify what organization is remitting payment.
- Obtain a "Texas Sales and Use" tax return from the Comptroller's Office (call 210.616.0067 or 512.463.4600)
- Fill out the tax return and send it to the address above by the 20th day of the next calendar month after the month of your sale. If your organization owes less than \$500 in sales tax for a calendar month or \$1,500 for a calendar quarter, taxes may be paid on a quarterly basis. This means payment is due by the 20<sup>th</sup> day of the month following each calendar quarter.

#### **Exceptions to Sales Tax Law**

- If an organization is planning a one-day sale within a calendar month, it does not have to collect sales tax on any goods sold during that one-day period. An organization may only hold one tax free sale per month. For more information about this exemption visit: [http://www.window.state.tx.us/taxinfo/taxpubs/tx96\\_237\\_1\\_05.html](http://www.window.state.tx.us/taxinfo/taxpubs/tx96_237_1_05.html).

- If an organization is holding an event that is exclusively for members of the UTSA community and they have not hired any off-campus business to provide services (such as a caterer or DJ), the organization does not have to collect sales tax for tickets to the event.

### ***Paying Sales Tax on Items Purchased***

Student organizations are not automatically exempt from paying state sales tax. To find out if your organization may file to become sales tax exempt, refer to Comptroller of Public Accounts, State Sales and Use Tax, Rule 3.322 (Texas Tax Code 151.309, 151.310: Texas Civil Statutes, Article 342-908). If your organization is eligible, you must first obtain 501c status from the Internal Revenue Service by submitting IRS Forms 8718 and 1023. Application processing may take over eight weeks. Also, refer to Publication 557, Tax-Exempt Status for Your Organization. All of these publications and forms are available at <http://www.irs.gov>.

If 501c status is granted, the organization may apply to the state by submitting a letter, a copy of your charter/bylaws, and a copy of your 501c letter of determination from the IRS (if applicable) to the following address: Tax Policy Division, Exempt Organizations Section, Texas Comptroller of Public Accounts, P.O. Box 13528, Austin TX 78711-3528

Upon a ruling by the State Comptroller's Office you will receive a letter allowing or denying exempt status. If exempt status is granted, please inform Student Activities and provide a copy of documentation for your organization's permanent file.

If a student organization is purchasing merchandise for resale, it has two options regarding sales tax:

- obtain a resale certificate from the State Comptroller's Office, which will allow the organization to defer payment of sales tax until time of sale. This does not mean that the organization does not pay sales tax. It means that it will collect sales tax for the item when it is resold and that sales tax will then be remitted to the state.
- pay the vendor sales tax on the items purchased. Please note, however, that if the organization is selling the merchandise at a mark-up, sales tax must be collected and paid on the mark-up.

### **FUNDRAISING VIA DONATIONS AND SPONSORSHIPS**

Any student organization soliciting donations must make clear to any potential donor that they are independent entities whose solicitations are not endorsed by or connected to UTSA. Further, any student organization that does not have the proper documentation indicating that donations they receive are tax deductible is required to inform all potential donors that their donations to the student organization will not be tax deductible. Since student organizations may be soliciting donations from donors with whom UTSA has or is cultivating a relationship, student organizations are expected to inform the Associate Director of Development for Student Affairs in advance of all such solicitations of \$500 or more. The form to be used is the Fundraising Authorization Request Form located at [www.utsa.edu/sa/so/forms.cfm](http://www.utsa.edu/sa/so/forms.cfm). Once completed, submit the form to Student Activities (UC 1.02.08 or DB 1.302).

### **LEADERFUND**

The purpose of LeaderFund is to provide financial support to student organizations for activities that meet at least one of the following goals: (1) provide increased opportunities for leadership development of the student organization's members; (2) contribute to an increased sense of campus community; or (3) provide learning opportunities for the UTSA student body. LeaderFund does not exist to support routine, day-to-day operational expenses. The Student Government Association (SGA) operates LeaderFund. For information on how to request funds, deadlines, and hearing dates, contact the Student Government Association at 210.458.4597 or visit their website (<http://www.utsa.edu/sga>) or stop by their office in the Student Organization Complex (UC 1.02.08).

# **HOSTING EVENTS ON CAMPUS**

## **RESERVATIONS**

A student organization is eligible to reserve meeting spaces in the University Center, classrooms and lecture halls in academic buildings and other approved locations on the 1604 or Downtown campus (e.g. Sombrilla, athletic fields/courts, etc.). All reservations are processed by the University Center Events Management Office. To reserve a room or table, you to go to <http://www.utsa.edu/uctr/Reservations> and click on "Make a reservation".

## **FOOD ON CAMPUS**

For the most current information go to <http://www.utsa.edu/utsacard/cater.htm> or call 210.458.7682.

### ***Reservations for serving or selling food***

The University Center Events Management Office in the University Center (1.04.02) can inform you where the proper locations are for food distribution on campus. For grilling, you must also make proper accommodations for a sand trap through the Physical Plant (210.458.4260)

### ***Pre-Cooked/Baked Goods***

All prepared food must be purchased or donated items from an approved health-inspected location. You must obtain a copy of their current health inspection to have as proof. No home goods may be sold on campus.

### ***Perishable Foods***

Raw products (ex. eggs & meat) may be prepared on campus if approved by the San Antonio Health Department. This may require getting a permit and inspection of the food preparation process and the facility. It is the responsibility of the office, department, or student organization to pay all fees necessary and to get the proper permits or inspections needed. All groups must comply with the City of San Antonio Codes and are subject to city fines or violations if proper procedures are not followed. To get information from the San Antonio Health Inspection Office you may call the following numbers: 210.207.8853 or 210.223.5903 or visit <http://www.sanantonio.gov/health/FoodSanitation/>. If applicable, you must also make proper accommodations for grilling and sand traps with Physical Plant.

### ***Potlucks at Meetings***

Potlucks are acceptable if you have consent of all participating members of the group. There may be limitations on where potlucks can be held; when reserving the space ensure that it is acceptable to have this type of event in the space.

### ***Catering Guidelines***

Any catering done on campus must be by one of the approved caterers. Per the policy, all offices, departments or student organizations can use Chartwells or select one of the pre-approved caterers. No other caterers will be approved for use or payment. For a full list of the approved caterers go to <http://www.utsa.edu/utsacard/groups.htm>.

### ***Delivered Food or Fast Food***

If "fast food" is not being "catered", served to a group on site, is prepared before deliver and is not served by the company, then the catering policy does not apply. However, should you plan a small gathering of 10 or less participants or if the event is less than \$100, you are able to utilize such services as Jason's Deli, as long as the food service is not designated as a catering company.

## **EQUIPMENT FOR EVENTS**

Special audio or visual equipment, such as overhead projectors, slide projectors, stereo equipment, etc. is available to student organizations for events held in on-campus facilities. If needed, such equipment should be requested along with the facility reservation request.

- For events held in the University Center, special equipment is provided through the University Center Events Management Office.
- For other locations, the Office of Academic Technology (BB 4.06.28 or FS 2.516) provides special equipment arrangements. Your faculty/staff advisor must submit the request for equipment at least two weeks prior to the event.

## **OFF-CAMPUS SPEAKERS**

Only student organizations and faculty/staff organizations may present off-campus speakers on this campus as approved by the Executive Director of Student Activities.

