



Student Organization Handbook

Main Campus: HSU 1.210

p. 210.458.4160

getinvolved@utsa.edu
<http://www.utsa.edu/sa/>

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, Fraternities and Sororities, honor, military, service, cultural, special interest club sports, and recreation. Every student is encouraged to become a member of those organizations that appeal to their interest.

Involvement in student organizations:

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

For the most current version of the Student Organization Handbook, log in to RowdyLink, click Campus Links and then Click "Student Organization Handbook."

If there are any questions regarding any information in this handbook, please contact Student Activities at getinvolved@utsa.edu or 210.458.4160.

Table of Contents

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.

| | |
|---|-----------|
| Rights and Responsibilities | 5 |
| Privileges Given to Student Organizations | |
| Responsibilities of Student Organizations | |
| Student Organization Types | |
| Student Organization Advisor | |
| Student Organization Management | 9 |
| Annual Requirements | |
| Disclosure of Solicitation | |
| Organization Name Changes | |
| Legal Responsibilities Affidavit for Student Organizations | |
| Student Organization Assignments (Mailboxes, Bulletin Boards, Workspaces) | |
| Student Organization Finances & Fundraising..... | 16 |
| Employer Identification Number | |
| Non-Profit Student Organizations | |
| Cost Center Accounts | |
| Banking Institutions | |
| LeaderFund | |
| Fundraising Guidelines and Procedures | |
| Taxes | |
| Events & Activities On Campus..... | 23 |
| Event Planning | |
| Event Limitations | |
| Reservations | |
| Event Policies | |
| Event Food Policies | |
| Promotion & Publicity of Events..... | 25 |
| Solicitation Options | |
| Prohibited Solicitation | |
| RowdyLink News Articles | |
| Posting Guidelines | |
| Posting Locations | |
| Yard Signs | |
| Wooden Letters | |
| Posting Policy Violations | |
| Risk Management..... | 34 |
| Statement on Student Organization Travel | |
| Statement on Alcohol & Events | |
| Statement on Date Auctions | |
| Peaceful Public Assemblies | |
| Crisis Response | |
| New Student Organization Information..... | 40 |
| Getting Started | |
| Naming your Organization & Using the UTSA Logo | |
| New Student Organization Registration Process | |

Constitution Guidelines
 Single Sex Organizations Approval Process
 Sponsored Student Organization Approval Process

Campus Services 49

- Student Activities Services
 - Student Organization Complex
 - Graphics Room
 - Leadership Services
 - Publicity
 - Program Assistance
- Council of Student Organizations
- Volunteer Services
- Student Center for Community Engagement and Inclusion
- Student Leadership Center
- Student Ombudsperson

Student Organization Relationship Statement..... 54

Appendix A: 2018-2019 Bulletin Board Agreement.....63

Appendix B: 2018-2019 Workspace Agreement.....64

Letter from the Associate Dean of Students & Director of Student Activities

Dear Roadrunners:

Student Activities is excited about your interest in Student Organizations! We recognize that student organizations provide a valuable service to The University of Texas at San Antonio community by encouraging community, engagement, involvement and global citizenship. Every Roadrunner has the opportunity to get involved and find their sense of belonging at UTSA. As a student at UTSA you have the opportunity to participate in an assortment of activities, programs and organizations. The mission of Student Activities is to help students and student organizations get involved with the UTSA community through campus-wide events, traditions, workshops, training and development opportunities to prepare for future success.

As a student involved on campus, you are a leader. Your success as a student leader is why we are here and do what we do as Student Activities. Involvement in student organizations and university activities is a great way to connect to the campus, your peers, faculty, staff and the San Antonio community. Your involvement in a student organization can enhance your leadership skills, interpersonal communication skills and open up a network of possibilities. We know employers will look to these skills you develop when they make hiring decisions. We also want to support your education. Student Activities believes that involvement in student organizations and campus programs will enrich your UTSA educational experience and development. We like to say Student Activities will "Complete your education...Get Involved!"

You represent your organization and the UTSA community through your activities and events. Please ensure you review and use the information throughout this handbook; you are expected to understand and follow all the institutional guidelines and policies. Please do not hesitate to come by the office to consult with the Student Activities staff in order to have a better understanding of any policies or procedures outlined in this handbook. Student Activities welcomes feedback on this handbook as well as any programs, events and services we offer. Feedback can be shared in person or by emailing GetInvolved@utsa.edu.

Our vision in Student Activities is *to foster a community where all students complete their education and develop into engaged global citizens through involvement in exceptional student experiences*. Therefore, I encourage you to come by the Student Activities complex, get to know our staff, visit our student organization workspaces and inquire about any events, programs or activities we have going on!

Birds Up!



Barry S. McKinney
Associate Dean of Students & Director of Student Activities

Rights and Responsibilities of Student Organizations

PRIVILEGES GIVEN TO STUDENT ORGANIZATIONS

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

1. Use of campus facilities

- Use of rooms and space, subject to policies and procedures (contact SU Events Management for more information at www.utsa.edu/events/ or emcsevents@utsa.edu)
- Use of academic technology (for more information contact the SU 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 cost center 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

- Apply for workspace or bulletin boards
- Access to the Speakers' Bureau, Leadership Library, and Leader Tips
- 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, Window Wars, 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 year;
- Attend the State Mandated Risk Management Training;
- Manage itself and carry out its activities listed within its constitution, as well as obeying all local, state, and federal laws, as well as 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;
- Utilize Student Activities for any questions or expert knowledge in all events and activities.

STUDENT ORGANIZATION TYPES

Registered 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.

Sponsored Student Organization

A registered student organization created by, or in conjunction with, a University department to support the ongoing interests of the University community. A sponsored student organization supports the mission of its aligned University department and promotes departmental initiatives. A sponsored student organization has an advisor that is paid by the University to specifically advise the organization. Sponsored student organizations may receive funding and are subject to the appropriate university and departmental guidelines, policies and protocols. To be considered a sponsored student organization, the student organization must complete the process outlined in the Student Organization Relationship Statement, Section 3.3.

Club Sport

A Club Sport is defined as a Registered Student Organization (RSO) structured for the purpose of furthering the common interests in an activity through participation and competition. Club Sport participation is voluntary. Club Sport organizations are sponsored for competitions through the Campus Recreation office and requires the organization be registered as a student organization through the Student Activities office. A Club Sport should have the minimum number to field players in that sport per term to be eligible to be recognized as an active club, in addition to several other requirements. Interested organizations should contact the Assistant Director of Sport Programs.

Academic Requirements:

A student leader must meet the following academic requirements:

1. 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 thirteen 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.
- **Co-Ed Professional Fraternity:** National or International fraternities (co-ed). Members are from a specific field of professional study or common interest.
- **Cultural:** celebrate and support the interest of one or many different cultures, races or ethnicities.
- **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.
- **Social FSL:** social FSL organizations organized under one the FSL Governing Councils at UTSA

- **Special Interests:** pursue special interests pertaining to lifestyle, socializing or societal issues.

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.

STUDENT ORGANIZATION ADVISOR

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.

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 and in a benefits eligible position. 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?

Suggestions of the Advisor's Role: While specific roles should be defined by the organization and the advisor, an advisor should generally...

- provide expert knowledge and advice
- be knowledgeable about activities and programs of the organization
- 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 leadership
- assist in maintaining high standards of programming and individual performance
- provide continuity with the history and tradition of past years
- 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.

Mandatory Expectations of an advisor?

Each advisor must attend one Risk Management Training. In addition, the advisor serves as the link between the Student Organization and the University; providing guidance to the organization in regards to University policies and procedures.

An advisor must sign the Advisor Agreement Form each year during registration periods.

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.

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.

Student Organization Management

ANNUAL REQUIREMENTS & RECCOMENDATIONS

Annual Registration for Existing Student Organizations (required)

Existing student organizations are required to register once a year on RowdyLink, but are required to immediately update any changes in organization's representatives or contact information.

Registration for the next academic year begins in April. Those organizations not registered by the tenth (10th) class day of the Fall Semester will have the privileges registered student organizations in good standing enjoy (e.g. workspace, bulletin board, reservations, postings, etc.) frozen until they register. The registration process for both returning and new organizations is done on-line at utsa.edu/RowdyLink.

In the upper right hand corner is the **"Log In"** button. Use your UTSA ID (abc123) and password to log in. Once you log in, go to **"Organizations"** at the top of the screen. Find your organization by either using the directory (the letters on the left side) or searching (button on left side). Once you find the organization, click the button under the name that says **"Register this Organization"**. Carefully read the instructions during the registration process to ensure that the registration will be accepted.

State Mandated Risk Management Training (SMRMT) (required)

- Every fall semester, the Office of Student Activities will host the State Mandated Risk Management Training.
All organizations must send two representatives to one of the scheduled trainings.
- If an organization does not have the minimum required members in attendance to one of the fall State Mandated Risk Management Training sessions, the organization will lose recognition for that semester. The organization will have the opportunity to attend a State Mandated Risk Management Training session at the beginning of the spring semester.
- In addition, advisors must attend a State Mandated Risk Management Training session for advisors only. This includes the faculty/staff advisor(s) on record and any off-campus, primary advisor that may be an alumnus/a of the university or the organization (i.e. Chapter Advisor, Alumni Advisor, Graduate Advisor, Campus Minister, etc.).
- Organization Risk Management Compliance will be issued when the organization has:
 1. had the minimum number of students attend State Mandated Risk Management Training;
 2. held a Risk Management information meeting for their organization;
 3. submitted completed Compliance paperwork regarding information meeting by due date;
 4. been recorded as "Complete" in the Student Activities Risk Management Database.
- If an organization fails to complete these steps, the organization is not in compliance and therefore is no longer a registered student organization and has no rights and privileges on campus (including, but not limited to, reserving space, postings, workspace, and bulletin boards).

