

University of Houston-Victoria

Student Organization Handbook

2016-2017



Department of Student Life & Services

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Chapter One

Section 1.1: Mission and Benefits of UHV Student Organizations

Student organizations are recognized on the assumption that their activities and programs contribute to the educational, professional, civic, and social development of the students involved. Recognition of a campus organization does not constitute endorsement of its program or purpose by the university. Recognition is simply a charter to exist on the university campus and may be withdrawn by the Department of Student Life and Services if the organization becomes inactive or is found guilty of violating any federal, state, and local laws or university regulation or policy. Inherent in the relationship between the university and organized student groups is the understanding that the purpose and activities of such groups should be consistent with the objectives and the mission of the university.

Mission

The mission of student organizations at the University of Houston-Victoria (UHV) is to provide a variety of leadership opportunities for students to pursue their personal, professional, and academic goals in student-led organizations. To enhance their collegiate experience, students are encouraged to participate in group activities that allow them to develop personal and professional relationships, learn leadership and organizational skills, and serve the community.

Definitions

Interest Group: An interest group at UHV consists of at least 5 UHV students that are interested in working towards becoming a Recognized Student Organization. More information on how to become a Recognized Student Organization can be found in Section 1.2. Interest Groups have the same privileges and requirements as Recognized Student Organizations with the exception of funding amounts from the Student Government Association (SGA) and the ability to have a bulletin board on campus.

Recognized Student Organization: A recognized student organization is an organization that has been approved through the Committee on Student Organizations (COSO). A recognized student organization is a separate, independent entity from the University whose membership is composed of UHV students, which has complied with the registration procedures (required each year) to operate on campus.

Benefits of UHV Student Organizations

- 1. Use of the University of Houston-Victoria name in all information, publicity, and references (except in the name of the organization).**

Use of the UHV logo is also permitted, but organization must have items using the logo reviewed by the Department of Student Life and Services and the Marketing and Communications Department professional staff to ensure that the logo, which is copyrighted, is being used correctly.

- 2. The services of the Department of Student Life and Services, including assistance in planning, implementing and evaluating activities and programs, and assistance in making the organization more effective and efficient.**

These services may include one-on-one advising, but the primary source of information and assistance is provided in the many workshops hosted by the Department of Student Life and

Services throughout each semester. Organizations are strongly encouraged to participate in these workshops. In addition to gaining valuable information, officers have opportunities to network and interact with officers from other UHV student organizations. Included in these services is the use of the Department of Student Life and Services office and mail services. See Section 1.5 of the *Student Organization Handbook* for more information.

3. Access to campus facilities.

Student Organizations are allowed to use designated university rooms, buildings, facilities, and equipment subject to proper scheduling procedures. Please refer to Section 2.3 in the *Student Organization Handbook* for more information.

4. Use of campus news and publicity media.

Assistance through the Marketing and Communications Department is provided to organizations for the use of design services, campus news and publicity, but also includes assistance in publicizing events through off-campus news media. There is a fee associated with utilizing the Marketing and Communication Department for printed items. If marketing and communications materials are to be distributed off campus, they must be approved by the Marketing and Communications Department. More information can be found in Section 2.4 of the *Student Organization Handbook*.

5. Privilege to invite off-campus speakers and artist to appear for regular scheduled meetings and assemblies (subject to scheduling in accordance with the proper procedures).

It is the policy of the university to permit the expression of a full range of ideas as long as there is no violation of federal, state, and local laws or university regulations. University programming committees, academic program areas, and recognized student organizations may invite any speaker to speak on any subject to an audience of students, faculty, and staff to which the public is invited, provided that (a) proper arrangements for facilities and supervisory personnel have been made and (b) proper event forms have been approved. If choosing to invite an off-campus speaker or artist, please contact the Department of Student Life and Services for the proper paperwork.

6. Distribution of literature relating to the organization's purpose and activities in those areas authorized by UHV posting policies.

There is limited places to post materials on campus, it is important for officers to understand the posting policies and procedures. The university permits the posting and distribution of information for student organizations on campus. These are detailed in Section 2.4 of the *Student Organization Handbook*. Student Organizations' primary posting space are the assigned bulletin boards in the hallway in Jaguar Hall. Bulletin boards are assigned on a first come first serve basis every year during the organization re-registration process.

7. Sponsorship of profit-making activities and solicitation of funds for organizational activities in accordance with university policies and regulations.

There are certain restrictions on certain types of fundraising activities. Please refer to Section 1.3 and 2.1 of the *Student Organization Handbook*. In addition, there is protocol and procedures to follow for soliciting and reporting donations to the organization from individuals or companies. Please carefully review these policies before soliciting donations.

8. Representation in the Student Government Association

The Student Government Association (SGA) is composed of a representative of all recognized UHV student organizations who choose to participate. SGA is a great place to network with other organizations and to share information and resources with one another.

9. Petition to the Student Government Association for funding for program development purposes.

Student Organizations can request funds from the SGA, which is derived from student services fees, to assist student organizations in hosting a variety of engaging and developmental programs. These funds are processed through the Student Organizations Finance Committee (SOFC). Section 2.5 of the *Student Organization Handbook* addresses funding details, including restrictions on use of the funds and procedures for requesting and receiving of funds.

Responsibilities of Student Organizations

1. To manage itself and carry out its activities within its own constitution, all local, state, and federal laws, and all university regulations and policies.

Organization officers will want to carefully review this Handbook to understand the university policies and procedures affecting student organizations. Policies are embedded in the procedures, so compliance with the standard operating procedures as described in this Handbook will ensure compliance with university policies. If there are specific state or federal laws affecting student organizations, those laws are noted in the appropriate sections. In addition, the officers will want to review the organization's constitution at the beginning of each academic year. The constitution is treated as a "legal" document and will prevail in cases of disputes as to operational procedures. The constitution tells "who you are" and how you operate as an organization, so you want to be sure it accurately reflects the current officers' and members' needs and wishes.

2. To conduct its activities and fiscal operations in accordance with standards of good business management practice.

Good business management practice includes a number of factors, including fiscal responsibility and financial management, effective planning and decision-making, ethical leadership, and much more. Membership in a student organization provides opportunities for officers and members to develop and build these skills.

3. To be aware of the special role the organization holds as an integral part of the academic community of UHV and to act accordingly in the best interest of its members and the university, as well as the surrounding community.

The business and educational community sees each UHV student organization as a part of the university, whether the organization is soliciting corporate donations, purchasing supplies, recruiting speakers, attending a professional presentation off-campus, or enjoying an off-campus social event. Therefore, everything the organization does, positively and/or negatively, reflects on UHV. The organization will thus want to be professional and positive in all its' dealings, off-campus and on-campus, to protect its' own name as well as the university's name.