The Off Campus Speaker Request Form (<http://www.utsa.edu/sa/so> under “Forms”) must be submitted to the University Center Events Management Office or Student Activities at least five (5) working days prior to the scheduled event.

### **AMPLIFIED SOUND ON CAMPUS**

Organization may use amplified sound (i.e., when sound volume is increased by any electric, electronic, mechanical, or motor-powered means) on any UTSA campus at designated times and locations, subject to the rules found in the UTSA Handbook of Operating Procedures, Chapter 9.37, IV: (<http://www.utsa.edu/hop/chapter9/9-37.cfm>). Advanced permission is required (see Section B of the above mentioned policy). Any event or activity determined to be disruptive to any authorized university activity may be stopped or modified, notwithstanding the amplified sound provisions listed in the policy.

# **PUBLICITY OF EVENTS**

## **SOLICITATION OPTIONS**

**Note:** Excluding *The Paisano* option, only University departments and student organizations currently registered with Student Activities may utilize the following Solicitation Options.

### ***Signs on Stakes***

Stakes may be placed on campus to advertise for date-specific events or directional use only. They may not be placed in flowerbeds or visible from off campus (i.e. no on UTSA Blvd.). See the Signs on Stakes (Yard Signs) Guidelines outlined in the Student Organization Handbook.

### ***Easels***

Check out easels from the University Center (1604) or Student Activities (Downtown) to place advertising for upcoming events and programs around campus.

### ***Table Tents***

Student organizations choosing to utilize this method of communication must submit a copy of the table tent to Student Activities and obtain approval from Student Activities prior to placing tents. Table tents can be placed on the tables in the dining areas on campus with permission from Chartwells. Additional permission may be needed to post table tents in the University Center dining area.

### ***Literature/Handbills/Petitions***

Students, faculty and staff may distribute printed materials on campus. The materials must meet all posting policies with regard to subject matter.

### ***“In the Loop” E-Newsletter***

This newsletter is distributed to student leaders and advisors on campus. To have updates, announcements, or reminders put in this newsletter, send a message [getinvolved@utsa.edu](mailto:getinvolved@utsa.edu).

### ***The Paisano***

The Paisano is an independent student newspaper that is distributed every Tuesday during the academic year. An advertisement can be purchased or an announcement can be sent with event information to be placed in the Calendar of Events section. For more information the Paisano at 210.690.9301 or [paisano@paisano-online.com](mailto:paisano@paisano-online.com).

### ***UTSA Today or @ News***

UTSA Today is a website based newsletter (<http://www.utsa.edu/today>). @News is an electronic newsletter sent to all faculty and staff on campus. If you have an announcement or an event to be shared, email [news@utsa.edu](mailto:news@utsa.edu).

### ***Residence Hall***

To pass out flyers at the residence hall you must contact each facility individually. University Oaks call 210.877.3091, Chisholm call 210.458.6700, and Chaparral Village call 210.458.6200.

### ***Banners and Flyers***

Banners and flyers may be hung across campus in various approved locations. See the Posting Policy and General Posting Locations outlined in the Student Organization Handbook.

### ***Donation Boxes***

Donation boxes may be placed for a maximum of three weeks in the following locations: in front of the SOC, under a student organization's assigned bulletin board and by the stairwell in the HSS as you enter from the side of the UC. Downtown, boxes can be placed in the Frio Street Commons, outside the library, in the Student Center and in the lobby of the Monterrey Building.

The following information must be included on the box: name of the student organization or department, location of where items will be donated, type of items needed (books, clothes etc.) and contact information. In addition, the box should be wrapped neatly and decorated. Student Activities must approve and stamp each box. If the student organization or department does not pick up boxes at the end of the three-week period, Student Activities will donate the items to a place at their own discretion.

### **Sidewalk Chalk**

Chalking on campus **will no longer be allowed** due to the safety concerns and clean up costs. The chalk is tracked into buildings by people walking on it and it is slippery on the smooth floors--this causes concerns of potential falls. There are so many other options for educating the campus community about your programming that this should not hinder what you and your organization are trying to accomplish. If a student organization violates the policy and uses sidewalk chalk, they will be charged for any clean up costs that are incurred.

### **POSTING GUIDELINES**

#### ***Allowed postings on campus:***

- Announcement of an event/program/meeting/news sponsored by University department or a currently registered student organization.
- Student/Faculty/Staff selling, buying or trading personal items. The individual that is posting must own the items (i.e. books, stereo system). You cannot sell products/services on behalf of a company.

#### ***Posting on campus is not allowed if:***

- Sponsors are non-UTSA entities (businesses, individuals, religious establishments, etc.) or contains commercial and promotional materials sponsored or jointly sponsored by non-UTSA affiliated entities.
- Materials glorify, edify or support the misuse and/or abuse of alcohol and drugs or display any trademarks and/or brand names of alcohol or drugs.
- Contains material directed to incite or produce imminent lawless action and likely to incite or produce such action.
- Advertise off-campus events where there is the sale, consumption or availability of alcohol.

#### ***Where to seek approval:***

- Housing related flyers: Student Life Office (UC 2.02.18)
- Job opportunities: Career Services (UC 2.02.04)
- Student organizations: Student Activities (UC 1.02.08 or DB 1.302)
- Faculty/Staff/Student selling item(s): Student Activities (UC 1.02.08 or DB 1.302), bring UTSA ID to verify status
- UTSA departments do not require posting approval, but must follow all posting policies.

#### ***What type of information is necessary for posting approval?***

- Name of the student organization or department sponsoring the event
- Title of Event/Program/Meeting with Date, Time and Location
- Phone number, e-mail address or web address for more information (not necessary for news announcements)

#### ***General Requirements for posting Flyers at 1604 or Downtown***

- Flyers must be no larger than 17 by 28 inches
- All materials are approved for a posting period not to exceed two weeks. Materials promoting an event or activity must be removed by the sponsoring individual/organization within 48 hours after the conclusion of the event or activity.
- One flyer per student organization or department, per event, per board/kiosk is allowed
- One flyer is kept on file by Student Activities.

#### ***General Requirements for posting Banners at 1604***

- Banners may be 6 feet high by 8 feet wide or 8 feet high by 6 feet wide in the SB, HSS, JPL, and UC catwalk.
- Banners may be no larger than 3 feet wide by 4 feet high on the UC railings.
- One banner per student organization or department, per event, per building is allowed.
- All materials are approved for a posting period not to exceed two weeks. Materials promoting an event or activity must be removed by the sponsoring individual/organization within 48 hours after the conclusion of the event or activity.
- Banners displayed on the UC railing must be event specific (no announcements/congratulations/etc) and must include event title, date, time and location. Tape cannot be used to hang banners on the UC railing.
- Banners displayed in any outside location must have either a wax or vinyl backing to prevent any color bleeding onto the building.

#### ***General Requirements for posting Banners at UTSA Downtown***

- Paper banners may be displayed in the Frio Street Building in the Commons Area and in the Student Center swing frames (must go through Student Activities to have them placed in the frames)
- All paper banners must be no larger than 3 feet wide by 4 feet long.

- Vinyl banners may be displayed on the third floor terrace of the Frio Street building or on the upper deck of the parking garage-facing the labyrinth.