Note: Any new organization registered by the last day of the semester will be required to attend the State Mandated Risk Management Training held in the following semester.

Disclosure of Solicitation: Financial Statement Due Each Semester (required)

Each registered student organization shall, within 30 days after the beginning of each long session semester, file with Student Activities 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 rule 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*)

Registered Student Organization Orientation

All student organizations should attend the Registered Student Organization (RSO) Orientation, typically offered August and the RSO Transition Training. These sessions will take place on campus at a day and time set by the Senior Associate Director. The sessions are an opportunity to provide training to every student organization and to discuss any issues that have arisen during the last year or any changes that affect student organizations.

End of Year Review Report

Record keeping is an important part of maintaining a student organization and transitioning an organization's leadership. Keeping a history of your student organization will help not only student leaders, but all members, know what has worked well in the past, what has already been done in the past, and what traditions or special events should be carried on into the future.

Each organization may choose the format that works best for their purposes. This report can include successes, areas of improvement, advice for the future, program evaluations, program ideas, total service hours, philanthropic events completed, amount of funds raised, thoughts from the leadership about ongoing traditions, problems faced throughout the year, major achievements, training for leadership, team-building for the organization, etc. It is strongly recommended that each organization upload their annual report to its RowdyLink page at the same time each year it generally transitions to new officers.

ORGANIZATION NAME CHANGES

If your student organization wishes to change the organization name, after completing the Re-Registration Process, they must fill out the Organization Name Change document and submit it on RowdyLink.

The name change will require the old name, the desired name, the signature of 2 authorized representatives, an explanation of why the name is being changed, and the advisors signature. Once complete, the form should be submitted on RowdyLink. **Authorized Representatives and Advisor must be listed on the Organizations RowdyLink Profile to be approved**

After the organizations name change has been approved and changed. It is the organizations responsibility to change the name on the constitution, the organization description/summery on RowdyLink, EIN numbers, and all bank or cost center accounts.

Note: For off-campus banking institutions, a letter may be requested from the Office of Student Activities.

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. Prohibition of 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. 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 parties. The mailbox may be used to pass on messages to other officers and members; however, it is required that **at least 3 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
1 UTSA Circle
San Antonio, TX 78249**

No personal mail should be sent to the organization's mailbox. Student organization mailboxes cannot be used for: sales or commercial activity, or activities of non-students (individuals or affiliated groups).

A student organization's mailbox can be located at the Main Campus. The organization's mailbox is automatically put on the Main Campus (HSU 1.210); however, if you would like to have your mail routed to the downtown campus, inform Student Activities.

Mailbox Procedures

The following procedures are to ensure that all student organizations consistently check and pick up mail in a timely fashion.

1. Mailboxes must be checked once a week, by Thursday evening.
2. On Friday, organizations will receive a notice if they have failed to pick-up their mail.
3. The following Thursday, if mail is still not picked up, it will be returned to sender. The mailboxes are maintained by Office of Student Activities, and materials can be distributed upon request.

All student organization mailboxes in Student Organization Complex shall be reviewed for appropriate space utilization every semester. All student organizations failing to comply with this or any University policy or procedure risk disciplinary action, including: losing their student organization mailbox, loss of recognition, or any other sanction deemed appropriate by University officials.

Exclusions and Special Situations

If an official University holiday or other circumstance (such as finals) occurs during a week student organizations will be notified that there is an exception for that week.

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 FLN (2nd floor) MH (2nd and 3rd floors), MS (2nd and 3rd floors).

An organization will have the opportunity to apply for a bulletin board during the re-registration process. Be sure to read the application carefully, as boards are selected and assigned on a first come, first serve basis.

Once a bulletin board is assigned only one representative of the organization can claim the bulletin board (membership verified by RowdyLink) If the bulletin board is not claimed by the deadline the organization could lose their assignment.

Organization bulletin boards must be decorated by the beginning of Roadrunner Days. Failure to comply with the deadline will result in the loss of the bulletin board and the student organization may reapply for a new board. There is no guarantee during the reapplication process the student organization will receive the previous board picked.

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 (no cork background is allowed to be seen)
- display the name of the student organization
- display contact information of the organization
- use only regular-sized staples or push pins
- **do not** use utility staples, nails, or screws
- **do not** permanently affix anything to the board or the surrounding wall
- **do not** use glitter to decorate bulletin board

Bulletin Board decorations must be removed by May 1st.

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

Workspaces (Located in HSU 1.210 & HSU 1.206-1)

The concept behind the workspace is to create an active community made up of students. The members should have a noticeable consistent presence. The purpose of these procedures is to establish a baseline for allocating space fairly and for holding groups accountable for appropriate usage.

This policy applies to student members of a registered student organization when assigned a workspace by the Office of Student Activities.

Workspace Procedures

The following procedures are to ensure that all student organizations feel comfortable in these areas and are able to derive the greatest benefit from them.

1. Organizations who have been assigned a workspace are required to use the workspace at minimum, once a week. In order to track this usage, a representative from the organization will check in at the Student Activities desk at least once each week.
2. Periodically, organizations who have been assigned a workspace will be required to turn in workspace document (placed on desk).
3. Other factors may also be used to track usage of the space.

Workspace Application Forms

An organization will have the opportunity to apply for a workspace during the re-registration process. Be sure to read the application carefully, as workspaces are selected and assigned on a first come, first serve basis. 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.

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.

Once a workspace is assigned, the student organizations must decorate and maintain the space according to the following guidelines:

- All belongings of the organizations must be contained within the shelves, drawers and cabinet of the workspace.
- Workspace must be decorated
- Free standing glitter is NOT allowed
- Cups and open food items must be discarded daily
- Must abide by all Student Union Policies which can be reviewed at <http://www.utsa.edu/events/om/studentunion/index.html>

Request to store items: Organizations wishing to store large items for a short period of time in their workspaces must contact the Student Activities office (210-458-7132) to gain approval prior to storing items. Large items may only be placed in workspace area for 48 hours, unless otherwise specified.

Note: In the event that demand for workspaces exceeds supply, student organizations that are eligible for workspace, but not assigned space will be placed on a waiting list. If workspaces become available during the year, organizations on the list will be offered these spaces in the order their request was received. The Office of Student Activities will maintain these waiting lists. New student organizations formed throughout the year may be assigned spaces if there is not a waiting list. Otherwise, they will be added to the current waiting lists and will have the opportunity to apply for services during the next application period.

Student Organization Finances & Fundraising

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 NOT considered nonprofit associations.

Why does the student organization need one?

Every student organization must have an EIN in order to attain an on-campus cost center account or off-campus bank account. Only organizations who have on-campus cost center accounts may request funds from LeaderFund.

How to apply for an EIN?

- **On-line:** Go to the website (irs.gov) do a search for "apply EIN online". Follow the directions outlined on the website to apply on-line for an EIN.
- **Telephone (option available to international applicants only):** Go to the website (irs.gov) do a search for "Form SS-4". Print and complete the form (Form SS-4), then call (267) 941 – 1099 (not a toll-free number). They will walk through the remaining steps in the process.
- **Mail:** Go to the website (irs.gov) do a search for "Form SS-4". Print and complete the form (Form SS-4), then mail to EIN Operation, Cincinnati, OH 45999. The IRS will send your EIN via mail within four weeks.
- **Fax:** Go to the website (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: (855) 641-6935. IRS will respond with EIN within five days.

How to Complete Form SS-4, Application for EIN

The following is what a normal 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, if for banking purposes only |
| Line 4a/b | Enter your mailing address (normally it is One UTSA Circle, San Antonio TX 78249) |
| Line 5a/b | Enter only if different than mailing address |
| Line 6 | Bexar County, Texas |
| Line 7a/b | Most student organizations mark N/A |
| Line 8a | Most student organizations mark No |
| Line 9a | Other nonprofit organization, specify "Student Organization" |
| Line 9b | N/A |
| Line 10 | Check one box. Most student organizations mark "banking purpose" and specify "Open Account" |
| Line 11-17 | N/A |
| Line 18 | Check "Yes" if you previously applied for an EIN. Otherwise, check "No". |

For questions regarding how to register for EIN number or any tax related questions, please contact the IRS at the available contact information located on the irs.gov website.

NON-PROFIT STUDENT ORGANIZATIONS (501(C) (7))

Note: Student organizations are not automatically assigned the non-profit status through the internal revenue service. In order to become a non-profit organization, the organization must file to become a 501(c) (7).

To be exempt, a social club must meet the following requirements:

- The club must be organized for exempt purposes.
- Substantially all of its activities must further exempt purposes
 - If the club exceeds safe harbor guidelines for nonmember and investment income, the facts and circumstances must show that it is organized substantially for exempt purposes.
 - The club has *de minimis* income from nontraditional sources (*i.e.*, from investments or from activities that, if conducted with members, would further the club's tax-exempt purposes).
 - For a discussion of the effect of nonmember and "nontraditional" income on the tax-exempt status of social clubs under section 501(c)(7), see Nonmember Income.
- The club must provide an opportunity for personal contact among members, and membership must be limited.
- The club must be supported by membership fees, dues, and assessments.
- The organization's net earnings may not inure to the benefit of any person having a personal and private interest in its activities.
- The club's governing instrument may not contain a provision that provides for discrimination against any person on the basis of race, color, or religion.
- The club may not hold itself out as providing goods and services to the general public.