4. To be aware of and to be in compliance with all organization information distributed through the Student Organizations mailboxes and officer emails.

The Department of Student Life and Services staff distributes a great deal of official information through the organizations' mailboxes and officer emails, especially throughout the fall and spring semesters. This might include event and recognition paperwork, informational flyers about upcoming events or opportunities, reminders of important events and deadlines, and information to share with organization members and classmates. The mailboxes are also a great way for organizations to communicate with one another. When organizations have scheduled speaker meetings or other events that may interest other student leaders, it is recommended that they distribute flyers in all the mailboxes and ask officers to share this info with their members.

5. To deposit the organization's funds into an account at a public banking facility.

Organization student officers must obtain an EIN number and open a bank account for all their banking needs. Two officers' signatures are required on all checks for an organization and that records are kept for each transaction and semester. See Section 1.3 of the *Student Organization Handbook* for more detailed information.

NOTE: Organizations funded by university monies (including Student Government Association funding allocations or funding from any program or office within the university) may disburse such monies only in accordance with state and university regulations. Such monies may be disbursed via regular university purchasing procedures. These requirements in no way preclude the right of the organization to solicit funds or disburse monies that are not derived from the university, according to the organization's bylaws.

The university assumes no liability for the financial transactions of a given student organization and strongly recommends that each organization establish whatever controls it deems necessary via the organization's constitution and/or bylaws.

6. To work cooperatively with the Department of Student Life and Services staff in conducting organization operations and activities. The Coordinator of Student Life and Services will serve in an administrative capacity to all recognized student organizations.

The professional staff are educated and trained in various aspects of organization operations, business management, organization development, leadership development, event planning, assessment, and many additional areas. One of the primary responsibilities of the Coordinator of Student Life and Services is to advise Student Organizations on these processes to ensure effectiveness and efficiency.

7. To update any of the information supplied to the Department of Student Life and Services within two calendar weeks of the change. This includes changes in the constitution, officers, membership requirements, and/or needs of the organization.

It is the responsibility of the student organization to notify the Department of Student Life and Services of any changes in officers throughout the year, and especially at the beginning of each semester, to ensure that there is a current list of officers or contact persons who are authorized to speak/sign for the group, and who are to receive official notices or information from the university.

**IMPORTANT
NOTICE**

Student Organizations that fail to maintain current files in the Department of Student Life and Services jeopardize their status as a recognized UHV student organization.

Section 1.2: University Recognition

Recognition Procedure for a New Student Organization


If an organization does not exist in a particular area of interest, a minimum of five (5) students can form an interest group to start the process of becoming a recognized student organization. Interest groups must submit a *Register New Organization Form* through JagSync.

After submitting a *Register New Organization Form*, temporary status is granted to the groups that are in the process of forming until they are approved by the Committee on Student Organizations (COSO). During this time, interest groups are treated similar, with the same rights and responsibilities as recognized organizations, with the exception of the amount of funding they can request from the Student Organization Finance Committee (SOFC) and the use of a Student Organization Bulletin Board. Within the period of initial formation, the Department of Student Life and Services can provide assistance in marketing the organization and recruiting student members.

Recognized student organization and interest groups have freedom of choice in the selection of members, provided that there is no discrimination on the basis of race, color, religion, national origin, age, sexual orientation, mental or physical disability, or gender. Fraternities and sororities are able to limit membership based on gender, but on no other factor. Nationally recognized honor societies are able to limit membership based on aptitude test requirements such as a minimum grade point average, academic discipline, unit requirement or classification, but no other factor. Provisions for non-student members may be made, but non-students may not outnumber student members in any organization.

What is JagSync?

JagSync is the gateway for all students to get involved and stay connected at UHV. It is an online community where you can connect to recognized student organizations, interest groups, and departments to find out what's happening on campus. JagSync will also help student leaders to streamline their involvement by organizing, managing, and communicating with their members all in one place. It allows student organizations to manage records, store and share important documents, communicate with members, plan and publicize events, and track service hours and meeting attendance.

How to Find JagSync: To log into JagSync, visit the UHV homepage at www.uhv.edu. On the top right hand corner of the homepage, please select the following icon.  Use your UHV email ID and password to log in.

Steps to Recognition for a New Student Organization

- 1. Meet with the Coordinator of Student Life and Services in the Department of Student Life and Services for information on starting an interest group or reactivating a former organization.**
- 2. Complete the *Register New Organization Form* on JagSync or come by the Department of Student Life and Service office located in Jaguar Hall, Suite 1135.**

Sign into JagSync with your UHV email ID and password. Once in JagSync, click on the "Browse Organizations" tab under the University of Houston-Victoria. Select the green "Register New Organization" tab at the top right. Choose the "Student Life & Services" icon and press the select tab. Complete the form.

- 3. A minimum of five UHV students is required per interest group.**

4. All interest group officers must be currently enrolled UHV Students.

5. All interest groups must have:

- A name of the group (use of the university name, initials, or logo is prohibited).
- A complete constitution.
- A faculty/staff advisor (interest groups and recognized student organizations are required to have an advisor: please confirm with the advisor that he or she is willing to serve in that role before registering your interest group).
- Five (5) members, 3 of which must hold officer positions and have a minimum 2.5 cumulative GPA.

6. Complete and file the following documents:

- Constitution regarding organizations method of operation. The following articles should be included in all organizational constitutions:

- a. Name of the Organization (use of the university name, initials, or logo is prohibited)
- b. Purpose and Goals of the Organization
- c. Qualifications of Membership/ Membership Removal Procedures
- d. Officers, Elections Process, and Officer Duties
- e. Selection of an Advisor process
- f. Meetings
- g. Financial Obligations
- h. Non-Hazing Clause
- i. Constitutional Amendments

**Refer to the Appendix for a sample constitution.*

- Roster of all students in the interest group. Roster may be found in the Appendix.
- Hazing and Discrimination Disclaimer (included in the *Register New Organizations Form* on JagSync)
- Constitution Form (This will be attached to your *Register New Organizations Form* on JagSync)
- Advisor Form (included in the *Register New Organization Form* on JagSync)

4. Completed forms and the constitution are reviewed by the Committee on Student Organizations (COSO) comprised of faculty, staff, and student representatives and verify that the organization's purpose is lawful within the university regulations.

5. Should COSO determine that the proposed organization does not meet the requirement for recognition; the officers will be notified of the reason. Officers may appeal the decision to the Associate Director of Student Life.