## **GENERAL POSTING LOCATIONS**

There are 40 approved general posting locations (26 at 1604 and 14 downtown). You may not post on glass, doors, in stairwells, elevators, bus stops, etc. All items (other than department sponsored banners/flyers) posted on campus must be approved and stamped by the appropriate office (see above in third section "Where to seek approval"). In addition, you must obtain keys for the glass cases downtown; bring a student ID to Student Activities (DB 1.302).

<b>Campus</b>	<b>Building</b>	<b>Floor</b>	<b>Location</b>	<b>Type</b>
1604	BB	n/a	Outside the Business Bldg by the bus stop	Kiosk
1604	Convo	n/a	Outside of west entrance of Convocation Center	Kiosk
1604	EB	n/a	Outside of east entrance of Engineering Bldg	Kiosk
1604	HSS	2	Between 2.0140A & 2.01.42	Bulletin Board
1604	HSS	2	In front of 2.01.08	Bulletin Board
1604	HSS	2	In front of 2.01.30	Bulletin Board
1604	HSS	2	In front of 2.01.32	Bulletin Board
1604	HSS	2	Next to 2.02.08	Bulletin Board
1604	HSS	2	Next to 3.04.20	Bulletin Board
1604	HSS	n/a	Outside the HSS facing the Sombrilla	Kiosk
1604	JPL	n/a	In the center of stair well between 1st & 2nd floor	Bulletin Board
1604	JPL	n/a	In the Sombrilla	Kiosk
1604	MS	2	In front of 2.02.03	Bulletin Board
1604	MS	2	In front of 2.03.18	Bulletin Board
1604	MS	2	In front of the Freshman Advising Center 2.02.18	Bulletin Board
1604	MS	2	In front of Video Productions Office 2.01.14	Bulletin Board
1604	MS	2	Next to 2.01.02	Bulletin Board
1604	MS	2	Next to Employee Relations Office 2.02.46	Bulletin Board
1604	MS	2	Next to Ladies Restroom 2.02.40	Bulletin Board
1604	MS	3	In front of Men's Restroom 3.02.04	Bulletin Board
1604	MS	3	In front of Men's Restroom 3.02.48	Bulletin Board
1604	SB	2	Between 2.01.20 & 2.01.19	Bulletin Board
1604	SB	2	Next to Math Lab 2.01.02	Bulletin Board
1604	SB	3	In front of Ladies Restroom 3.01.44	Bulletin Board
1604	UC	1	In front of Student Activities 1.02.08	Kiosk
1604	UC	n/a	Outside main entrance to Phase I of UC	Kiosk
DT	Buena Vista	1	Across from Bookstore	Glass case
DT	Buena Vista	3	Across from 3.342 (four cases there, use only one)	Glass case
DT	Buena Vista	3	Between 3.314 and 3.316	Glass case
DT	Buena Vista	4	Left of 4.304	Glass case
DT	Durango	3	Across from Campus Recreation	Glass case
DT	Durango	3	Hallway next to Campus Recreation	Bulletin Board
DT	Durango	3	Next to restrooms	Glass case
DT	Frio (North)	1	Commons Area outside FS 1.402	Glass case
DT	Frio (North)	3	Across from 3.412	Glass case
DT	Frio (North)	3	Across from 3.412	Glass case
DT	Frio (South)	1	Next to Admissions/Visitor Center	Glass case
DT	Frio (South)	3	Left of 3.530	Glass case
DT	Frio (South)	3	Left of 3.530	Glass case
DT	Monterey	1	Main foyer wall behind Information Desk	Bulletin Board

## **SIGNS WITH STAKES (YARD SIGNS) GUIDELINES**

### ***Regulations***

- Signs regarding official University events will be given priority in regard to placement, etc.
- Signs are the responsibility of the organization/department. The organization/department assumes the risk that any sign that is placed could be stolen or damaged.
- Signs must be either directional signs or an announcement of a date-specific event (not to exceed a week in length). Signs announcing regularly scheduled meetings do not comply with this policy.
- Signs announcing a date specific event may be posted up to ten calendar days prior to event; signs must be removed within one business day after the event. These time restrictions do not apply to major University initiatives such as Homecoming, Roadrunner Days, Graduation, Student Government Association Elections, and Orientation.
- Directional signs may be posted up to one calendar day prior to the event and must be removed by the calendar day after the event.
- Directional signs must include the event name and the sponsoring organization. Announcement signs must include the date(s) of the event, the event name and the sponsoring organization.
- Any sign that is 24 x 18 (or smaller) corrugated plastic with a stakes made from 8 or 9 gauge steel (approximately 3mm in diameter) may be placed by the organization. Due to underground utilities and irrigation, any sign larger than 24 x 18 or one with a larger stakes than 3mm in diameter must be placed by physical plant, the organization will be charged for this service.
- Signs on Stakes may be displayed within the perimeter of campus, but not along UTSA Boulevard. No sign may be posted in flower beds, next to fire hydrants, blocking other signs, or impeding the flow of traffic. See the Yard Sign map in the Student Activities office for suggested locations on UTSA property.
- If the signs are not removed by the required date, the organization/department may be billed for the removal.
- The University reserves the right to remove signs for violations of this policy, for safety-related reasons, or to prevent any confusion regarding official University events.

### ***Approval Process***

- Bring a copy of the yard sign to Student Activities (UC 1.02.08 or DB 1.302).
- Complete the Yard Sign Log (organization/department name, contact information, number of signs, event information, etc).
- Post your sign: Any corrugated plastic sign that is 24 x 18 (or smaller) with a stake made from 8 or 9 gauge steel (approximately 3mm in diameter) may be placed on UTSA property by the organization. Due to underground utilities and irrigation, any larger sign or one with a larger stake must be placed by physical plant, the organization will be charged for this service.
- Remove the signs within one business day.

## **WOODEN LETTERS**

If a student organizations wishes to display large wooden letters on campus, they may do so following the guidelines established for "Exhibits" in the UTSA Handbook of Operating Procedures. Those policies are located at <http://www.utsa.edu/hop/chapter9/9-37.cfm> (look for X. Exhibits, over half way down the page).

# **SERVICES OFFERED BY STUDENT ACTIVITIES**

Programs created through Student Activities staff enable students at UTSA to become involved on campus, develop lasting relationships, create support networks, and attend educational and entertainment programs. The primary purpose of Student Activities is to lay the foundation of leadership development, cultural awareness, and community service.

## **HOURS OF OPERATION**

### ***Student Activities Office (UC 1.02.08)***

Fall and Spring Semesters  
Monday-Thursday: 8:00 am to 9:00 pm  
Friday: 8:00 am to 5:00 pm  
Saturday: 11:00 am to 2:00 pm  
Summer and Breaks  
Monday-Friday: 8:00 am to 5:00 pm  
Saturday-Sunday: Closed

### ***Student Activities Office (DB 1.302)***

Monday-Friday: 8:00 am to 6:00 pm  
Saturday-Sunday: Closed

## **DOWNTOWN CAMPUS – STUDENT ACTIVITIES CENTER (DURANGO BUILDING)**

The Student Activities Center, located on the first floor of the Durango Building, is a multi-purpose space that can be utilized by student organizations as an informal gathering place, as well as, a reservable space to set up recruitment/informational tables, sponsor a program or event for the Downtown Campus community or after 6:00pm hold a social event specifically for members of your organization. The Student Activities Center is a great location to get the word out about your organization through the brochure rack, banner display cases, and flyer display cases.