Social Clubs: Required Filings

Although they are exempt from income taxation, social clubs are generally required to file annual returns of their income and expenses with the Internal Revenue Service. If a club has unrelated business income, it must file an unrelated business income tax return. In addition to filing an annual exempt organization return, social clubs may be required to file other returns and pay employment taxes. Some clubs may be required to file certain returns electronically.

More information can be found at <http://www.irs.gov/Charities-&-Non-Profits/Other-Non-Profits/Social-Clubs>

COST CENTERS

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

- Room fees – including set up and house cleaning
- Police services
- Mail services
- LeaderFund
- Best Fest
- Fiesta UTSA

Note: The Office of Student Activities highly recommends that student organizations who wish to hold events on campus and use on-campus facilities get a cost center.

TO OPEN A COST CENTER

(1) Obtain an EIN

(2) Once the organization has obtained the EIN for your organization, please log into www.utsa.edu/rowdyink to submit a request to create a cost center. The Cost Center request form can be found at: <https://rowdylink.utsa.edu/submitter/form/start/8559>

Under forms – click on [Cost Center - New Set-up - Request Form](#).

Once you have completed the form, press submit. Once the form is submitted it will be directed to a Student Activities staff member and you will get a message in RowdyLink when your cost center is set up and ready to use. Your cost center information will also be updated on your organization's RowdyLink profile for your quick reference and convenience.

Note: Please note that the new cost center can take up to 2 weeks to receive.

A cost center account will have two letters followed four numbers, the Office of Student Activities assigns in the following format: AG####.

Using A Student Organization Cost Center

Account Transactions

To deposit or withdrawal money, you must complete the appropriate form at RowdyLink, under Organizations, Student Activities', then Forms. Once Student Activities completes the paper form with all signatures, the organization will be notified; in most cases within 24-48 hours. 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).

Should your organization become negative in your cost center any deposits made into that cost center will revert to cover any balance owed.

Note: Only the authorized representatives on file with Student Activities will be allowed to authorize any withdrawals from an on-campus account. Anytime there is a request for over \$99 in the form of a Petty Cash, our office will confirm the transaction with three other authorized representatives. Anytime there is a request for over \$999 in the form of a Petty Cash, our office will confirm the transaction with three other authorized representatives and the organizations advisor.

Cost Center Balance Inquiry

The student organization may request the current balance in cost center account via RowdyLink. The balance is as of the date and time submitted. It may not include any outstanding deposits or withdrawals.

Note: From September 1st – October 31st all Cost Center Balance Inquiries will be frozen due to end of year fiscal deadlines and reports may not reflect updated transactions.

Cost Center Transaction Report

The student organization may request a Cost Center Transaction Report through RowdyLink (<https://utsa.campuslabs.com/engage/submitter/form/start/151764>). Transaction reports will share an organizations deposits and withdraws.

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.

Note: If the student organization is inactive for three consecutive semesters, the funds in the account will be disbursed to the organizations choice, noted in the constitution.

Note: Any deposits made into a Cost Center will first go towards any outstanding balances.

BANKING INSTITUTIONS

A student organization may choose to open a checking or savings account at a local bank or credit union. A 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 a 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. Some suggestions are: have dual signers on all checks, not having a debit/credit card and not utilizing on-line banking.

The student organization should also determine from the outset what would happen with the funds if the organization becomes defunct.

LEADERFUND

Leaderfund is a reimbursement program. It is designed to provide financial support for Registered Student Organizations (RSOs) that host events or participate in activities that provide leadership or learning opportunities for students or contribute to an increased sense of campus community. Reimbursement is allocated at the discretion of the Student Government Association finance committee.

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, visit their page in RowdyLink or stop by their office in the University Center (HSU 1.214).

FUNDRAISING GUIDELINES

The University of Texas at San Antonio ("UTSA" or "University") seeks to support student organizations in their fundraising endeavors. The Office of Student Activities and Events Management and Conference Services will work to assist student organizations. Student organizations shall secure the approval from the Office of Student Activities and Events Management and Conference Services, prior to engaging in any form of fundraising on campus. The Fundraising Policies and Procedures document is a guide that directs fundraising activities to achieve success across the campus.

General Guidelines

Registered Student Organizations may conduct **one tax-free fundraiser/solicitation activity each calendar month** providing all Texas State laws are followed. Exceptions may be made with consultation from Student Activities. A food fundraiser/solicitation activity may only be held outside of the University buildings at times approved by the University. Best Fest and Fiesta UTSA events are not counted toward this total. Prior to collecting money or fundraising, student organizations must register their fundraiser with Events Management and Conference Services and the Office of Student Activities.

- Fundraisers may not be conducted for private gain of individuals or for-profit businesses. **Student organizations may not conduct fundraising on behalf of or for the benefit of a non-University recognized organization or corporation.**
- **A student organization may charge an admission fee to a program.**
Note: There may be a handling charge through the Student Union 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.

- **Fundraising by student organizations cannot occur on campus during either Best Fest or Fiesta UTSA, unless it is officially part of the event.**

Be sure to consult with Student Activities staff early in the fundraising process to ensure compliance with applicable rules and policies.

Reference Comptroller Rule 3.16

[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_floc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=3&rl=316](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_floc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=3&rl=316)

Fundraising Procedures

- **Fourteen (14) days prior** to fundraising or soliciting for money registered student organizations must reserve space through Events Management and Conference Services. Next, registered student organizations must complete the On-Campus Fundraising Form found on RowdyLink. Registered Student Organizations must receive approval from both Events Management and Conference Services and the Office of Student Activities prior to conducting the event.

Food Fundraising Procedures

Fundraisers with food are allowed, but must be registered with Events Management and Conference Services and the Office of Student Activities **FOURTEEN DAYS** prior to the date of the sale following the steps above and in addition abiding by the following policies which were create in consultation with San Antonio Metro Health:

- Organizations are allowed to sell food **ONE TIME** per **CALENDAR** month
- Organizations **must reserve** a space in the Central Plaza through 25Live
 - There will be 4 outside fundraising spots available located in the Central Plaza
- An organization representative must COMPLETE and PASS the Certified Food Handler Course through the San Antonio Metro Health District (<http://www.sanantonio.gov/Health/FoodLicensing/FoodSafety/Training.aspx>)
- Organization must **DISPLAY their CERTIFICATE** from the Certified Food Handler Course at their table
- Organizations must complete Self-Inspection Checklist and POST it to your booth
- Organizations must have all members who are working the booth SIGN the Self-Inspection Checklist
- 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 following the guidelines established by the San Antonio Health Inspection Office (<http://www.sanantonio.gov/health/food-main.html>, click on "Requirements for Temporary Food Establishments"). In addition, Organizations must complete a "Food Waiver", available from Events Management. 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.

Donations

Registered student organizations may receive donations from non-university entities; however non-university organizations may not co-sponsor activities on campus. Organizations may thank their donors through public announcement or on a program for a performance or event (i.e., "Special Thanks to...") but may not advertise for companies or use corporate logos.

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 deductibles 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 Director of Communications and Administration for Student Affairs in advance of all such solicitations of \$500 or more. This can be achieved through an email or a memo.

Raffles

Raffles involving paying money for the chance to win a prize of greater value is considered gambling under the Texas Penal Code. Conducting such a raffle is a Class A misdemeanor. Participating in an unauthorized raffle is a Class C misdemeanor. Only raffles held according to the terms of the Charitable Raffle Enabling Act are authorized raffles. The law is Chapter 2002, Texas Occupations Code. If you do conduct a raffle, please note:

- Raffles must not award cash as a prize. Instead, it is suggested that student organizations hold "Free Drawings" in which no money is exchanged. If your student organization holds a raffle, the value of the prize may not exceed \$50,000, unless the prize is/was donated to the organization.
- The Charitable Raffle Enabling Act permits "qualified organizations" to hold up to two raffles per calendar year and only one at a time. Only two limited types of student organizations are qualified organizations that may conduct raffles: (1) An association organized primarily for religious purpose that has been in existence in Texas for at least 10 years; or (2) A nonprofit organization that has existed at least for 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 and, for both, the organizations do not participate in any political campaign; do not devote a substantial part of its activities to attempting to influence legislation; and do not distribute any of its income to its members, officers or governing body;. [A copy of your organization's IRS Letter of Determination verifying 501(c) status will be required.]
- 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, a general description of each prize to be awarded that has a value of over \$10 and the date on which the raffle prize(s) will be awarded. 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/consumer/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. 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 20th 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_122.pdf (see page 3, under Auction, Rummage Sales and Other Fund Raisers).
- 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 501(c) 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 501(c) 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 501(c) 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.

Events & Activities on Campus

EVENT PLANNING

Events Management is here to assist organizations in the planning of events held on campus. If you are planning a major event or have no idea what goes into event planning, contact them at 210.458.4155, EMCSevents@utsa.edu, or utsa.edu/events. If you reach out directly to other

departments regarding an event your organization is hosting, be sure copies of all documents are sent to Events Management at SU 1.02.04, (i.e. academic technology, facilities services, police department, etc.).

Note: All registered student organizations on-campus events are subject to final approval by the Dean of Students.

EVENT LIMITATIONS

Tabling Limitations

When incoming freshman and transfer students are on campus during the summer for Orientation, they are fulfilling a requirement of the University. In order to support this University program and not disrupt the flow of traffic during the program, tabling (for recruitment, fundraising, etc.) or events hosted by student organizations will not be allowed.

Student Organizations cannot table during the following events: Fiesta UTSA, BestFest and Involvement Fair. Student organizations can register to participate in Fiesta UTSA, BestFest, and Involvement Fair.