6. Each organization wishing to continue must complete the procedures for recognition at the beginning of each fall semester.

Recognition of a campus organization does not constitute endorsement of the program or purpose by the university. Recognition is simply a charter to exist on the university campus and may be withdrawn by the Department of Student Life and Services if the organization becomes inactive or is found guilty of violating any federal, state, and local laws or university regulation or policy.

Retention of University Recognition

At the beginning of each academic year, student organizations are required to renew their recognized status for that year. To maintain its official university recognition, a student organization and its officers are responsible for complying with pertinent federal, state, and local laws along with the following university regulations:

- All existing student organizations will need to renew their registration each academic year by updating their profile information on JagSync. Organizations will be required to provide the names of the current officers, a list of current members (see sample roster in the Appendix), and the name of the faculty/staff advisor. In addition, a copy of changes and/or additions to the organization's constitution shall be provided.
- Any organizations whose officers fail to renew and submit the required forms on JagSync by the deadline communicated to them shall have official university recognition withdrawn until all documents are received by the Department of Student Life and Services.
- All organizations must have at least one faculty or staff advisor who is a current employee of UHV.
- Should the Department of Student Life and Services determine that the organization does not meet the requirements for continued recognition, a written copy of the decision and reason will be given to the organization involved. The decision may be appealed to the Committee on Student Organizations.

Section 1.3: Financial Management Guidelines

Money Management

A student organization is a mini-business and, as such, must operate its financial affairs in an orderly and responsible manner. Organizations have income and expenses and often make agreements with third parties. Organizations must practice good record keeping and careful accounting practices.

The “university assumes no liability for the financial transactions of a given student organization and strongly recommends that each organization establish whatever controls it deems necessary via the organization’s constitution and/or bylaws.”

Off-Campus Bank Accounts:

It is important to establish financial controls to limit the risk of mismanaging organization funds. Your organization must establish a bank account that will provide security for the money as well as documentation for transactions. Remember that using the name of the University of Houston-Victoria, any abbreviation thereof, or any of the University’s trade-marks or logos is prohibited, including in the name of your bank account.

Opening a Bank Account:

1. Complete and submit online the form SS-4 <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>, to the Internal Revenue Service (IRS). The person applying online must have a valid social security number. After all validations are done you will get your Employer Identification Number (EIN) immediately upon completion. You can then download, save, and print your EIN confirmation notice. You must have this number to open an account.
2. Submit a copy of the organization’s bylaws or meeting minutes that approve the opening of the bank account.
3. Two people are required to sign the account.
4. Have bank statements mailed to:

Name of Organization (use of the university name, initial, or logo is prohibited)
University of Houston-Victoria
3007 N. Ben Wilson
Victoria, TX 77901

Guidelines for Money Management:

I. **Require two signatures for endorsement of expenses**

Requiring two signatures on checks prevents purchases by check without the consent of a second student organization officer. Unfortunately, paper checks are used less often these days in favor of ATM or check cards. As a result, double endorsement of all expenses is difficult to enforce.

II. Separate financial duties

The student organization treasurer should reconcile the bank's financial statements regularly. While the treasurer could theoretically be the second signer on a check, he or she should not be the primary purchaser or have access to an ATM or check card. If so, another person needs to reconcile the bank statements.

III. Use a central mailing address

Student organizations should use the UHV mailing address to receive bank statements and notifications. This way, statements and other notifications that might identify financial mismanagement cannot be easily hidden from the student organization's membership. Unopened statements will be picked up in the Department of Student Life and Services by the student organization treasurer or president.

Like checks, paper statements are becoming increasingly rare. If statements are being emailed or require Web site access, multiple recipients or users should be authorized.

IV. Keep records public

Purposeful mismanagement of funds is difficult to conceal when financial records are made public or readily available to the student organization's members. Public records let members question all expenses, which virtually guarantees generally accepted use of the organization's resources and protects against prolonged collusion.

V. Define consequences for embezzlement

Address embezzlement in your organization's constitution or bylaws. Include:

- Definitions
- Methods for policing
- Consequences for breaking the rules

By doing so, the student organization states its intentions to police financial management of organization funds. This acts as a deterrent and leaves no ambiguity about the risk of being caught. The point is to deter the activity and outline a course of action in the rare event embezzlement occurs.

VI. Remove your information from accounts when you leave

When you are no longer associated with the student organization, due to graduation or any other reason, be sure to communicate with the bank and have your personal information removed from any accounts. If you do not remove yourself from the accounts, you can be held responsible for financial obligations. Also, transferring your account status to a current organization member ensures a smooth transition for the organization.

Student Organizations' Tax Status

Student organizations do not have tax-exempt or not-for-profit status under Code 170(b) of the Internal Revenue Service. Implications of this status include:

- **When purchasing items** - Organizations are not exempt from paying State sales taxes for the purchase of items or services.
- **When soliciting donations** – Corporate or individual donors may not claim a donation to a not-for-profit organization when making donations to a UHV student organization. Organization officers should clearly specify this when seeking donations. If a corporate or individual donor is requiring a tax-receipt to claim the donation, student organizations must contact the Department of Student Life and Services.
- **When selling items** – Student organizations selling items with \$5,000 or more in total receipts must collect State sales tax on the items sold and submit that tax revenue to the Texas Comptroller. The procedures for doing so will be made available to organizations on an as-needed basis (House Bill 82, signed by the Governor on May 14, 2001).

Accepting and Acknowledging Donations to Student Organizations

Student organizations that are officially recognized by and operate under the auspices of UHV have a powerful role representing the university to the Victoria community and beyond. Parents, relatives, friends, businesses and others who may not otherwise have significant contact with the university may develop impressions of and opinions about UHV based on their dealings with student organizations. Therefore, it is critical that these student organizations conduct themselves with the highest standards of integrity, excellence and ethics in their communications and other interactions with UHV alumni, potential donors and other community members.