## **STUDENT ORGANIZATION COMPLEX (SOC)**

The Student Organization Complex, adjacent to Student Activities, is the hub of student organization activity. The highlights of the 6,000 square foot area are the SOC Lounge, Graphics Room and Workspaces. The Student Organization Complex creates a community environment in which students develop relationships with staff members and other student leaders and use shared resources to conduct business and develop collaborative programs. For the convenience of students and organizations alike, there is a courtesy phone located in the SOC.

## **CO-CURRICULAR TRANSCRIPT**

Highlight your accomplishments with your own Co-Curricular Transcript. The University Center Events Management Office offers all UTSA students the opportunity to document and verify all out-of-classroom experience. Your co-curricular transcript is a validation of your involvement while at The University of Texas at San Antonio. This transcript outlines your involvement, memberships, accolades, and community service while attending UTSA.

## **GRAPHICS ROOM**

The Graphics Room in the Student Organization Complex (enter through UC 1.02.08) is a workroom for student organizations to use when making banners or working on projects. Markers, butcher paper, and helium are available free of charge for student organizations. Due to the popularity of this service, student organization must sign up for a time slot at the front desk of Student Activities. The maximum time allotted per group per day is two hours.

The following guidelines have been established so everyone can continue to take advantage of this great service. If the guidelines are not followed, a student organization may lose their Graphics Room privileges.

- When tracing, use white board only. No walls should be used for tracing.
- Only use masking tape to hang butcher paper on the white board.
- Do not place masking tape on walls.
- Use pencil only to trace on butcher paper.
- Use paints and markers only on the floor mats. Do not use markers on walls, white board or bare floor.
- Return cabinet key (for paint and brushes) to Student Activities.
- Do not remove any equipment or supplies from Graphics Room.
- Throw away all trash before leaving.

Downtown has helium available free of charge, but there is no space allocated for banner making.

## **SOC LOUNGE**

The SOC Lounge is a resource center for student leaders. Many of the services offered through Student Activities can be found in the Lounge such as the Leadership Library, a copy of the Speakers' Bureau, and the Literature Racks.

## **LEADERSHIP LIBRARY**

The Leadership Library is a growing collection of books, workbooks, newsletters, journals, and video and audio tapes on a wide variety of leadership and personal development topics. The library is open to all students, faculty, and staff, and is located in the front of the Office of Student Activities (UC 1.02.08). Resources are available on such topics as "The Seven Habits of Highly Effective People," leadership styles, icebreakers and team builders, diversity awareness, AIDS/HIV, and stress management.

If interested in an item, notify Student Activities. He/She will have you log out the item. Items will be stamped with a return date (two weeks). Return item(s) by the date that is stamped on the item(s) you have borrowed. Any item that is lost and/or not returned to the Leadership Library will be the responsibility of the last individual/student organization that checked it out.

## **SPEAKERS' BUREAU**

The Speakers' Bureau is designed to help students, faculty and staff find qualified speakers on a variety of subjects. The Speakers' Bureau provides a list of topics on which UTSA faculty, staff and alumni are willing to present free of charge. Topics cover such areas as leadership, personal and professional development, current affairs, and social issues. The list provides the session titles, speaker's name, email and phone number. It is updated each year and copies can be obtained from the SOC Lounge or on the web page ([http://www.utsa.edu/sa/so/leader\\_org\\_dev.cfm](http://www.utsa.edu/sa/so/leader_org_dev.cfm)).

## **LEADER SERIES**

Leader Series, sponsored by the Student Organization Council, provides workshops covering organizational management to student organizations. These workshops are presented by student leaders and/or professional staff members with experience on the subject. Past presentations have included officer transitions, team building activities, retreat planning, fundraising and sponsorships, parliamentary procedure, program planning, and publicity. For a listing of upcoming presentations, stop by the SOC. Note: These sessions are not offered every semester.

## **PROGRAM ASSISTANCE**

The staff within Student Activities are available to assist student organizations with program planning for events-large and small. We can walk student organizations through all the steps involved in planning and executing an event (brainstorming, research, logistics, publicity, decorating, catering, equipment, etc). In addition, we can troubleshoot any potential problems and help the organization minimize risk.

## **LEADER TIPS**

Leader Tips are quick references available on-line for student organizations. The reference sheets help student leaders and student organizations develop in a variety of areas. Topic include how to write minutes, team building, brainstorming, etc. The offering of Leader Tips is expanding constantly, so visit the list often at [http://www.utsa.edu/sa/so/leader\\_org\\_dev.cfm](http://www.utsa.edu/sa/so/leader_org_dev.cfm).

## **LEADER SUMMIT**

Leader Summit is a free leadership conference that provides an opportunity for UTSA students to gain invaluable personal and leadership skills through educational sessions, roundtables, peer-to-peer interactions and a keynote presentation by a nationally recognized speaker. Leader Summit will be held every year in the fall semester. Be sure your organization sends representatives to the conference every year.

## **LITERATURE RACKS**

Literature racks are available for student organization brochures. The literature racks are located in the Student Organization Complex at 1604 and near the communal student organization workspace at the downtown campus. Student organizations are encouraged to place literature about themselves in this location for members of the UTSA community as well as prospective students to learn more about the organization.

# **POLICIES AND GUIDELINES**

## **STUDENT TRAVEL**

The following policy is taken from the UTSA Handbook of Operating Procedures Section 5.18 (<http://www.utsa.edu/hop>). There may have been updates to the policy, so please be sure to check the HOP directly for the most current information.

### **I. Student Travel**

This policy does not apply to NCAA Division I student athletes at UTSA. This policy is applicable to student travel undertaken by one or more currently enrolled students traveling to, from and during an activity, event, sports competition or required class related activity that meets all of the following criteria:

- A. An activity, event, sports competition or required class related activity organized and sponsored by the University of Texas at San Antonio (UTSA). An activity or event is considered to be organized and sponsored if it has been planned and funded by UTSA and approved by the designated administrator.
- B. The activity or event is located more than 25 miles from the component institution; and
  1. Travel to the activity or event is funded and undertaken using a vehicle owned or leased by UTSA; or
  2. Attendance at the activity or event is required by UTSA and approved in accordance with this Policy.
  3. Attendance at the activity or event is required by a registered student organization and approved in accordance with this policy.

### **II. Students engaged in travel, as defined in section I, are required to:**

- A. Obtain prior written approval for the proposed travel by the approved institutional officer. A UTSA Authorization for Student Travel form must be completed by the sponsoring department, including the names, student identification numbers and itinerary of the trip.
- B. At the institutional officer's approval, it may be determined that proof of medical insurance be provided by the student participants.
- C. Students wishing not to utilize transportation provided to or from the activity or event may sign a release that must be approved by the institutional officer. Use of personal vehicles by students to drive to University-related activities is discouraged. If, however, students use their own vehicles, and/or transport other students as passengers, they should be informed, in advance, that their personal insurance will be primarily responsible for any liability that may arise from such use.