University Property, Including Tables and Chairs

Student Organizations may not use and/or move existing university property, such as the tables and chairs provided in the Sombrilla or under the McKinney Building Portico, in order to conduct a tabling event. Student Organizations must either check-out a table and/or chairs from Events Management and Conference Services or provide their own tables and/or chairs.

Events During Study Days and Finals

In order to maintain the academic environment needed at the end of the semester, student organizations may not host events during study days and finals. This will allow students to focus on preparing for the end of the semester projects and exams.

RESERVATIONS

A student organization is eligible to reserve meeting spaces, classrooms, lecture halls, and other approved locations (i.e. intramural fields, Sombrilla, Bill Miller Plaza, outdoor locations, etc.) on the Main Campus, Downtown Campus or Institute of Texan Cultures. To reserve a room or table, go to utsa.edu/events and click on "Make a Reservation".

Events

All events that are to take place on campus should be registered and approved on RowdyLink (Includes tabling, programs, events, etc.). Events can be created through the "create events" button the organizations RowdyLink Profile.

EVENT POLICIES

Equipment for Events

Special audio or visual equipment, such as overhead projectors, slide projectors, audio 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 Student Union, special equipment is provided through the Student Union 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.

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: (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.

Off-Campus Speakers

Only student organizations and faculty/staff organizations may present off-campus speakers in a reserved, fixed indoor location on the Main campus as approved by the Dean of Students or designee. The off-campus Speaker Request Form (utsa.edu/events) must be submitted to the Events Management and Conference Services Office at least three (3) days prior to the scheduled event.

Joint Sponsorship

No student organization may jointly sponsor any event on campus with an off-campus person or organization (see utsa.edu/hop/Chapter8/8-5.html).

An event is considered a joint sponsorship if any of the following apply to the student organization:

- Relies on an off-campus person or organization for planning, staffing, funding, advertising or managing the event
- Advertises the event as jointly sponsored by an off-campus person or organization
- Operates the event as an agent of, or for the benefit of, an off-campus person or organization, except for solicitation of charitable contributions in accordance with applicable university policies
- Distributes any proceeds of the event to an off-campus person or organization, except for: charitable contributions or payment for goods or services.
- Reserves a room or space for the use of an off-campus person or organization

The following facts do not, in and of themselves, indicate a prohibited joint sponsorship:

- Endorsing an off-campus person or organization or its message.
- Selling, distributing, or displaying literature prepared by an off-campus person or organization or containing contact information for an off-campus person or organization.
- Purchasing goods or services from an off-campus provider.
- Inviting a guest speaker.
- Funding from a non-University entity to support an event.

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/homepage.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>

EVENT FOOD POLICIES

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

An approved caterer must do any catering done on campus. For a full list of the approved caterers go to <http://www.utsa.edu/auxiliary/catering.html> and click on "Catering".

Delivered Food or Fast Food

If "fast food" is not being "catered", served to a group on site, is prepared before delivery and is not served by the company, then the catering policy does not apply.

Tailgating On campus

Any food prepared during a tailgate can only be distributed to the group's friends and family. You must also make proper accommodations for a sand trap through the Physical Plant (210.458.4260). No propane tanks are allowed on campus.

Promotion & Publicity of Events

SOLICITATION OPTIONS

The policies outlined in the UTSA Handbook of Operating Procedures must also be followed (utsa.edu/hop).

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. not on UTSA Blvd.). See the Signs on Stakes (Yard Signs) Guidelines outlined in the Student Organization Handbook.

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.

Need to Know Bi-Monthly Email

This email 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.

RowdyLink

Student organizations can create events through their page on RowdyLink.

- Those events that are at the organizational level will be automatically approved.
- Events at the campus level are reviewed by Student Activities.
- Student organizations are not allowed to post at the public level.
- Event Visibility Levels:
 - Anyone in the world: events will be visible to users and non-users of RowdyLink
 - Not available to Student Organizations
 - Students & Staff at RowdyLink: events will be visible on the public events page for RowdyLink users only.
 - Organization Members: events will be visible on the organization's page by members only.
 - Invited Members: events will be visible to those who were invited.

UTSA Today

UTSA Today is a website based newsletter. (utsa.edu/today). To submit an article to UTSA Today please utilize the NewsWire Link (form must include a weblink): <http://www.utsa.edu/today/intake/view.cfm?page=intake-around>.

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 contact the Paisano editor@paisano-online.com

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 or Laurel 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: under a student organization's assigned bulletin board and by the stairwell in the MH as you enter from the side of the SU. 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.

PROHIBITED SOLICITATION/ADVERTISING OPTIONS

Sidewalk Chalk

Chalking on campus is not allowed due to the safety concerns and cleanup costs. If a student organization violates the policy and uses sidewalk chalk, they will be charged for any cleanup costs that are incurred.

A-Frames

A-Frames (also known as sandwich boards) cannot be used by student organizations to promote their organization or events hosted by their organization. Sponsored student organizations may use them for their events only.

ROWDYLINK NEWS ARTICLES

Registered student organizations have the ability to distribute news articles on RowdyLink. News articles can promote a registered student organization's noncommercial events and activities or share accomplishments.

All information and photos posted must comply with federal and state laws, including copyright law, and the policies and rules of The University of Texas at San Antonio. UTSA reserves the right to remove any posts or comments that UTSA determines is in violation of any law, regulation, policy, rule, or is obscene.

GUIDELINES

Student Organization News Article Submission Outline:

1. Student organization news articles must be written in short, journalistic story form.
 - a. News Articles can contain additional information, including:
 - i. An organization contact for more information (can be a contact person or a website, email address or social media site)
 - ii. A quote by one of the organization's leaders
 - iii. A photo. View UTSA News photo guidelines here
2. News Articles distributed by student organizations on campus must contain a disclaimer that indicates that student organization literature is not official University literature and does not represent the views of the University or its officers.

The disclaimer should read:

[Name of publication] is published by [name of student organization], a registered student organization. [Name of publication] is not an official publication of the University of Texas at San Antonio and does not represent the views of the University or its officers.

News articles that are not published on RowdyLink include:

- Solicitations or links to solicitations. This includes promotions for a business, off-campus organization, agency or national association.
- Job advertisements/business opportunities or links to job advertisements/business opportunities. These are posted at <https://careercenter.utsa.edu/handshake-login/>.
- Events for groups that aren't registered student organizations.
- No multiple/identical news articles or events.
- Development stories (i.e. official Kickstarter campaigns, Crowdfunding campaigns) other than those managed through *Launch UTSA*.

- Anything utilizing UTSA Brand Identity without proper approval
- Recruitment materials for Registered Student Organizations

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 services (i.e. haircuts, computer repair) or products on behalf of a company (i.e. Mary Kay).

Posting on campus is not allowed if:

1. Promote solicitation, including trademarks and brand names, in violation of HOP 9.10.
2. promote illegal products or activities
3. Contain material that is obscene, vulgar, or libelous.
4. Contain material directed to incite or produce imminent lawless action and likely to incite or produce such action.
5. Contain commercial and/or promotional material sponsored or joint sponsored by non-university organizations.
6. Advertise off-campus events that are not sponsored by the University.

**Please see Handbook of Operating Procedures 9.09 for more information*

Where to seek approval:

- Housing related flyers: Student Life Office (SU 2.02.18)
- Job opportunities: Career Services (SU 2.02.04)
- Student Organizations: Student Activities (HSU 1.210)
- Faculty/Staff/Student selling item(s): Student Activities (HSU 1.210) 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 Main 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.
- Posted materials are limited to one item per activity per posting location.
- Flyers can only be posted in General Posting areas (there are signs that say General Posting). Any flyers placed in an area not for General Posting will be removed and trashed/recycled.
- No flyers can be posted if the event/activity is located at an establishment where 51% or more of sales are alcohol.
- Students may post flyers for selling an item or service (textbook/tutoring, etc.). Individual must show Student ID in order for flyers to be approved.
- Student Activities Staff must log ALL flyers in the Flyer Log Notebook.
- One flyer will be kept in the Flyer Log Notebook in Student Activities. (Organizations make their own copies; we do not make copies for them)
- Each flyer must be stamped by Student Activities upon approval for posting.

If a flyer is **expired or not approved** by the Office of Student Activities, it will be removed by the Student Activities staff and it will be recycled.

General Requirements for posting Banners at Main

- Banners may **be 6 feet high by 8 feet wide or 8 feet high by 6 feet** wide in the SB, MH, JPL.
- Banners may be no larger than 3 feet wide by 4 feet high on the SU North stairwell.
- 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 SU railing must be event/meeting specific (no announcements/congratulations/etc.) and must include event title, date, time and location. Tape cannot be used to hang banners on the SU railing.
- Banners displayed in any outside location must have either a wax or vinyl backing to prevent any color bleeding onto the building.
- No glitter can be used on banners.

Student Activities Staff must log all banners in the Banner Log Book along with location of banner.

If a poster is expired and removed by the Office of Student Activities, a student employee will email the organization to pick up the poster. If the poster is not picked up by the Friday of the week contacted it will be recycled.

General Requirements for posting Banners at UTSA Downtown

- Vinyl banners may be displayed on the bridge of the Frio Street building or on the upper deck of the parking garage-facing the labyrinth.
- Banners may **be 6 feet high by 8 feet wide or 8 feet high by 6 feet** wide.