Perhaps the primary interaction between UHV student organizations and local businesses or individuals will be as the organizations attempt to raise funds for their projects and activities. Student organizations are asked to follow these guidelines as they raise money for their organization:

1. The UHV Office of University Advancement (OUA) should be made aware of the purpose, method and timing of all donation requests, including both solicitations for monetary and for non-monetary support. Notification regarding the purpose (why money is being raised), the method (i.e. letters, phone calls or personal visits) and the timing (i.e. "the second half of November") should be made by email to the Director of Alumni Relations and Annual Giving.
2. In addition, the Director of Alumni Relations and Annual Giving should be informed of all businesses that the student organization would like to solicit. This is important, since other university departments or areas might already be in the midst of a solicitation process with one of these businesses. It is important that UHV entities, including student organizations, are coordinated in their fundraising efforts with local businesses.
3. As quickly as possible after receiving and reviewing the information from the student organization that is listed in the two points above, the Director of Alumni Relations and Annual Giving will reply to the student organization granting full approval to proceed as described or asking the organization to modify the solicitation plan in some way. After such approval is received, the organization is free to proceed as described.
4. Student organizations may only request donations on behalf of UHV if the donations will be made to UHV and handled according to university policies related to handling funds from cost centers. If a student organization is using a non-UHV bank account or any other method of collecting and storing funds outside of the UHV financial structure, the organization may not raise funds on behalf of the university.
5. The Office of University Advancement encourages all student organizations to have a cost center set up within the university, spend from that cost center according to university policies and

receive donations into that cost center. This will allow for much better tracking, a higher degree of professionalism and, we believe, greater fundraising success.

6. Most donors desire a receipt of their gift for tax purposes. The Office of University Advancement (OUA) will ensure that all donors to student organizations receive proper thank-you letters and tax receipts when the gift is made to UHV (for that organization) and the OUA is notified of the gift properly.
7. Information regarding all gifts that a student organization receives on behalf of UHV should be shared with the OUA immediately. If the donation is monetary in nature, the OUA needs a copy of the deposit slip, a Gift Transmittal Form and any documentation that is associated with the gift (such as a giving card that the organization prepared, a letter from the donor, etc.). This information should be emailed as scanned images or delivered in hard copy form (University Center, third floor, University Advancement) to the Director of Alumni Relation and Annual Giving.
8. Student organizations are strongly encouraged to send hand-written thank-you cards and/or make personal phone calls to thank all donors.
9. It is very important to use all money received as donations for the purpose for which the donor made the donation.

Section 1.4: Student Organization Advisor

All recognized student organizations are required to have an advisor who is a full-time faculty or staff member at the university. Advisors are critical to the success of a student organization. They are active and involved to promote leadership; they advise the student organization by asking questions; they challenge students and support their efforts. Advisors provide community for an organization to pass along valuable information. It may require spending some additional time and effort to work with student organizations but by building a learning relationship with the students, advisors will encourage student development. The advisor must be named in the space provided on the *Organization Registration Request* and on the roster. If an organization is having difficulty finding an advisor, the Coordinator of Student Life and Services will assist in identifying someone for the group.

There are many benefits associated with becoming an advisor to a student organization. These include:

- Satisfaction of seeing and helping students learn and develop new skills.
- Watching a group come together to share common interests and work toward common goals and an understanding of differences.
- Furthering personal goals or interests by choosing to work with an organization that reflects one's interests.
- Sharing one's knowledge with others.

While serving as a student organization advisor, one can be as involved as one would like to be and as your schedule permits. Some general responsibilities of an advisor include:

- Attend meetings.
- Provide guidance to the officers.
- Review all financial statements and oversee financial transactions of the organization.
- Ensure that officers meet minimum GPA requirements according to their constitution (if applicable).
- Provide consultation concerning membership selection procedures.
- Review and monitor the organizations presence on JagSync.

Section 1.5: Support and Services from the Department of Student Life and Services

This section discusses a variety of services and resources provided by the Department of Student Life and Services that are invaluable for the efficiency and success of UHV student organizations. Various members of the Department of Student Life and Services staff provide services and resources to student organizations. However, assisting and advising student organizations are the primary responsibilities of the Coordinator of Student Life and Services and the Student Director assigned to Student Organizations. Please be sure to consult with these individuals for advice and support. Also, we encourage you to offer ideas and suggestions about other desired services and resources to help you and your organization succeed.

Liaison

The Department of Student Life and Services serves as the liaison between student organizations and university administration, providing access to information from administration and opportunities for students to provide information and input to administration.

Consulting, Support, and Assistance

The Department of Student Life and Services staff also offers a number of consulting and support services which can simplify the operational procedures of running a successful organization, including workshops and a variety of developmental opportunities. The staff serves as consultants to organizations needing special assistance in developing the organization or planning a major event. Contact the Coordinator of Student Life and Services for more details on leadership, recruiting, fundraising, effective planning, dispute resolution, or other special needs.

Assistance in Planning and Running a Successful Organization

Experienced professional staff can help organization officer's plan and implement successful events, as well as help identify problems and suggest approaches for implementing plans. The Department of Student Life and Services staff can also assist organization officers in planning for a successful leadership transition.

Assistance in Recruiting

New students attending Orientation each semester are asked to complete a Student Organization Interest Form indicating their interest in student organizations. At the beginning of each semester, each student organization is provided with a list of those students who are interested in the organization. During the semester, a copy of a completed form will be placed in the organization's mailbox. Student Organization officers are encouraged to contact those students immediately with further information and membership applications.

Mailing Lists

Each Monday, student organizations have the opportunity to include events they may be having in a weekly student organization newsletter. Information for this newsletter must be submitted by 5:00 p.m. the Thursday before. This email will be sent to all students on the Activities ListServ.

Publicity Services

The Department of Student Life and Services approves posters and flyers for display on all public bulletin boards (kiosks, sign holders, etc.) and banners in designated areas on campus. A limited number of flyers and posters may be posted. For more information on publicity, please see Section 2.4 of the *Student Organization Handbook*.

Mailboxes

Every recognized student organization is issued a mailbox, which will be located in the Department of Student Life and Services in Jaguar Hall, Suite 1135. Organization officers are asked to check their mailbox frequently, and are reminded that University policy states that organization officers are required to be aware of and in compliance with official information distributed through the mailboxes. Organizations are encouraged to communicate with one another, invite other organization's members to events, etc. through these mailboxes.

The organization is expected to use the university as its mailing address:

<Name of Organization>
University of Houston - Victoria
3007 N. Ben Wilson
Victoria, TX 77901

Bulletin Board Space

The bulletin boards are located in the hallway of Jaguar Hall. Student Organizations maintaining recognition status from year to year may sign up for one of the bulletin board spaces for the academic year. Bulletin boards are assigned based on the completion of the recognition process, including a completed recognition packet. At the end of each fiscal year, organizations are informed to remove all materials from their board so that they may be reassigned the following semester. Each organization is responsible for maintaining its own space and keeping material current. Failure to maintain the bulletin board appropriately may result in loss of the bulletin board space. Organizations are expected to comply with the following rules for posting on bulletin boards:

1. Do not glue or duct tape anything directly to the bulletin boards as it ruins the material.
2. Only use staples or push pins to hang posters and other materials (nails, screws, etc. do not come out)

Equipment

Equipment needed for events is available for check-out from the Department of Student Life and Services. This includes water coolers, poster frames and stands, and electronic equipment. Check with the Coordinator of Student Life and Services for a complete inventory of equipment available for checkout. Students will need to fill out the *Equipment Rental Form* 48 hours in advance on JagSync.