### **III. Travel by Registered Student Organizations**

Registered Student Organizations that require members to travel 25 miles or more from the campuses of the component institution to attend an activity or event covered by this policy must obtain prior written approval for the proposed travel by the appropriate institutional officer.

### **IV. Motor Vehicle Travel**

- A. Twelve and fifteen passenger vans may not be used to transport students or equipment.
- B. The total number of passengers in any vehicle and the total weight capacity of the vehicle, including luggage, at any time the vehicle is in operation shall not exceed the manufacturer's recommended capacity or the number specified in applicable federal or state law or regulations, whichever is lower.
- C. Occupants of motor vehicles are required to use seat belts or other approved safety restraint devices required by law or regulation at all times the vehicle is in operation.
- D. Occupants of motor vehicles shall not consume, possess or transport any alcoholic beverages or illegal substances. The use of university-owned or leased vehicles to transport students to and/or from an establishment whose primary function is to sell and serve alcohol is also prohibited.
- E. Motor vehicles must be leased or rented from an approved vendor and those vehicles must have a current proof of liability insurance, state inspection certification, be equipped with all safety devices or equipment required by state or federal law or regulation, and comply with all other requirements of state or federal law or regulation.
- F. No personal vehicle may be "loaned" to the university.
- G. Children may not be transported under the provisions of this policy.

### **V. Drivers**

- A. Professional motor coach companies must provide drivers with the appropriate training and license for the vehicle driven.
- B. Drivers shall comply with all laws, regulations, and posted signs regarding speed and traffic control.
- C. Drivers must be paid students, faculty, staff or contractors, acting within the scope of their assigned duties, who have successfully completed drivers' orientation training through UTSA, who have an acceptable DMV driving record as determined by UTSA Police Department, who have a valid driver's license and who have been trained as required by law to drive the vehicle that will be used. The

appropriate administrative official may require, as a consequence of a moving or traffic violation, an employee to take a Driver Safety course refresher before the employee can transport students on a subsequent University-related activity.

- D. There should be no driving between the hours of 11:00 p.m. and 6:00 a.m. without prior approval of the appropriate administrative official. The majority of travel hours should be during daylight. Drivers may not drive for continuous periods of more than two hours without a "safety" break of at least 15 minutes. Total behind the wheel driving time is not to exceed ten hours. Drivers are required to have eight hours off between periods behind the wheel. If travel time is to exceed 12 hours, 2 or more persons must share the driving responsibility and rotate time behind the wheel. Any deviation from this must be approved as part of the UTSA Authorization for Student Travel process by the institutional officer.

#### VI. Student Information

The following is required if a student travels to an activity or event that is planned by UTSA.

The sponsoring department is responsible for collecting and maintaining the following records:

- A. Approved Travel Authorization form with attached list of participants' names and student identification numbers.
- B. Medical insurance information for each student (if required by the institutional officer).
- C. Emergency contact list complete with the names, addresses and telephone numbers of people to contact for each student in case of an emergency.
- D. Waiver and Indemnification statement completed and signed by each student, or his or her legal guardian if not of age.
- E. Itinerary and on the road contact information so that traveling party can be contacted while en route and returning to campus.
- F. Information concerning what department is sponsoring the travel and who to contact at UTSA for information on the trip must be forwarded to UTSA Police Department so that information is available while the students are on the road.
- G. A complete copy of this information is to be taken on the trip with the students.

#### VII. Student Conduct

- A. Students are responsible for abiding by the rules and regulations contained in the UTSA [Student Code of Conduct](#) while they are traveling.
- B. The sponsoring department may promulgate additional rules concerning expectations of students while on the trip.

### **PEACEFUL PUBLIC ASSEMBLY POLICY**

*Below is only a excerpt of the policy, the full policy can be found at <http://www.utsa.edu/hop/chapter9/9-37.cfm>*

The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the university. Students, faculty, and staff, when not operating in their official capacity, have the right to assemble, to speak, and the corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen.

However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs, administrative processes or other authorized activities of the university. The university shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person. Further, no expression or assembly may be conducted in a way that damages or defaces property of the university or of any person who has not authorized the person engaging in expression or assembly to damage or deface his or her property.

University staff, faculty and students may peaceably assemble anywhere on the UTSA campuses that they are otherwise permitted to be without advanced permission, as long as there is no disruption to other university activities. In keeping with the university's mission, any program or event sponsored by an academic or administrative unit of the university shall have priority in the use of space and facilities over any speech, expression, and assembly that is not sponsored by an academic or administrative unit.

No person, including a student or university employee, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by UTSA if it is obscene, unlawfully defamatory, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action. Further, no person may attempt to coerce, intimidate, or badger any other person into viewing, listening to, or accepting a copy of any communication or persist in demanding the attention of any other person after that other person has attempted to walk away or has clearly refused to attend to the speaker's communication. Persons or organizations who are planning a public assembly with more than 50 participants are strongly encouraged to notify and consult with the executive director of the University Center or his/her designee (herein referred to as the executive director) as soon as practicable after the point at which the planners anticipate or plan for more than

50 participants. Persons or organizations planning smaller assemblies are encouraged to consult the executive director if there is uncertainty about applicable university rules, the appropriateness of the planned location, or possible conflict with other events. The executive director has experience in helping student organizations structure events in ways that both comply with the university's rules and achieve the organization's goals for the event. The executive director can help identify appropriate space and potentially conflicting events, as well as help the planners avoid unintended disruption or other violations.

Other generally applicable or narrowly localized rules, written and unwritten, incidentally limit the time, place, and manner of speech, but are too numerous to compile or cross-reference in this policy. For example, libraries typically have highly restrictive rules concerning noise; fire and safety codes prohibit the obstruction of exits and limit the constriction of hallways; classroom speech may be confined to the subject matter of the class; and individual professors may have rules of decorum in their classroom. Such rules must be viewpoint neutral and should not restrict speech more than is reasonably necessary to serve their purpose.

### **STATEMENT ON DATE AUCTIONS**

The purpose of this statement is to discuss briefly three aspects of date auctions that make them inappropriate in the opinion of the Office of Student Activities. It is not our intent to propose that the organizations that have sponsored date auctions in the past had any intentions of promoting or endorsing these issues. Rather, it is our intent to promote awareness of these concerns and point out potential problems and liabilities for future consideration.

**Racial insensitivity:** Date auctions tend to have the appearance of and the "trappings" of slave auctions. Slave auctions were a very real and tragic part of the history of this country. They devalued the dignity of human beings to the level of merchandise. Regardless of the intent of a date auction, it still involves one person "bidding" for the services of another person. Whether the services consist of work or time or something else, an auction of this type consists of one person paying a second person (or organization) for the services of a third person. The bidding process invariably involves a comparison of the relative "value" of each person being auctioned. On a campus where equality, openness, and sensitivity are valued, any activity that suggests the auctioning of one human being's services to another is inappropriate.

**Gender insensitivity:** An extension of the issues above is the need for us all to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continue to exist between men and women is the concept of "whoever pays is entitled." Many date rapes result from the assumption on the part of the man or the woman or both that whoever pays for the "date" is entitled to more than the other person wanted. Date auctions can tend to create an environment where those expectations may be used to the disadvantage of one or the other participants.