Independent Research Posting Policies

- Must show UTSA Student ID to confirm enrollment in the University.
- Must have IRB approval letter allowing human research (INVESTIGATOR GUIDANCE: Investigator Obligations (HRP-800) <http://research.utsa.edu/research-funding/forms-policies-guidelines/#guidelines>
 - This includes all research that includes humans, or their information/specimens.
- Must have contact information (either email or phone) on the flyer. Must include specific qualifications needed to conduct the research (i.e. gender specific, age range, skin type, blood type, etc.)
- If offering monies in exchange of research must have specific amount and how the monies would be paid out (cash, check, etc.).
- Flyers must be no larger than 17 by 28 inches.
- Flyers can only be posted in General Posting areas (there are signs that say General Posting). Any flyers placed in an area not for General Posting will be removed and trashed/recycled.
- Student Activities Staff must log ALL flyers in the Flyer Log Notebook.
- One flyer will be kept in the Flyer Log Notebook in Student Activities. (Organizations make their own copies; we do not make copies for them).
- Each flyer must be stamped by Student Activities upon approval for posting.
- All materials are approved for a posting period not to exceed 4 weeks.

If a flyer is expired or not approved by the Office of Student Activities, it will be removed by the Student Activities staff and it will be recycled.

GENERAL POSTING LOCATIONS

There are 44 approved general posting locations (24 at Main and 20 DT). 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 Special Events (DB 1.302).

| Campus | Building | Floor | Location | Type |
|--------|----------|-------|---|----------------|
| Main | BB | n/a | Outside the Business Bldg. by the bus stop | Kiosk |
| Main | Convo | n/a | Outside of west entrance of Convocation Center | Kiosk |
| Main | EB | n/a | Outside of east entrance of Engineering Bldg. | Kiosk |
| Main | MH | 2 | Between 2.01.40A & 2.01.42 | Bulletin Board |
| Main | MH | 2 | In front of 2.01.08 | Bulletin Board |
| Main | MH | 2 | Next to 2.02.08 | Bulletin Board |
| Main | MH | 2 | Next to 3.04.20 | Bulletin Board |
| Main | MH | n/a | Outside the MH facing the Sombrilla | Kiosk |
| Main | JPL | n/a | In the center of stair well between 1st & 2nd floor | Bulletin Board |
| Main | JPL | n/a | In the Sombrilla | Kiosk |
| Main | MS | 2 | In front of 2.02.03 | Bulletin Board |
| Main | MS | 2 | In front of 2.03.18 | Bulletin Board |
| Main | MS | 2 | Right of South MS Elevator | Bulletin Board |
| Main | MS | 2 | Left of the South MS Elevator | Bulletin Board |
| Main | MS | 2 | Between 2.01.06 and 2.01.10 | Bulletin Board |
| Main | MS | 2 | Next to Employee Relations Office 2.02.46 | Bulletin Board |
| Main | MS | 2 | Next to Ladies Restroom 2.02.40 | Bulletin Board |
| Main | MS | 2 | North side left of 2.03.18 | Bulletin Board |
| Main | MS | 3 | In front of Men's Restroom 3.02.04 | Bulletin Board |
| Main | MS | 3 | In front of Men's Restroom 3.02.48 | Bulletin Board |
| Main | MS | 3 | South MS Left of 3.01.12 | Bulletin Board |
| Main | MS | 3 | Left of North Elevator | Bulletin Board |
| Main | MS | 4 | North MS Left of 4.03.59 | Bulletin Board |
| Main | MS | 4 | North MS near 4.03.63 | Bulletin Board |
| Main | FLN | 1 | Corridor 02 | Bulletin Board |
| Main | FLN | 2 | Between 2.01.20 & 2.01.19 | Bulletin Board |
| Main | FLN | 2 | Next to Math Lab 2.01.02 | Bulletin Board |
| Main | FLN | 3 | Right of the elevator near 3.01.14 | Bulletin Board |
| Main | FLN | 4 | Left of elevator by 4.02.03 | Bulletin Board |
| Main | SU | 1 | In front of 1.02.08 | Kiosk |
| Main | SU | n/a | Outside main entrance to Phase I of SU | Kiosk |
| Main | SU | 1 | Inside the Information Center, 1.002 | Bulletin Board |
| Main | NPB | 1 | In hallway between men's restroom and 1.126 | Bulletin Board |
| DT | BV | 1 | Adjacent to BV 1.304 (2 glass cases) | Glass Case |
| DT | BV | 1 | Adjacent to BV 1.308 | Glass Case |
| DT | BV | 2 | Adjacent to elevators | Glass Case |
| DT | BV | 3 | Adjacent to elevators | Glass Case |
| DT | BV | 3 | Across from BV 3.342 | Glass Case |
| DT | BV | 4 | Across from BV 4.306 | Glass Case |
| DT | BV | 4 | Adjacent to BV 4.304 | Glass Case |
| DT | BV | 4 | Adjacent to BV 4.308 | Glass Case |
| DT | BV | 4 | Adjacent to BV 4.384 | Glass Case |
| DT | DB | 2 | Across from DB 2.214 | Bulletin Board |
| DT | DB | 2 | Adjacent to DB 2.312 | Glass Case |
| DT | DB | 3 | Across DB 3.102 | Glass Case |
| DT | DB | 3 | Across DB 3.302 (2 glass cases) | Glass case |
| DT | DB | 3 | Adjacent to DB 3.320 | Glass Case |
| DT | DB | 3 | Adjacent to Fitness Center | Bulletin Board |
| DT | FS (N) | 1 | Across FS 1.412 (bathrooms) | Glass case |
| DT | FS (N) | 2 | Adjacent to Bathroom (Student Lounge) | Glass Case |
| DT | FS (N) | 3 | Adjacent to FS 3.410 | Glass case |
| DT | FS (S) | 1 | Adjacent to FS 1.528 | Glass case |

| | | | | |
|----|--------|---|--------------------------------------|----------------|
| DT | FS (S) | 2 | Across from FS 2.528 (Bathroom) | Glass Case |
| DT | FS (S) | 3 | Across from FS 3.532 | Glass case |
| DT | MNT | 1 | Main corridor | Bulletin Board |
| DT | MNT | 1 | Adjacent to MNT 1.156 | Glass Case |
| DT | MNT | 1 | Adjacent to MNT 1.148 | Bulletin Board |
| DT | MNT | 1 | Inside | Bulletin Board |
| DT | MNT | 2 | Across from bathrooms | Bulletin Board |
| DT | MNT | 3 | As you exit the elevators | Bulletin Board |
| DT | BV | 1 | Adjacent to BV 1.304 (2 glass cases) | Glass Case |

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.
- Yard signs are now allowed on UTSA Housing/Residence areas
- Yard signs are not allowed on UTSA Campus Recreation areas unless specifically denoted on the Yard sign map.

Approval Process

- Bring a copy of the yard sign to Student Activities (HSU 1.210)
- Complete the Yard Sign Log
- Post your sign – see above regulations for more information
- Remove the signs within one business day.



WOODEN LETTERS & TENTS

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

POSTING POLICY VIOLATIONS

Student organizations are expected to abide by the posting guidelines established in the Student Organization Handbook and those in the UTSA Handbook of Operating Procedures Chapter 9.09 (found at utsa.edu/hop/chapter9/9-9.html). Any violation of these policies that is brought to the attention of the Office of Student Activities will be handled as follows:

- First violation – The Assistant Director of Student Organizations will send a warning letter to the organization outlining the violation and reiterating the polices that must be followed. If the organization has questions about the content of the letter, they should schedule an appointment with the Assistant Director of Student Organizations to review. If after the meeting the organization wishes to do so, they may appeal to the Senior Associate Director of Student Activities.
- Second violation, within six months of the first violation – The Assistant Director of Student Organizations will send a letter to the organization outlining the violation. The organization will lose the privilege to post on campus for 30 days. If the organization wishes to do so, they may appeal to the Senior Associate Director of Student Activities.
- Third violation, within six months of the second violation – The Assistant Director of Student Organizations will send a letter to the organization outlining the violation. The organization will lose the privilege to post on campus for 90 days and they will be required to meet with the Senior Associate Director of Student Activities within two weeks of the letter. If the organization wishes to do so, they may appeal to the Director of Student Activities.
- Further violations of the posting policy, within six months of the third violation, will result in a referral to the Dean of Students, following the process outlined in the Student Organization Relationship Statement.

Risk Management

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. Scope of Policy
 - A. This policy applies to travel undertaken by students and other non-employee participants to reach an activity or event that meets all of the following conditions:
 1. The activity or event is planned by university faculty or staff;
 2. The university is funding or, through a potential reimbursement request, may be funding the activity or event;
 3. The activity or event is approved by the appropriate university administrators as outlined in the **Special Instructions for Initial Implementation Section**;
 4. The activity or event occurs more than twenty-five (25) miles from the applicable university campus (either 1604, Downtown or the Institute of Texan Cultures); **AND**
 5. One of the following conditions is also met:
 - a. Travel to the activity or event is funded and undertaken using a vehicle owned, leased, or rented by the university including other modes of transportation; **OR**
 - b. Attendance at the activity or event is required by a registered or sponsored student organization.
 - B. Examples of activities or events that may be covered by this policy include the following:
 1. Course-related field trips.
 2. Research trips organized by a faculty member.
 3. Campus recreation programs.
 4. Registered or sponsored student organization trips.
 5. Conferences and meetings where students are serving as university representatives.
 6. Travel for summer camps or college preparatory programs when transportation has been planned and funded by the university.
 - C. Although not required by this policy, general safety, conduct, and emergency contact provisions found in this policy or on the associated student travel website may be followed for travel to an activity or event that occurs within 25 miles of the applicable university campus or that is otherwise excluded from this policy.
- II. Activities or Events Excluded from this Policy
 - A. This policy will almost never apply to an activity or event if all students and other participants are responsible for providing their own transportation to and from the activity or event. (**See Section III. A. 2, below, for exception.**) Examples of these types of excluded activities and events, which are generally not funded by the university, include: internships, national student exchanges, observations, practicums, student teaching and students attending athletic events held out of town.
 - B. This policy does not apply to an activity or event that is part of a program with its own established policies and procedures governing travel. Examples of these types of excluded activities and events include: travel by students who are participating in study abroad and travel by students who are NCAA Division I athletes and attending NCAA athletic activities or events.
 - C. Student-employees traveling for reasons related to their employment must adhere to policies established for employees by the UTSA Disbursements and Travel Services Office. See <http://www.utsa.edu/travel/> for more information.
- III. Restrictions and Regulations Relating to Travel by Motor Vehicle
 - A. Motor Vehicles Used in Travel