The Den

The Den is a community space for student organizations that supports organization development and promotional needs of all UHV student organizations. The Den materials can be used for marketing/advertising of student organizations, including the creation of posters, fliers, and banners. Student organizations must follow the guidelines for this shared space, which can be found in The Den. Any organization found not adhering to these policies will lose privileges associated with The Den. The

key to The Den may be checked out at the Residence Life Front Desk in Jaguar Hall during the following hours: Monday – Thursday: 8:00 a.m. – 10:00 p.m.; Friday: 8:00 a.m. – 6:00 p.m.; Saturday: 10:00 a.m. – 2:00 p.m. The Den is not open on Sundays or during University breaks. Student organizations members will be asked to provide their Paw Pass or ID when checking out the key. The Den is located in the 11:59 Lounge in Jaguar Hall.

Section 1.6: Annual Events Sponsored by the Department of Student Life and Services

Welcome Week

Welcome Week offers a variety of events throughout the first week of classes in the fall semester. Students, faculty, staff, friends and family are invited to join in the celebration of the new school year. Student Organizations are invited to participate in some way, by hosting one of the booths or activities or perhaps simply hosting an information booth.

Student Organizations Fair

Held early in each semester, this event provides an opportunity to recruit new members and market the organization. Student Organization officers are asked to sign up in advance with the Department of Student Life and Services. Organizations are encouraged to set up and staff a table displaying flyers and literature to describe the organization, its purpose, its past accomplishments and future plans, and its membership requirements.

ROAR Student Leadership Conference

Held each year, the ROAR Student Leadership Conference offers a unique opportunity to build individual and team leadership skills, as well as the opportunity to build networks with student leaders from colleges and universities from throughout the State of Texas. The conference offers a keynote speaker and interest sessions scheduled throughout the day.

Student Organization and Leadership Banquet

The annual awards banquet is held in late April and recognizes outstanding achievements and contributions of student organizations and student leaders. The incoming Student Government Association Executive Officers are also installed at the banquet. The awards ceremony is preceded by dinner and is followed by a slide show of organization and university events from the year. Invitations are emailed to organization presidents and Student Government Association representatives. Organization officers are also encouraged to invite their faculty advisor. Criteria for the awards are available from the Coordinator of Student Life and Services.

Mandatory Student Organization Training

In order to be considered a recognized student organization in good standing (good standing allows organizations to hold meetings, reserve rooms, and have access to a bulletin board), three officers (President, Vice President, Treasurer) must complete a Mandatory Student Organization Meeting. Officers elected at the end of the spring semester must attend the training offered in the fall. Any new officers that fill a vacant position during the fall semester must attend the training provided at the beginning of the spring semester.

Chapter Two

Student Organizations Events and SGA Funding

Section 2.1: Student Organization Events

Department of Student Life and Services Policies

- A. Definition of a university-sponsored event:
 - a. Any event on campus sponsored by a recognized student organization.
 - b. Any Student event off campus funded by university monies or sponsored by a recognized student organization.
- B. University approval may be provided only for events sponsored by recognized student organizations and must be scheduled in accordance with paragraph E of this section. It is the policy of the university to permit the expression of a full range of ideas as long as there is no violation of federal, state, and local laws or university regulations.
- C. Student Organizations officers and members are responsible for observing all federal, state, and local laws and university regulations. **The university assumes no liability for individual actions that occur during an event sponsored by a recognized student organization.**
- D. Request by student organization for the use of university facilities must be filled through the University Calendar or proper outlet. Please see Section 2.3 of the *Student Organization Handbook* for more detailed information.
- E. Events, including scheduled student organization meetings, must be approved by the Department of Student Life and Services through the submission of a *Student Organization Event Request Form* through JagSync.
- F. Scheduled upcoming events will be made public to the university and Victoria community.

This policy includes **any** event or activity that an organization may schedule (professional, social, fundraising, or philanthropic) held either **on-campus** or **off-campus**. University policy requires student organizations to complete and submit the proper paperwork for approval of the event.

Paragraph E includes regularly scheduled meetings from the requirement to submit *the Student Organization Event Request*. There are several reasons for this requirement: (a) students routinely ask about organizations' regular meetings - if paperwork has not been filed, it is extremely difficult to track those meetings and relay meeting information to interested students; (b) Paragraph F above requires the Department of Student Life and Services to publicize organizations' events, which is difficult to do if forms have not been filed; (c) the total activities of student organizations, particularly of events which might be eligible for SGA funding, are taken into consideration when requesting SGA funds in the biennial planning and budgeting cycle; and (d) organizations that are actively meeting and hosting a variety of events are eligible for various awards at the Student Organizations and Leadership Banquet.

EXAMPLES of typical student organization events:

- Speakers (including UHV faculty and staff)
- Entertainers (band, dance group, disc jockey, etc.)
- Workshops and seminars

- Socials and recruiting activities
- Field trips
- Fundraising activities
- Travel to a conference

All these events require a *Student Organization Event Request* to be completed.

Speakers / Performers / Workshops:

University programming committees, academic program areas, and recognized student organizations may invite any speaker to speak on any subject to an audience of students, faculty, staff and to which the public is invited, provided that:

- Proper arrangements for facilities and supervisory personnel have been made.
- Proper event forms have been approved.

This category of events includes workshops and seminars to which a single speaker or a panel of speakers may be invited. This category also includes performers such as musicians, dancers, bands, and disc jockeys. This category applies whether the event is held on-campus or off-campus.

Socials and Recruiting Activities:

This category includes any event for the purpose of socializing with current or prospective members or for recruiting prospective members, whether held on-campus or off-campus. Examples include parties, banquets, picnics, potluck dinners, concerts, trips to a sports program or movie, coffee and cookies at an information table on campus to attract prospective members, etc.

Company Tours and Field Trips:

Organization members may be invited to tour an office or plant or participate in a field study for certain academic disciplines. In addition, students who are meeting in one central location to travel together for this type of event must sign a Release and Waiver of Liability Form (Travel Waiver Form) before departure. Forms can be picked up from the Department of Student Life and Services or found at [http://www.uh.edu/legal-affairs/contract-administration/pdf-documents/Release%20and%20Indemnification%20Agreement%20OGC-S-2013-11 Created%202.21.13.pdf](http://www.uh.edu/legal-affairs/contract-administration/pdf-documents/Release%20and%20Indemnification%20Agreement%20OGC-S-2013-11%20Created%202.21.13.pdf).