**Personal safety:** A date auction often involves a "well known" person spending time with a stranger on a "date" that he or she otherwise might not have chosen to spend time with at all. The organization sponsoring the auction has no way of knowing the motivations of the persons doing the bidding. A "fatal attraction" circumstance is possible, where the date auction becomes a very convenient means by which a person has the opportunity to "buy" some time with the person to whom he or she is attracted. Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event.

Date auctions are almost always held to raise money for good causes. The organizations have very good intentions in sponsoring the activity. Given the above concerns, which expose the potential for persons and/or groups either to be offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money. If an organization should want to hold an auction, we would encourage the auctioning of items, such as tickets to an event or dinners at a particular restaurant, rather than auctioning individuals. With the many positive and imaginative alternatives that organizations have for raising funds, we feel date auctions should be avoided.

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### **STATEMENT ON PUBLIC VIEWINGS**

The purpose of this statement is to educate the campus community on the responsibility one must take when holding public viewings of films, slideshows, videos, DVDs or any other licensed production.

**Intention of US Copyright Laws:** Copyright laws are intended to protect the rights and interests of authors and artists, to protect their due credit and financial compensation for their works against piracy, against other people stealing their deserved credit and profits. Copyright laws are also intended to protect the licenses and patents belonging to inventors and entrepreneurs.

**Items that are protected under US Copyright Laws:** (1) literary works; (2) musical works, including any accompanying words; (3) dramatic works, including any accompanying music; (4) pantomimes and choreographic works; (5) pictorial, graphic, and sculptural works; (6) motion pictures and other audiovisual works; (7) sound recordings; and (8) architectural works. (Source: Library of Congress – US Copyright Law; <http://www.copyright.gov/title17/92chap1.html#102> ). For information about getting permission to use copyrighted materials (papers, images, movies, music, etc) visit: <http://www.utsystem.edu/OGC/Intellectualproperty/permisn.htm>

**Procedures to follow for Public Viewings:** Student organizations may sponsor slide shows, videotapes, DVDs or films on campus. In addition, they must either (a) receive written permission from the copyright owner to hold a public viewing or (b) pay for the use of the public viewing using a distributor (see below). Simply purchasing or renting a slide show, videotape, DVD or film from a store or checking one out from a library does not comply with copyright laws.

### **Distributors/Licensing Corporations:**

Criterion  
800.890.9494  
<http://www.criterionpicusa.com>

Motion Picture Licensing Corporation  
800.462.8855  
<http://www.mplc.com>

New Yorker Films  
212.645.4600  
<http://www.newyorkerfilms.com>

Swank Motion Picture  
800.876.5577  
<http://www.swank.com>

### **STUDENT ORGANIZATION RELATIONSHIP STATEMENT**

*Approved by VPSA: June 1997; Updated January 2008*

#### Section 1: Purpose Statement

- 1.1 The University of Texas at San Antonio is strongly committed to providing students opportunities for involvement in student organizations operating on campus. By maintaining a statement of relationship between the University and the student organization, the University establishes a clear set of privileges and responsibilities for student organizations to foster their success.
- 1.2 These policies and procedures shall conform to The University of Texas System Board of Regents' Rules as well as the student policies and regulations as published in The University of Texas at San Antonio Student Guide, Handbook of Operating Procedures, and Administrative Memoranda.

#### Section 2: Definitions

- 2.1 Student Organization: A separate, independent entity from the University whose membership is composed of UTSA students, or a combination of students, faculty, and staff; which has complied with the registration procedures to be officially registered (granted approval to operate on campus) by the University.
- 2.2 Sponsored Student Organization: A student organization created by a University department or division to support the on going interests of the University community. A sponsored student organization is considered to be critical to the mission and culture of the University and is inherently linked to the University due to their role as University representatives; thus a sponsored student organization is an integral part of the institution and routinely presents events for the University and surrounding community. A sponsored student organization has an advisor that is paid by the University to specifically advise the organization. Other privileges may be granted to a sponsored student organization by the sponsoring University department or division, which may or may not be extended to other student organizations. To be considered a sponsored student organization, the student organization must complete the process outlined in the Student Organization Relationship Statement, Section 3.3. student organization, the student organization must complete the process outlined in Section 3.3.
- 2.3 Student Organization Leader: A person meeting each and all of the following criteria shall be officially recognized as a student organization leader:
  - a) An undergraduate or graduate student enrolled in at least one credit hour at the University; the student need not be enrolled during the summer semester;

- b) A member in good standing of a student organization currently registered with the University; and,
  - c) A student whose name appears in a student organization's registration materials as an officer or authorized representative.
- 2.4 Student: An undergraduate or graduate enrolled in at least one credit hour and has paid all applicable tuition and fees.
- 2.5 A General Social Greek organization is a men's or women's fraternity (or sorority), meeting the following criteria:
- a) the organization is single-sex;
  - b) the organization exists to promote fraternal relationships and personal development;
  - c) requirement for admission is not limited to a specific field of study, class year, or grade attainment beyond the typical grade requirement;
  - d) the organization is affiliated with a(n) (inter)national organization as a colony or chapter. (Inter)National is defined as more than one chapter in more than one state; and
  - e) the inter(national) organization has tax-exempt status under Section 501(c) of the Internal Revenue Code.

### Section 3: Process for University Registration

- 3.1 Registered status will be granted to any student organization that meets the following criteria:
- a) membership is limited to UTSA students, or combination of students, faculty, and/or staff;
  - b) the organization complies with the established registration procedures; and,
  - c) the organization's actions or activities do not conflict with the educational mission of the University.
- 3.2 General Social Greek Organizations: The University reserves the right to extend an invitation to a(n) (inter)national fraternity/sorority to register a local chapter as a recognized general social Greek organization. The University, in consultation with the campus Greek governing body impacted, will make the final decision on the addition of any Greek organization to the UTSA Greek community. The expansion procedures will be followed when determining to invite a(n) (inter)national fraternity/sorority to register a local chapter. These procedures may be obtained through the Student Organization Handbook or the Program Advisor for Greek Life .
- 3.2.1 Any new general social Greek organization seeking recognition by the University must first obtain initial written approval from the University. Before a(n) (inter)national fraternity/ sorority may colonize and officially recognize a general social Greek organization at UTSA, it must receive written approval from the University . There is no allowance for interest meetings before written approval has been received.
- 3.3 Upon the recommendation of the Office of Student Activities, a student organization may be considered a sponsored student organization, if the organization meets the definition (Section 2.4) and criteria of a sponsored student organization and completes the sponsored student organization approval process. The Vice President for Student Affairs gives the final approval.
- 3.3.1 A sponsored student organization must meet the following criteria:
- a) plan activities which have a campus-wide impact and/or serves as a coordinating or umbrella council for a large number of students or student organizations;
  - b) receive direct funding and/or advising from a University department or division;
  - c) have a staff/faculty member that is assigned, per a job description, to advise the organization; and
  - d) membership is on a voluntary, non-paid and non-academic credit, basis.
- 3.3.2 Sponsored student organization approval process:
- a) Advisor(s) and student organizers schedule a meeting with the Assistant Director for Student Organizations to review the creation process, rights, responsibilities, and privileges extended by sponsoring office.
  - b) Develop a formal proposal using the guidelines in Section 3.33 to start a new sponsored student organization and present it to the Assistant Director for Student Organizations.
  - c) Student Activities reviews proposal, gathers outside information if needed and makes a recommendation to the Vice President for Student Affairs. Additional meetings between Student Activities, organizers and the advisor(s) may be necessary before a recommendation is forwarded to the Vice President for Student Affairs.
  - d) Vice President for Student Affairs approves or denies sponsored status.
- 3.33 Formal proposal to become a sponsored student organization: A completed proposal should address the following thoroughly and should include appropriate supporting documentation:
- a) Name of student organization, sponsoring office, student organizers' contact information, and advisor(s)' contact information.
  - b) Purpose statement of student organization. This statement should define the services/programs the student organization will offer to UTSA students, which are not currently available, and/or not being delivered effectively through existing organizations.