1. Motor vehicles used in travel associated with an activity or event covered by this policy should be either: owned, leased or rented by the university or owned, leased or rented by a third party contractor who has been retained by the university to provide all transportation for the activity or event.
 - a. University personnel may rent vehicles for use in this type of travel. The university is a participant in the State Travel Management Program, which has negotiated favorable vehicle rental rates with a number of car rental companies. See UT System Administration Policy 157 ([UTS157](#)) or contact the UTSA Disbursements and Travel Services Office for information on renting vehicles using state funds.
 - b. If a third party will be providing all such travel, the organizing department should contact purchasing and distribution services.
 2. While it is possible to allow the use of privately-owned, personal motor vehicles for travel associated with a registered or sponsored student organization activity or event covered under this policy, it is strongly discouraged. For further information, relating to travel in privately-owned, personal motor vehicles, **see Section III. C.**
 3. Twelve (12) and fifteen (15) passenger vans may not be used in any transportation associated with an activity or event covered under this policy.
 4. Each motor vehicle used in travel covered by this policy should satisfy the following requirements or standards:
 - a. Be covered by an active liability insurance policy and carry proof of such insurance in the vehicle.
 - b. Display a current state inspection sticker and a current vehicle registration sticker.
 - c. Be equipped with all devices or equipment required by federal or state law or regulation and otherwise comply with all applicable federal or state laws and regulations.
 - d. Be rented or leased from an approved vendor, have received scheduled periodic service and maintenance by qualified persons and be in compliance with UTS157 requirements.
- B. Provisions Relating to Driving Safety
1. If the motor vehicle is owned, leased or rented by the university, the driver must meet the following qualifications or satisfy the following conditions:
 - a. Be an UTSA employee or a UTSA student-employee. For purposes of this policy, a "UTSA student-employee" refers to a student who is also a UTSA employee and has job duties that include both driving and participating in one or more activities or events covered by this policy. (In special circumstances and as authorized by Regent rules or UT System policies, a non-employee or non-student volunteer may be authorized by the vice president for business affairs to use a university owned, leased or rented motor vehicle.)
 - b. Hold a valid driver's license that is not currently suspended or revoked and be trained as required by law to drive the vehicle that will be used in the travel.
 - c. Have a current motor vehicle record on file with University Police which contains a rating of three (3) points or fewer as required by UTS 157. (Contact University Police for further information.)
 - i. For any UTSA employee or student-employee who is expected to drive often on travel covered by this policy, the organizing department must perform a motor vehicle record check annually to ensure authorized driving status for such employee or student-employee.
 - ii. The organizing department will also notify such an employee or student employee that he/she is obligated to report to the organizing department any moving or traffic violation he/she received after the check has been run.

- iii. The organizing department will report any such moving or traffic violation to the appropriate university administrators, who may require the employee or student-employee to take an additional driver safety course before he/she can transport students or other participants for a subsequent activity or event because of the moving or traffic violation.
 - d. Successfully complete the university's driver training course and test at least once a year or before each activity/event.
 - e. Be listed as a driver on the vehicle rental agreement, for university rented vehicles only.
- 2. Drivers of motor vehicles engaged in travel covered by this policy shall:
 - a. Be awake and alert.
 - b. Comply with all laws, regulations and posted signs regarding speed and traffic control.
 - c. Appoint a faculty member, staff member or student participating in the activity/event to serve as a navigator for all travel associated with an activity/event if such travel is anticipated to take longer than two (2) hours.
 - d. Take a mandatory thirty (30) minute rest break for every four (4) hours of driving.
 - e. Not drive more than a total of ten (10) hours in any twenty-four (24) hour period.
 - f. Obtain and use overnight lodging in an appropriate hotel/motel if more than ten (10) hours driving time are required to reach a point of destination.
 - g. Not drive between the hours of 11:00 p.m. and 6:00 a.m. unless there is an emergency or unless travel during these hours has been approved in advance and in writing by the appropriate university administrators.
- 3. Whenever a driver of a motor vehicle engaged in travel covered by this policy is driving, the appointed navigator shall:
 - a. Remain awake and alert.
 - b. Keep an itinerary, map or global positioning system (GPS) unit, cell phone, and list of activity/event leaders readily available.
 - c. Assist the driver in ensuring that the travel safety rules listed below in **Section III.B.4.** are followed.
 - d. Unless unable to do so, take the lead in the event of an emergency (such as, but not limited to, a health concern, injury, accident, natural disaster) associated with the vehicle by calling local police on 911 and subsequently calling the University Police Department and one or more of the activity/event leaders.
- 4. To further enhance the safety of the motor vehicle travel covered by this policy, the following additional safety regulations will apply to all motor vehicles owned, leased or rented by the university while used in such travel:
 - a. All occupants of a motor vehicle must use seat belts or other approved safety restraint devices required by law or regulation at all times when the motor vehicle is in operation.
 - b. No occupant of a motor vehicle may consume, possess or transport any alcoholic beverages or illegal substances.
 - c. The total number of passengers in the motor vehicle at any time it is in operation must not exceed the manufacturer's recommended capacity or the number specified in applicable federal or state law or regulations, whichever is fewer.
 - d. Children of faculty, staff and students cannot be a passenger in the motor vehicle or otherwise participate in the activity/event unless such children are also students or UTSA employees and part of the group attending the activity/event.

- e. Students must abide by the Student Code of Conduct rules and regulations contained in the UTSA Information Bulletin while they are a passenger in the motor vehicle or are otherwise participating in an activity or event covered under this policy.
 - f. The organizing department may also require additional rules concerning their expectations of students, participants and passengers in the motor vehicle.
- C. Information Relating to Travel in Privately-Owned, Personal Motor Vehicles
- 1. While it is strongly recommended that any private, personal motor vehicle used in travel associated with an activity/event and the driver of and passengers in such a vehicle be in compliance with the relevant standards and requirements of this policy, the university does not check or confirm that such standards and requirements have actually been satisfied
 - 2. The organizing department must notify students who use their own vehicles that they must hold a valid driver's license not currently suspended or revoked and carry at least the minimum insurance coverage as required by law. UTSA assumes no responsibility or liability for the use of their personal vehicle for the activity/event. Therefore, they or the personal insurance covering the vehicle will be responsible for any liability that may arise from such use. This notification must be done in writing and in advance of travel to the activity or event.
 - 3. Whenever a private, personal motor vehicle is used in an activity/event, the driver of and all passengers being transported in the vehicle will be required to sign a release form that is accessible through the student travel website.
- IV. Retention of Documentation
- A copy of the approved Student Travel Authorization Request and supporting documentation must remain on file with the organizing department for a period of not fewer than three (3) years after completion of travel to an activity or event. If any claim, damage or injury is sustained, all supporting documentation including signed release and indemnification agreements for students and participants associated with such claim, damage or injury must be retained for at least three (3) years after the resolution of any such claim, damage, or injury.
- V. Review of Policy
- This policy will be reviewed every five years by the vice president for student affairs, the vice president for academic affairs, and the vice president for business affairs.

See the student travel website at utsa.edu/students/travel/ for related forms, tools, and procedures.

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 auctions, it still involves one person "bidding" for the services of another person. Whether the services consist of work or time or something else, an auctions 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 auctions 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.

*Developed by Texas A & M University. Used with permission

STATEMENT ON ALCOHOL AND EVENTS

The purpose of this statement is to discuss events on and off campus that include alcohol. It is our intent to promote awareness of best practices and state, local and federal laws and to share resources regarding possible liabilities for events and programs where alcohol is available.

Off-Campus

A student organization holding an off-campus event at which alcohol will be available may consult with staff in the Student Activities Office prior to the event. The office of Student Activities may review information and share handouts for best practices. Office handouts include how to effectively manage off-campus events with alcohol and risk management guidelines.

When holding off-campus events, including those in which alcohol is available, please remember that your student organization is responsible for compliance with all city, state, and local laws. For more information about the state law, go to www.tabc.state.tx.us.

On-Campus

The use of intoxicating beverages is prohibited on University property, which includes classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities and all other public campus areas. Meetings or events organized and presented by registered faculty, staff, or student organizations are prohibited from the use of alcoholic beverages. For further information, please see UTSA Handbook of Operating Procedures 9.16 (<http://www.utsa.edu/hop/chapter9/9-16.html>) for more information.

PEACEFUL PUBLIC ASSEMBLY POLICY

Below is only an excerpt of the policy, the full policy can be found at 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.

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/calendar/plan.cfm> , click "Request an Event") 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 6 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. For more information regarding the expansion process, refer to the policies outlined in the Student Organization Handbook or talk to the Associate Director of Fraternity and Sorority Councils in Student Activities.