Fundraising Events:

Fundraising events, whether conducted on- or off-campus, must be approved through the Department of Student Life and Services. Examples include, but are not limited to, the following:

- Bake Sales
- Item Sales
- Contests
- Ticket Sales for Organization Events

You can borrow a cash bag for your fundraising events from the Coordinator of Student Life and Services.

The following guidelines apply to specific fundraising activities:

Bake Sales

- Are scheduled and coordinated through the Department of Student Life and Services.
- Are limited to one organization bake sale at any given time.
- Are reserved on a first come - first serve basis; check with the Coordinator of Student Life and Services for open dates before planning the event.
- Forms must be completed and submitted at least one week before the event.
- Bake sale items must be individually wrapped for sanitary and safe food handling purposes.
- Student Organizations are responsible for cleaning up any litter that result from the bake sale.
- Signs indicating the name of the selling organization must be posted at the site of the bake sale.
- We encourage you to have membership and meeting/activities information available at your bake sale table!

Item Sales

Several university student groups participate in special fundraising events such as Valentine's Day sales and holiday craft sales. Student organizations will not be permitted to conduct a sale of the same items at the same time. However, other activities such as a bake sale, may be permitted at the same time in different locations.

Raffles

In accordance with the Texas State Legislature (Article 179f, title 6, sections 2-6, of the 71st Legislature, effective January 1, 1990), UHV student organizations do not meet the criteria to conduct raffles, as defined by the State of Texas.

Events that Require a Contract

Consult in advance with the Department of Student Life and Services staff regarding contracting with speakers or performers. Contracts are required for all services and/or fees using university funds. Student organizations do not have authority to enter into contract for services without prior approval from the Department of Student Life and Services. Contracts must be prepared by the Department of Student Life and Services staff, based on information you and the speaker or performer must provide. If an organization enters into a contractual agreement, with or without consulting the Department of Student Life and Services, they are responsible for the services and remitting payment in a timely fashion.

In accordance with UHV policies, contracts must be completed and processed for approval at least two weeks prior to the speaker or performer's appearance. Therefore, it is imperative that you pay attention to the request for contract information and submit it in a timely manner to the Department of Student Life and Services staff who must complete the contract. Contract information received after the established deadline will not be processed and the speaker or performer will not be paid.

Hazing Statute

Hazing is any intentional or reckless act by one person alone or acting with others that endangers the mental or physical health of a student. Hazing may occur on or off campus and usually takes place in connection with obtaining membership in or holding office in a student organization. "Student" includes all persons presently enrolled, accepted for admission, and those intending to enroll after a period of vacation.

A person commits the offense of hazing if the person engages in hazing, solicits, encourages, aids or attempts to aid another in hazing, knowingly permits hazing to occur, or has firsthand knowledge that a specific hazing incident has occurred or may occur and fails to report the act to the proper authority. A student organization which knowingly engages in or encourages hazing may also be charged with the offense of hazing.

This offense is punishable by a fine and/or confinement in jail. It is not a defense to a charge of hazing that the person at whom the act was directed consented to or acquiesced in the hazing activity. If you have knowledge that a person or organization is planning or has committed an act of hazing, you must report the information to the Director of Student Life and Services or the Vice President for Enrollment Management and Student Affairs. The full text of the act is published in the Texas School Law Bulletin 4.51 (Texas Education Agency, 1990).

Section 2.2: Approval Procedures for All Events

Student Organization Event Request

- Is required for all student organization events.
- Must be fully completed.
- Must be submitted to the Department of Student Life and Services through JagSync two weeks prior to the organizations event.

Exceptions

Certain circumstances do not require the completion of the *Student Organization Event Request*.

- Officers' meeting (for planning, etc.).
- Events sponsored by the Department of Student Life and Services.
- Participation in workshops/conference sponsored by the Department of Student Life and Services.

Where to Obtain the Student Organization Event Request

Once you have logged into your JagSync account, visit "My Memberships" on the top right corner of the screen. Then select your organizations name (If you do not see your organization contact the Department of Student Life and Services for assistance). In your organization's portal, select the events tab. Select the green "Create an Event" button on the right hand side of the page. Follow the instructions.

Other Forms That May Be Required

- **SGA Funding Request Form** - This form is required for all SGA funding requests for workshops, speaker's performances, festivals, etc. The form also requires a brief description of how the workshop/event meets the organization's mission and goals and the university's goals, as well as a statement on specifically how the SGA funds will be spent. This form can be found on the SGA JagSync Portal or <https://orgsync.com/67013/forms/134427>.
- **Release and Waiver of Liability Form (travel and events)** - required if traveling to a conference, on a field trip, etc. and also for events that could result in injury (football tournament, skating, etc.); must be completed and filed in the Department of Student Life and Services prior to departure of travel and forms must be filled out at the event if a form is needed. If SGA funds are being used for the travel event, the form is required, regardless of whether individuals are traveling separately or as a group. Form can be found at [http://www.uh.edu/legal-affairs/contract-administration/pdf-documents/Release%20and%20Indemnification%20Agreement%20OGC-S-2013-11 Created%2002.21.13.pdf](http://www.uh.edu/legal-affairs/contract-administration/pdf-documents/Release%20and%20Indemnification%20Agreement%20OGC-S-2013-11%20Created%2002.21.13.pdf).
- **Room Set Up Form** – This form can be found on the Facilities Website under "Forms". The Room Set Up Form is used for the University North and Center Multi-Purpose Room. After completed, this form should be sent to Shirley Jung at JungS@uhv.edu.
- **Faculty Service Request** – A Facility Service Request is required if an event needs extra tables, chairs, stage, or trashcans that are typically not available at that facility. Most Facility Service

Request are made for events in the Jaguar Hall Commons, the 11:59 Lounge, and Pyramid Row. The Facility Service Request can be found on the Facilities homepage (<http://www.uhv.edu/Facilities/>).

- **Graphics Request** – If a poster or graphic needs to be created from the Marketing and Communications Department, student organizations must submit full request details in the *Student Organization Event Request* found on JagSync and must be submitted at least 4 weeks before the graphic is needed.
- **Equipment Check Out Form** – Student organizations wishing to use equipment provided by the Department of Student Life and Services may do so at the discretion of the Coordinator of Student Life and Services.