- c) Explanation of how this student organization meets the definition of a sponsored student organization (Section 2.4).
- d) Demonstrated need from students that the new student organization will provide programs/services, which are not currently provided through existing methods. Examples of supporting documentation include petitions from interested students, evaluations, Advisory Committee meeting minutes, etc.
- e) Draft of constitution and bylaws.
- f) Proposed operating budget and funding sources.
- g) Roles, job descriptions, and/or duties of officers & members.
- h) Action plans for student organizers and advisor to recruit members and begin providing programs.
- i) Description of support the sponsoring office will provide for the student organization (i.e. office supplies, budget, workspace, staff advising time, training, etc.)
- j) UTSA job description of the full-time staff member that will serve as an advisor. It is critical that the advisor job responsibility not be tied to a person, but to a position within the department or division; as should the position become vacant it is necessary for the next person in the position to assume the advising of the sponsored student organization.

#### Section 4: Academic Requirements

- 4.1 The University reserves the right to hold student organizations accountable to reasonable standards of academic performance of the group, its student organization leaders and its members.
- 4.2 A student, officially recognized as a student organization leader, must meet the following academic requirements to receive and maintain such status:
  - a) have at least a 2.25 UTSA cumulative GPA (3.0 for graduate student) prior to the first day of each long-term semester during the term of position; and
  - c) be in good scholastic and disciplinary status with the University at time of selection and during the term of position.
  - 4.2.1 The student must relinquish the position should he/she fail to maintain the above requirements.
  - 4.2.2 Academic requirements to be eligible for a student organization leader position that meet or exceed those stated above must be included in the student organization's constitution and/or bylaws.
- 4.3 A student selected for membership in a sponsored student organization must maintain at least a 2.00 UTSA cumulative GPA (or 3.0 for graduate student) to maintain membership. Academic requirements to be eligible for membership in a sponsored student organization that meet or exceed a 2.00 UTSA cumulative GPA must be stated in the sponsored student organization's constitution and/or bylaws.
- 4.4 A general social Greek organization whose initiated or new member semester GPA falls below a 2.25 in any long-term semester will be placed on academic probation for the following long-term semester. The organization must meet the following requirements to be cleared of academic probation:
  - a) the initiated and new members semester GPA must meet or exceed a 2.25 at the end of the probationary semester;
  - b) the organization must develop and implement a chapter academic enhancement program in conjunction with, and approved by, the Assistant Director for Student Organizations prior to the end of the second week of the probationary semester;
  - c) the organization must sponsor or attend an academic workshop during the probationary period requiring mandatory attendance of not less than 95% of the chapter members; and,
  - d) any additional requirements as determined by the Assistant Director for Student Organizations.
  - 4.4.1 Failure to meet the above requirements during the probationary semester will result in suspension, for a minimum of one long-term semester, of University recognition and all privileges associated with such recognition.

#### Section 5: Privileges of Recognition

- 5.1 Privileges extended to student organizations in good standing with the University and currently registered with the Office of Student Activities include the following:
  - 5.1.1 Recruitment: Student organizations may conduct activities on campus to recruit UTSA students in accordance with University policies and procedures regarding the use of campus facilities and solicitation.
  - 5.1.2 Fundraising: Student organizations may raise funds on and off campus. If raising funds on campus, the activity must comply with all posting and solicitation policies.
  - 5.1.3 Use of Campus Facilities: Student organizations may use University facilities for meetings, functions, programs, and other activities provided that the organization completes the appropriate facility reservation process and the activities do not intrude upon or interfere with the academic programs and administrative processes of the University. Failure to comply with facility use guidelines may restrict an organization from the use of such facilities.

- 5.1.4 Use of the On-Campus Account System: Student organizations may establish an on-campus account to procure University services, to purchase items and services from off-campus businesses and individuals, and to reimburse individuals for organization-related expenses. Improper use of the on-campus account may result in the loss of the account and the use of services requiring payment via the account.
- 5.1.5 Participation in University-sponsored Events: Student organizations are eligible to participate in all University-sponsored programs and activities involving student organizations (e.g., Involvement Fair, Best Fest, Fiesta UTSA, Homecoming). Student organizations must comply with the sign-up procedures and rules established for the event or face exclusion from such events.
- 5.1.6 Use of Campus Services: Student organizations have access to campus services. Use of these services requires payment via an on-campus account unless other payment arrangements are approved by the service provider. Improper use of campus services may result in the loss of the use of those privileges.
- 5.1.7 Use of Student Activities Services: Student organizations are eligible for all services provided by the Office of Student Activities.
- 5.2 No student organization may use University services, facilities, and equipment while it owes a monetary debt to the University and the debt is considered delinquent.
- 5.3 A student organization may state that its membership is composed of UTSA students or a combination of students, faculty, and/or staff but it shall not suggest or imply that it is acting with the authority or as an agency of the University. Student organizations are not official entities of the University and may not represent themselves as such.
  - 5.3.1 Student organizations cannot use the words “The University of Texas at San Antonio” or “UTSA” as a part of the name of the organization, and it cannot display the seal or logo as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization.
  - 5.3.2 Student organizations may indicate existence at the University by adding the phrase “at The University of Texas at San Antonio (or UTSA)”.
  - 5.3.3 Sponsored student organizations may incorporate the University’s name into the name of the organization.
  - 5.3.4 Sponsored student organizations may use the name, seal and logo of the University in accordance with University communication, policies and guidelines established by the sponsoring University department or division.
- 5.4 Other privileges may be granted to sponsored student organizations by the sponsoring University department or division that may or may not be extended to other student organizations.