NEW STUDENT ORGANIZATION - NAME & USING THE UTSA LOGO

- The name and purpose of the student organization must be unique—the name and purpose cannot duplicate the name and purpose of an existing student organization.
- Registered Student Organizations who choose to use UTSA in their title must use the following format: **(Name of Organization) at UTSA**. Student organizations are not official entities of the University and may not represent themselves as such.
- Student organizations cannot use the University trademarks, seal or logos (including Rowdy/mascot), without permission, as part of any letterhead, sign, banner, pamphlet, t-shirt, or other printed material that bears the name of the organization. Furthermore, student organizations may not manipulate or otherwise alter any trademark, seal or logo of the University without express permission. To learn more about Trademarks and Identity Guidelines, visit <http://www.utsa.edu/ucm/resources/identity/licensing/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)".

NEW STUDENT ORGANIZATION REGISTRATION PROCESS

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

1. Attend a New Organization Meeting offered by Student Activities where you will be given information of the online process. (See RowdyLink for dates)
2. Through the on-line process, you will need the following items ready:
 - Name, Description, Email Address
 - Must have a minimum of **five** members and **one** faculty/staff advisor. (must have UTSA email addresses)
 - The Signed Advisor Agreement Form
 - A constitution that is compliant with all required Constitution Guidelines (as outlined in the Student Organization Handbook).

3. Receive an official notification from Student Activities that the organization is a registered student organization.
4. Attend, at the level required of the University, one of the State Mandated Risk Management Training Sessions. These are generally offered at the beginning of each semester.

CONSTITUTION GUIDELINES

1. **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. Specifically, the student organization cannot use the words "The University of Texas at San Antonio" or "UTSA" as a part of the name of the organization.
2. **Date of Creation and Revision (required)**: Provides the dates of creation and latest revision at the end of the document. If no revision has taken place since creation please denote "no revision since creation".
3. **Purpose Statement (required)**: The purpose statement is a short, detailed description of the purpose for the existence of the group.
4. **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.
5. **Legal Agreement Statement (required)**: The organization agrees to abide by all University policies and local, state, and federal laws.
6. **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 (at least a 2.25 UTSA cumulative GPA (3.0 for graduate students)).
7. **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). Quorum is a percentage or fraction of members that must be present to conduct business— such as two-thirds, three-fourths, 50%+1, etc.?
8. **Disbursement of Organization Assets (required)**: Should the student organization become defunct, provide a means to disburse the organization's assets in this article.
9. **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.
10. **Committees (recommended)**: If applicable, standing (permanent) committees and ad hoc (temporary) committees should be listed including duties and responsibilities.
11. **Meetings (recommended)**: Describes how often the meetings will be held, who can call regular and special meetings, and attendance requirements.
12. **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.
13. **Finances (recommended)**: Defines how funds will be collected, maintained and disbursed.
14. **Amendments (recommended)**: Describes how amendments to the constitution may be made.
15. **Faculty/Staff Advisor (recommended)**: Procedures for selecting and replacing an advisor and defines the relationship between the advisor and the student organization.

Note: 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.

SINGLE SEX STUDENT ORGANIZATION APPROVAL PROCESS

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 Fraternity and Sorority Organization at UTSA.

Section I: Philosophy and Guiding Principles

- A. The addition of new and/or returning social fraternities and sororities is contingent upon the assessed need on the campus by the Expansion Committee. The Fraternity/Sorority Councils (FSC) community at The University of Texas at San Antonio is committed to FSC 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 FSC 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 FSC Organizations: to assure an avoidance of hazing; development of members which maintains the health and vibrancy of the FSC community; demonstrated support for the University mission and the FSC community; and compliance of various laws and safety regulations.

Section II: Social Fraternity and Sorority Organization Minimum Requirements

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

- A. Affiliated with an established, (inter) national Social FSC 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

- A. 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.

- B. Expansion for North-American Interfraternity Conference (NIC) or Fraternity Leadership Association (FLA) groups shall occur through a Formal Expansion Plan, outlined in Section V.
- C. Expansion for National Pan-Hellenic Council (NPHC) groups shall occur through the procedures outlined in Section V.
- D. Expansion for National Association of Latino Fraternal Organizations (NALFO), National Asian Pacific Islander American Panhellenic Association (NAPA), National Multicultural Greek Council (NMGC) and 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 expressing the desire to establish, support, and recognize a group at The University of Texas at San Antonio. This letter of intent should be addressed to the council to which the group seeks membership. (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic 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.
- 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 Council's Advisor and any member of the Fraternity and Sorority Community that wishes to be in attendance.
 - 3. After the presentation, everyone excluding the voting delegates, Council officers and the Council's Advisor 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 repeat.

Section VI: Procedures for Formal Expansion

The Executive Board of the Council considering formal expansion (Interfraternity Council, National Pan-Hellenic 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 Councils. It shall consist of, but not be limited to, the following individuals: One representative from the IFC, MGC, NPHC 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 FSC serves as an ex-officio member of the Committee and appoints all members of the Committee. The Expansion Committee is responsible for 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, NALFO, NAPA, NMGC, NPHC, or NPC (whichever 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, NPHC 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 FSC 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 FSC.
 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 FSC 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 met, the organization will have to re-petition 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, NPHC or PHC respectively. This includes chapter GPA requirements. Membership must be maintained in one of the councils to continue being recognized as a student organization on campus.
- 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 Council Advisor reserve the right to require specific conditions to be met in order to proceed with and/or maintain student organization recognition.
- E. Social Fraternity and Sorority organizations must complete the student organization registration process every semester.
- F. After being registered on campus for one year, all social fraternity and sorority organizations must follow the guidelines established in the Fraternity and Sorority Accountability Standards.

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 FSC Office (HSU. 1.226).

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 colonization's during the past five (5) years, including where, number chartered, number failed (reasons behind closures)
- Total number of initiated members
- Total number of colonization's 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.
2. Advisor(s) and student organizers schedule a meeting with the Director and Senior Associate Director of Student Activities 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 Associate Director of Student Activities. 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 ongoing 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.

Campus Services

STUDENT ACTIVITIES SERVICES

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

Main Campus Student Activities Office (HSU 1.210)

Fall and Spring Semesters

Monday-Thursday: 8:00 am to 10:00 pm

Friday: 8:00 am to 5:00 pm

Summer and Breaks

Monday-Friday: 8:00 am to 5:00 pm

Saturday-Sunday: Closed

Main Campus Student Organization Complex (SOC) (HSU 2.206-1)

The Student Organization Complex, adjacent to Student Activities and on the floor above Student Activities, is the hub of student organization activity. 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.

Main Campus Graphics Room

The Graphics Room 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.

- Come to Student Activities to check out the key; you will be required to leave a form of identification.
- Hang paper from the corkboard, using pushpins. Do not hang paper from any other wall using any other method.
- Use only pencil to trace on butcher paper.
- Place the paper on the floor to use paints and markers. Do not use paints or markers on walls or counter top; they will bleed through the paper.
- Do not use glitter.
- Do not use spray paint.
- Do not mix paint colors/brushes.
- Do not remove any equipment or supplies from Graphics Room.
- Do not paint or any other arts and crafts outside of the Graphics Room.
- Throw away all trash before leaving.
- Return room key to Student Activities.
- Any damage done to the room during the reservation period will be the responsibility of the organization.

LEADERSHIP OPPURTUNITIES

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 (HSU 1.210). 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. A list of the items in the Leadership Library can be found in RowdyLink under Organizations, then Student Activities Documents.

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.

Leader Series

Leader Series, sponsored by the Council of Student Organizations, 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.

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 on RowdyLink.

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 can be found in RowdyLink under Organizations, then Student Activities Documents.

PUBLICITY OPPURTUNITIES

Literature Racks

Literature racks are available for student organization brochures. The literature racks are located in the Student Organization Complex at the Main 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.

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.

COUNCIL OF STUDENT ORGANIZATIONS

Involvement Fair

The Council of Student Organizations (CSO) is a resource for student organizations to assist in many different avenues. CSO will host two involvement fairs at the beginning of each semester at the Main Campus and Downtown Campus.

Townhalls

CSO offers a monthly Townhall for Student Organizations to review policy and procedure updates, share upcoming event information, and allow Student Organization the opportunity to share any feedback to the Council. Additionally, Townhalls will serve as a space for small leadership development workshops and RowdyLink trainings.

CSO Lead Series

In conjunction with the Student Leadership Center, CSO offers a monthly workshop series. The New Student Leader workshop series covers the basics of running and managing a student organization. Additionally, the Advanced Leader workshop series discusses in depth leadership on a variety of topics. In conjunction with the workshops, each month CSO will host a Facebook Live video series that will discuss hot topics on leadership.

Membership Uploads

Does your organization need help managing your roster each semester? CSO can help you do a membership upload. Membership uploads include the start of a new member in your organization to ending their membership due to graduation, leaving the university, or no longer being involved in the organization. You submit an Excel file with the required information in order for this request to be processed. Contact GetInvolved@UTSA.edu to request the formatted Excel file.

VOLUNTEER SERVICES

If your organization loves participating in volunteer opportunities please contact Volunteer Services at Volunteer@UTSA.edu. Volunteer Services can assist your organization with finding current service projects or assistance in building an opportunity that meets the needs of your membership.

STUDENT CENTER FOR COMMUNITY ENGAGEMENT & INCLUSION

The Student Center for Community Engagement and Inclusion is committed to fostering a campus culture that promotes active engagement through service and social justice. We seek to empower and develop all members of the UTSA community to celebrate our diversity and enrich our community by providing varied educational opportunities and support services. For more information on services provided please contact the Student Center for Community Engagement and Inclusion at engaged@utsa.edu.

STUDENT LEADERSHIP CENTER

Leadership Takeover

Leadership Takeover is a free one-day 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. Leadership Takeover occurs every year in the spring semester. Be sure your organization sends representatives to the conference every year.