Timelines to Submit Completed Forms

The basic timeline to submit completed forms of any kind but especially the Student Organization Event Request is a minimum of **two** week in advance of the event. Additional timelines apply for special situations:

- Minimum of **two** weeks in advance for the *SGA Funding Request Form* if SGA funds are being requested for payment and/or reimbursement of expenses.
- Minimum of **eight** weeks in advance for the *SGA Funding Request Form* if requesting SGA funds to pay for travel.
- Minimum of **two** weeks in advance for a *Room Set Up Form* or *Facilities Request Form* for rooms that need to be set up or special facilities requests.
- Minimum of **four weeks** in advance for a poster made through the Marketing and Communications Department.

Special Notes:

Paperwork may be submitted sooner than the required minimum to allow more publicity lead-time. If the student organization has planned the full semesters events in advance (confirmed speakers, etc.), the forms may all be submitted at the beginning of the semester.

If requesting Student Government Association funds, be aware of other events which may impact the approval process (individuals who must process/sign the paperwork may be out of town, no SGA meeting due to holidays, timing of weekly agenda-setting meeting, etc.). Student who wish to receive funds from the Student Government Association must attend four General Body Meetings each semester. More information may be found in Section 2.4.

These timelines have been set to allow sufficient time for obtaining the signatures needed or to allow for additional processing time for special circumstances. Exceptions will not be permitted.

The Event Approval Process

1. Student organization officers complete and submit the *Student Organization Event Request* through JagSync two weeks prior to the organization event.
2. The Coordinator of Student Life and Services reviews the event forms to ensure they are fully and properly completed. If necessary, they will phone the person listed as the contact person on the form to obtain further information.

3. Events will be approved through JagSync. If an event is not approved, student organizations will receive a notification from JagSync as well as a written explanation.
4. Before an event space or location can be reserved, the student organization must have received approval on their *Student Organization Event Request* submission. Once approved, a space or location can then be reserved through the [University Calendar](#). Calendar postings should include the details included in the approved *Student Organization Event Request*.

Events May Not be Publicized Until Approved (In accordance with University policy)

Approval is indicated by an approval of the *Student Organization Event Request* message through JagSync. You will also want to wait for confirmation of the requested facilities before publicizing the event. You will be notified by campus facilities when the requested facilities have been confirmed. These two confirmations will seldom occur simultaneously, due to different procedures in the various offices involved.

If an event is not approved:

- The Coordinator of Student Life and Services will notify student organizations' officers by a message through JagSync.
- If the event is not approved, it may **NOT** be conducted in the name of the student organization or the name of the university. **NO** funds from the SOFC may be used for its support, and the activity cannot be advertised on campus.
- The reason for non-approval may be appealed to the Associate Director of Student Life, in accordance with Student Life policies.
- If an organization proceeds to conduct an event without approval, their University recognition as a student organization could be at risk and may be revoked.

Coca Cola Products

The university granted Coca Cola Company exclusive rights to sell and serve soft drinks on the UHV campus. All student organizations providing beverages for on campus programs must serve Coca Cola products.

Equipment Available

Student organizations have the privilege to resources in the Department of Student Life and Services for their programming or developmental needs. Equipment is on a first-come first-serve basis and availability is limited, and is at the discretion of the Coordinator of Student Life and Services. Check-out of equipment must be done 48 hours before the organization plans to use the equipment, and must return the item(s) to the Department of Student Life and Services within 24 hours.

Section 2.3: Facilities Guidelines

Student organizations are eligible to use university facilities for meetings or activities at no charge. The use of all university facilities is contingent upon availability and the timely submission of room requests. If a room is not reserved by an organization, it may not be used. If the event is canceled, it is the organization's responsibility to delete it off the University Calendar immediately so that the facility can be released to other organizations or groups. Organizations will be notified when the facility has been approved through an email from the appropriate party.

Available Facilities

Classrooms – All classroom scheduling requests are completed through the Office of the Registrar and Student Records website through “Classroom Calendar” and “submit event” <http://calendar.uhv.edu/openentryfacility.aspx?fid=1>.

Jaguar Hall Lobby – This area is reserved through the UHV Calendar's “submit event” <http://calendar.uhv.edu/openentryfacility.aspx?fid=1>. This location is typically used for passive programs, bake sales, or informational tables. If a table is needed, one must be requested through a Facility Service Request form.

Jaguar Hall Commons - This area is reserved through the UHV Calendar's “submit event” <http://calendar.uhv.edu/openentryfacility.aspx?fid=1>. This location is typically used for larger programs, such as speakers, fairs, or carnivals. This location is not private and should be accounted for when planning programs. This space does have access to 2 TVs. If tables, chairs, a stage, or other equipment is needed, it must be requested through a Facility Service Request form.

11:59 Lounge – This area is scheduled through the Department of Residence Life. Email housing@uhv.edu to reserve this room. The 11:59 Lounge is a semi-private location that has 3 TVs. Because of the location, the Snack Shack may be open during an event. If tables, chairs, or other equipment is needed, it must be requested through a Facility Service Request form. Events in this space still need to be put on the University Calendar without a room reservation <http://calendar.uhv.edu/openentryfacility.aspx?fid=1>.

Jaguar Suites Multi-Purpose Room – This area is reserved through the UHV Calendar's “submit event” <http://calendar.uhv.edu/openentryfacility.aspx?fid=1>. This location is typically used for larger programs, such as speakers, discussions, or movies. This room comes with a projector and speakers.

Recreational Fields – This area is reserved through the Coordinator of Student Life and Services who oversees Intramural Sports. Stop by the Department of Student Life and Services to discuss the reservation of the fields. Events in this space still need to be put on the University Calendar without a room reservation <http://calendar.uhv.edu/openentryfacility.aspx?fid=1>.

Alcorn Auditorium - This area is scheduled through the UHV Calendar's “submit event” <http://calendar.uhv.edu/openentryfacility.aspx?fid=1>. This location is typically used for larger programs, such as speakers or discussions and holds 80 people seated. This room comes with a projector, computer, and speakers.

University West Conference Room A – This area is scheduled through the UHV Calendar's “submit event” <http://calendar.uhv.edu/openentryfacility.aspx?fid=1> and is typically used for small meetings. This room comes with a projector, computer, and speakers.

University West Conference Room B – This area is scheduled through the UHV Calendar’s “submit event” <http://calendar.uhv.edu/openentryfacility.aspx?fid=1> and is typically used for small meetings. This room comes with a projector, computer, and speakers.

University West Conference Room C – This area is scheduled through the UHV Calendar’s “submit event” <http://calendar.uhv.edu/openentryfacility.aspx?fid=1> and is typically used for small meetings.