#### Section 6: Responsibilities of Recognition

- 6.1 Student organizations must complete the registration process with the Office of Student Activities each semester. If the established procedures for registration or the deadlines are not adhered to, the student organization will lose all privileges of recognition until they comply.
- 6.2 Student organizations must keep on file with the Office of Student Activities a list of five officers and/or representatives who are authorized to act on behalf of the organization. Information to be included: Name, Title, Banner identification number, phone number and email address.
  - 6.2.1 It shall be conclusively presumed that the authorized officers/representative whose names are most currently on-file with Student Activities are authorized to represent the organization in its relations with the University.
  - 6.2.2 In addition, general social Greek organizations must also provide the name, address and phone numbers of the alumni/graduate advisor(s) and house board corporation president (if applicable).
- 6.3 Student organizations must have a faculty or staff advisor who is employed by the University at least one-half time (20 hours) and not on sabbatical.
- 6.4 Student organizations must keep an updated organizational constitution on file with the Office of Student Activities at all times. Constitutions should follow the following guidelines and must include those components indicated as being required:
  - a) the date of creation and revision [required];
  - b) the official name of the organization [required];
  - c) a detailed declaration of purpose of the organization [required];
  - d) criteria for selecting membership [required];
  - e) legal agreement clause [required];
  - f) establishment of authority structure, including:
    - 1. officer/representative positions, duties, and authority [required];
    - 2. description of officer/representative eligibility including academic requirements meeting or exceeding those stated in Section 4 [required];

- 3. procedure for selection and removal of officer/representatives [required];
  - g) procedures for decision-making (i.e., voting) in the control of organizational activities and finances, including a definition of quorum [required];
  - h) provision for disbursement of organization assets should the organization become defunct [required];
  - i) description of standing (permanent) and ad hoc (temporary) committees, including list of responsibilities [recommended];
  - j) description of the amendment process [recommended]; and,
  - k) provision for the selection and removal of faculty/staff advisor [recommended].
- 6.5 As a requirement of the registration process the authorized officer/representative and faculty/staff advisor of the student organization must sign the Legal Responsibilities Affidavit for Student Organizations. This affidavit includes: Statement as to Make-up of Members, Prohibition of Hazing and Disclosure of Solicitation.
- 6.6 Student organizations are accountable for the conduct of their members wherever individual actions are abetted by the organization. "Abetting" may be defined as, but not limited to, organizational sponsorship, sanctioning or condoning of the event or activity.
- 6.7 Any student organization is subject to disciplinary action or revocation of recognition as a student organization for violation of a rule or regulation of the University.
- 6.8 Sponsored student organizations are subject to all laws, rules, regulations, and policies that govern the sponsoring University department or division.
- 6.9 Additional requirements may be imposed upon general social Greek organizations.
- 6.9.1 Twice each semester, general social Greek organizations must provide updated rosters of their most current membership. Information required for every member includes: full name; banner identification number and membership status.
  - 6.9.2 At the end of every fall semester, general social Greek organizations must submit their most current constitution and by-laws, new member program, and risk management policy to the Program Advisor for Greek Life.
  - 6.9.3 All general social Greek organizations are required to apply for, obtain, and retain membership in one of the Greek governing councils. Membership in a Greek governing body requires that the organization be in compliance with all rules and regulations of that body and fully involved in all official activities of that body.
  - 6.9.4 General social Greek organizations are subject to regulations from the University, their (inter) national offices and their governance councils. All general social organizations must abide by all regulations to which they are subject.
  - 6.9.5 General social Greek organizations are required to be in compliance with the Greek Expectations and Accreditation Review (GEAR). The development and implementation of the review process, review criteria, and recommendations and/or expectations will be coordinated by the Assistant Director for Student Organizations in consultation with the general social Greek organizations. The GEAR program policies and procedures may be obtained through the Program Advisor for Greek Life or the Assistant Director for Student Organizations.

## Section 7: Student Organization Discipline

- 7.1 Organizational Responsibility for Violations: An organization violates a Regents' Rule, University regulation, or administrative rule when
- a. one or more of its officers or authorized representatives acting in the scope of their organizational capacities commit the violation;
  - b. one or more of its members commit the violation after the action that constitutes the violation was approved by majority vote of those members of the organization present and voting;
  - c. one or more members of a committee of the organization commit the violation while acting in the scope of the committee's assignment;
  - d. a member of an organization acting with apparent authority of the organization commits the violation;
  - e. one or more members of an organization or its officers permit, encourage, aid, or assist any of its members in committing a violation;
  - f. one or more members of an organization or its officers, under circumstances where such persons knew or should have known that an action constituting a violation was occurring or about to occur, fails to prevent that action; or
  - g. one or more members of an organization fail to report to appropriate University or civil authorities promptly their knowledge or any reasonable information about a violation.
- 7.2 Procedure
- a. When the dean of students receives information that an organization has allegedly violated a Regents' Rule, University regulation, or administrative rule, he or she shall investigate the alleged violation. Upon completing the investigation, the dean may
    - i. dismiss the allegation as unfounded; or

- ii. summon the authorized representative(s) of the organization for a conference at which the organization can respond to the charges and, after conferring with the representative(s),
      - a) dismiss the allegation; or
      - b) find the organization in violation and impose a penalty.
  - b. The dean of students may impose one or more of the penalties under Section 7.3 when an organization fails, without good cause, to comply with a summons under subsection (b).
  - c. Notwithstanding any other provision of this chapter, the dean of students or the president of the University may take immediate disciplinary action, pending a conference, against an organization that violates a rule or regulation of the University or The University of Texas System when, in the opinion of the official, the interest of the University or the University of Texas System would be served by interim action.
  - d. A student may be disciplined for a violation under the Student Code of Conduct even though the organization of which the student is a member is penalized under this subchapter for the same violation or for a violation growing out of the same factual transaction.
- 7.3. Disciplinary Penalties: The dean of students may impose one or more of the following penalties for violation of a Regents' Rule, University regulation, or administrative rule, and failure to meet the conditions will be considered an additional violation:
  - a. Letter of Reprimand;
  - b. Probation;
  - c. Require restitution, educational seminars, and/or community service;
  - d. Suspend the organization's right to do one or more of the following:
    - i. publicly post signs;
    - ii. set up a table or exhibit;
    - iii. publicly raise funds or make a solicitation;
    - iv. reserve the use of University rooms or spaces;
    - v. participate in intramural sports tournaments and events; or
  - e. Suspend or cancel the organization's registration for a defined period of time;
  - f. Bar future registration of the organization;
  - g. Deferred suspension/cancellation of the organization's registration
- 7.4 Notice
  - a. The dean of students shall notify the accused organization by letter of his or her decision. The dean may send the letter to any authorized representative of the organization.
  - b. The letter shall
    - ii. concisely describe the dean's findings, identifying any violations and any charges on which no violation was found;
    - iii. state the penalty imposed, if any; and
    - iv. if any violation is found or any penalty imposed, advise the organization of its rights to appeal in accordance with Section 7.5.
- 7.5 General Procedures for Appeal
  - a. An organization may appeal to the vice president for student affairs or the vice president's designee.
    - i. To appeal any decision, an authorized representative of the organization must give written notice of appeal to the dean of students within ten days after the day on which the decision or action being appealed is mailed to the organization. But if the decision is mailed between semesters, the notice of appeal is due on the tenth calendar day of the following semester.
    - ii. The notice of appeal may be informal, but it shall contain the organization's name, the date of the decision or action and the name of the organization's representative.
  - b. Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under Section 7.2 c.
  - c. Arguments either against or in support of the decision will be considered and, at the discretion of the vice president, will be presented in writing rather than orally.
  - d. The organization must file all relevant documentation from the previous decision, including written arguments when appropriate, with the Vice President for Student Affairs within ten days after notice of appeal is given.
  - e. The decision shall be communicated in writing to the organization and the dean. The decision of the vice president shall be the final appellate review.
  - f. The vice president may approve, reject, or modify the decision in question, or may require that the original decision be reopened for the presentation of additional evidence and reconsideration of the decision.