STUDENT OMBUDSPERSON

UTSA has established a Student Ombudsperson who is available to assist students who are encountering challenges within the campus community. The Student Ombudsperson provides

assistance to all students in a welcoming and safe environment and communicates with various representatives and offices to respond to and help resolve concerns in a timely manner. The Student Ombudsperson listens to the student's concerns, provides and clarifies information, identifies and evaluates options, acts as a facilitator or mediator, serves as a referral agent, and makes recommendations for change to enhance the mission of the University.

The Student Ombudsperson is located in the Office of the Vice President for Student Affairs in the Main Building (MB) 4.108 and may be reached at 210-458-4136 or vpsa@utsa.edu.

Student Organization Relationship Statement

Approved by VPSA: June 1997; Updated November 2010

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 ongoing 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.
- 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 2.2) 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
 - b. 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 member's 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:
 - g) officer/representative positions, duties, and authority [required];
 - h) description of officer/representative eligibility including academic requirements meeting or exceeding those stated in Section 4 [required];
 - i) procedure for selection and removal of officer/representatives [required];
 - j) procedures for decision-making (i.e., voting) in the control of organizational activities and finances, including a definition of quorum [required];
 - k) provision for disbursement of organization assets should the organization become defunct [required];
 - l) description of standing (permanent) and ad hoc (temporary) committees, including list of responsibilities [recommended];
 - m) description of the amendment process [recommended]; and,
 - n) 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
 - a. dismiss the allegation as unfounded; or
 - b. 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),
 1. dismiss the allegation; or
 2. 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.
 - e) Violations of the University's rules and regulations regarding the posting of signs, flyers or banners will generally be addressed in accordance with the procedures outlined under the section of the Student Organization Handbook entitled "Posting Policy Violations". More egregious violations

may be addressed under Section 7 of the Student Organization Relationship Statement at the discretion of the Dean of Students.

7.3. Disciplinary Penalties:

- a. 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:
 1. Letter of Reprimand;
 2. Probation;
 3. Require restitution, educational seminars, and/or community service;
 4. 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;
 5. Suspend or cancel the organization's registration for a defined period of time;
 6. Bar future registration of the organization;
 7. 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
 1. concisely describe the dean's findings, identifying any violations and any charges on which no violation was found;
 2. state the penalty imposed, if any; and
 3. if any violation is found or any penalty imposed, advise the organization of its rights to appeal in accordance with Section

7.5. General Procedures for Appeal

- a. An organization may appeal to the vice president for student affairs or the vice president's designee.
 1. 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
 2. between semesters, the notice of appeal is due on the tenth calendar day of the following semester.
 3. 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.

Appendix A: 2018-2019 Bulletin Board Agreement

Having a bulletin board is a privilege; as with all privileges, there are expectations. An authorized representative of the organization must sign off on this agreement before the organization will be given its assignment. It is his/her responsibility to educate the entire organization about its contents.

Basic Information

Bulletin Board space, located in the McKinney Humanities Building (MH), Multidisciplinary Studies Building (MS), and Flawn Sciences Building (FLN), is used for student organizations to advertise their organizations/clubs for the general study body to view. The bulletin board space is to be used for the promotion of the organization's upcoming events, meeting times and dates, and/or current photos of members and activities.

Use of Bulletin Boards

- Bulletin Boards are for Registered Student Organizations. Should an organization lose their active organization status, the organization will also lose the Bulletin Board space.
- Bulletin Board space is for student organizations to post information about their organization, keeping in line with UTSA Registered Student Organization Posting Policies.
- The Bulletin Board must be neatly decorated. It should be free of clutter and debris.
- Items put up on the bulletin board must be attached by push pins or staples **ONLY. NO hot glue or super glue is permitted.**
- Vulgar language, photos, or any other inappropriate material is prohibited
- Bulletin Board **MUST** be kept up to date with recent activities and outings. Any old information can/will be recycled.
- All student organizations will be subject to random checks in order to ensure the effectiveness of the student organization's prospective space.
- Any damage to the bulletin board by the organization will result in the organization being charged for repairs.

When decorating your board:

- Must cover the entire space within the case
- Cover the space with paper or cloth, if you choose
- Display the name of your organization
- Use only regular-sized staples or push pins
- ITEMS NOT ALLOWED: utility staples, nails, glue or screws and free-standing glitter
- Affix only temporary items

Bulletin Board Keys:

- Only members on an organizations RowdyLink roster will be allowed to check out bulletin board keys.
- Any missing keys that received courtesy check-in reminder calls, the assigned organization will receive violation notices from the Office of Student Activities.
 - After two violations of not returning keys on time the organization will lose its current year bulletin board privileges.
- If an organization LOSES a key, they will lose their current year bulletin board AND next year bulletin board privileges.

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

Any violation of these policies will result in the removal of the Bulletin Board Space.

ORGANIZATION NAME:

BULLETIN BOARD LOCATION:

As an authorized representative of the above organization, we agree to the terms of this agreement.

Authorized Representative Printed Name

Authorized Representative Signature

Appendix C: 2018-2019 Workspace Agreement

Having a workspace is a privilege; as with all privileges, there are expectations. In order to create an atmosphere that is conducive to business, the following agreement has been put into place. An authorized representative of the organization must sign off on this agreement before the organization will be given its assignment. It is his/her responsibility to educate the entire organization about its contents.

Basic Information

- Workspaces are allocated on an annual basis. Student organizations must reapply at the end of each spring semester. **NOTE:** If you do not utilize your workspace, it can be re-assigned to another organization at anytime at the discretion of Student Activities staff.
- The following is used to determine whether a student organization should be assigned a space: 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/amount of work expected to occur; and other factors that are deemed appropriate.

Process Information

- Review the workspace using the attached checklist. Report any missing or damaged items.
- Check out keys at the front desk of Student Activities. Only those listed on the short form will have access to the key. An identification card must be left in exchange for the key. Any lost keys will be replaced at the organization's expense.
- Organizations who have been assigned a workspace are required to use the workspace at minimum, once a week. In order to track this usage, a representative from the organization will sign in at the Student Activities desk at least once each week.
- Periodically, organizations who have been assigned a workspace will be required to turn in workspace documentation of use (placed on desk).
- At the end of each academic year, a workspace checklist must be completed. Any missing or damaged items are the responsibility of the organization.
- Other factors may also be used to track usage of the space.

Use of Workspace

- All belongings of the organizations must be contained within the shelves, drawers and cabinet of the workspace. It is best to leave your space locked so that your items are secure. The top of the desk should be reserved for basic office items (computer, pens, letter trays, etc). Flammable materials or household chemical cannot be stored on campus (i.e. lighter fluid, bleach, etc.).
- **Workspaces must be decorated.** Decorations may include: pictures, office supplies, awards on your workspace. If you have any questions about what is appropriate for decoration, please let us know.
- The outside of the workspaces cannot be decorated. However, there is a space above the desk is a covered bulletin board; this space can be decorated. You may use push pins or items designed specifically for cubicle style furniture, no staples or hot glue.
- Free standing glitter is NOT allowed.
- Cups, open food items must be discarded daily.
- Sit in chairs only, not on desks.
- You may **only** access your workspace during the regular hours of the Student Activities Office.
- UTSA cannot be held responsible for stolen items.
- Your student organization workspace is in a professional office setting. Please ensure decorum is appropriate for such a setting (i.e. the use of profanity and yelling is not acceptable).
- Help keep the Student Organization Complex clean and professional. Workspaces must be kept reasonably neat. They should remain free of debris and clutter.
- Student organizations are responsible for their members' and guests' behavior in their workspace.
- Student Activities will provide music for the area. Any music your organization has must be at a level only heard at your workspace.
- **Any violation of this agreement may result in immediate loss of the workspace.**

Organization Name: _____ Date: _____
Name of Organization Representative: _____ Signature: _____
Email: _____

As an authorized representative of the above named organization, I bind the organization to the terms of this agreement.

2018-2019 Workspace Agreement

Workspace Checklist

Organization Name: _____

| Item | Condition | Comments | Initials |
|-------------------------------|-----------|----------|----------|
| Chair (wheels, back, seat) | Good | | |
| | Fair | | |
| | Poor | | |
| Desk Top | Good | | |
| | Fair | | |
| | Poor | | |
| Shelves | Good | | |
| | Fair | | |
| | Poor | | |
| Drawers (handles, tracks) | Good | | |
| | Fair | | |
| | Poor | | |
| Cabinet | Good | | |
| | Fair | | |
| | Poor | | |
| Back Splash | Good | | |
| | Fair | | |
| | Poor | | |
| Carpet around Space | Good | | |
| | Fair | | |
| | Poor | | |

I have had an opportunity to review the workspace and report any missing or damaged items.

Printed Name

Signature

Date

Campus Resources

Office of Student Activities

Office Location: HSU 1.210
Phone Number: 210.458.4160
<http://www.utsa.edu/sa/>

Events Management and Conference Services

Office Location: SU 1.02.04
Phone Number: 210.458.4155
<http://www.utsa.edu/events/index.html>

Catering Services

Office Location: SU 1.01.12
Phone Number: 210.458.7682
<http://www.utsa.edu/auxiliary/catering.html>

Housing and Residence Life

Office Location: Laurel Village Main Office
Phone Number: 210.458.6200
<http://www.utsa.edu/housing/>

Student Conduct and Community Standards

Office Location: SU 2.02.18
Phone Number: 210.458.4720
<http://www.utsa.edu/studentlife/condSUt/index.html>

Office of Environmental Health, Safety, and Risk Management

Office Location: SSB A1.102
Phone Number: 210.458.5250
<http://www.utsa.edu/Safety/>