The Spot – If wanting to host an event in this space, please indicate it on the *Student Organization Event Request*. The Coordinator of Student Life and Services will keep track of those wanting to reserve this space. This space is open to the public and is best used for small, passive events. The event must also be submitted to the University Calendar’s “submit event” <http://calendar.uhv.edu/openentryfacility.aspx?fid=1>.

Pyramid Row – If wanting to host an event in this space, please indicate it on the *Student Organization Event Request*. The Coordinator of Student Life and Services will keep track of those wanting to reserve this space. This space is open to the public and is best used for outdoor mixers, concerts, or fairs. If tables, chairs, or other equipment is needed, it must be requested through a Facility Service Request form. The event must also be submitted to the University Calendar’s “submit event” <http://calendar.uhv.edu/openentryfacility.aspx?fid=1>). In addition, the *Facilities and Grounds Reservation Form* (<http://www.uhv.edu/media/uhv/content-assets/documents/fac/reservation-form-a.pdf>) must also be completed and returned to Shirley Jung, Facilities Department (jungs@uhv.edu).

University Center Multi-Purpose Room – The event must also be submitted to the University Calendar’s “submit event” <http://calendar.uhv.edu/openentryfacility.aspx?fid=1>). This location is typically used for larger programs, such as speakers, discussions, or fairs. This room comes with a projector, computer, microphone, and speakers. A *Room Set Up* form is required for this room. It can hold about 16 round tables with 7 people at each table.

Computer Labs – Computer labs are reserved through the IT Website (<http://www.uhv.edu/it/Equipment/ComputerLabReservation.aspx>). Look through the IT website for capacity of each computer lab. The event must also be submitted to the University Calendar (<http://calendar.uhv.edu/openentryfacility.aspx?fid=1>).

University North Multi-Purpose Room – This area is scheduled through the University Calendar’s “submit event” (<http://calendar.uhv.edu/openentryfacility.aspx?fid=1>). This location is typically used for larger programs, such as speakers, discussions, or fairs. This room comes with a projector, computer, microphone, and speakers. A *Room Set Up* form is required for this room. It can hold about 20 round tables with 7 people at each table.

Walker Auditorium - This area is scheduled through the University Calendar’s “submit event” (<http://calendar.uhv.edu/openentryfacility.aspx?fid=1>). This location is typically used for larger programs, such as speakers or discussions and holds 200 people seated. This room comes with a projector, computer, and speakers.

Section 2.4: Publicity

In accordance with the Americans with Disabilities Act (ADA), all UHV student organizations must offer the university's assistance in making accommodations for persons with disabilities who are invited to attend any event sponsored by the organization. Any necessary accommodations will be evaluated and arranged by the university's Disability Services Manager, and at least one week's notice is required to make such accommodations. Organizations are required to include the following statement on all invitations, flyers, and materials for events to which members of the public might be invited. Keep in mind that if you hang a flyer around campus, any person who reads might reasonably presume that he or she is being invited to the event.

For access or accommodations, please contact _____ at example@uhv.edu or xxx-xxx-xxxx.

Failure to comply with this federal law may result in revocation of a student organization's recognition status.

Organization Bulletin Boards

Student organizations will be assigned a student organization bulletin board (cork board) in Jaguar Hall. Bulletin boards will be assigned at the beginning of each academic year, on a first-come first-serve basis, as part of the annual registration process. The designated student organization shall have exclusive use of the assigned bulletin board for a full academic year, provided the bulletin board is properly used and maintained.

- Each bulletin board is clearly designated on the chart on file in the Department of Student Life and Services. Posting will be allowed only for the intended use of the designated student organization.
- Student Organizations are strongly encouraged to maintain **current** information on their bulletin board at all times.
- Materials posted on an organization's designated bulletin board does not require the "Approved for Posting" stamp from the Department of Student Life and Services. Materials posted anywhere else on campus do require this stamp.

Student Organizations that fail to make use of the assigned bulletin board shall forfeit use of the board. Student Organizations that did not receive a board due to availability are put on a wait list. These organizations will be given priority over the forfeited board by the order listed on the wait list.

Displaying Flyers

- An organization may display up to thirty (30) flyers on campus (which includes all six buildings) for any given event that has been approved.
- All flyers must be 11"x17" and must have the "approve" stamp from the Department of Student Life and Services.
- Any promotional material is not allowed on glass, wood, doors, or bathroom areas.
- No promotional material may be taped to any surface.
- Flyers can be displayed on designated poster silver railing stations at University Center, University West, University North, Jaguar Hall, Jaguar Suites, and Jaguar Court.
- When displaying flyers or other marketing materials around campus, you are responsible for removing the material after the event has occurred. Repeated failure to do so may result in the loss of posting privileges for your organization.

- Remember the ADA statement must appear on the flyer before they can be approved for posting.
- All text included on flyers and promotions must be translated in English.
- Permission to post a flyer may be denied if it is illegible, unclear, or unethical. Information must be neatly presented. The organization's name and contact information must be included on the flyer.
- Please submit flyers for approval at least 48 hours before you would need to post them.

Posters

Posters must be placed on the designated silver poster bars at University Center, University West, University North, Jaguar Hall, Jaguar Suites, and Jaguar Court. The following information should be included on the poster:

- Event (title and guest speaker, if any)
- Date and time
- Location
- Admission charge (if any)
- Student organization name
- Americans with Disabilities Act (ADA) statement (refer to page 27)
- Other pertinent information
- All posters must be translated in English
- Permission to hang a poster may be denied if it is illegible, unclear, or unethical. Information must be neatly presented. The organization's name must be on the poster.

Student Organizations can use the Department of Student Life and Services for printing. Each organization is allowed to print thirty (30) 11"x17" posters per event for up to five (5) events per semester. Along with printing, student organizations have access to the art and materials to design banners in The Den (see Section 1.5). Please check with the Department of Student Life and Services for other available items.

Banners

- On-campus, university-sponsored events will be given priority for banner space.
- Request for banner display must be made to the Department of Student Life and Services at least two weeks prior to the date of displaying but no more than five weeks in advance of that date.
- Space will be located according to the order in which requests are received and the length of time for which displaying is requested. Space is reserved through meeting with the Coordinator of Student Life and Services.
- It is the responsibility of those displaying the banner to hang the banner once it has been approved and to remove the banner after the event.
- A banner can be displayed no longer than two weeks and must be removed immediately after an event has taken place or future posting privileges may be jeopardized.
- Permission to display a banner may be denied if it is illegible, unclear, or unethical. Information must be neatly present. The organization's name must be included on the banner.
- After permission is granted, banners may be hung in the Jaguar Hall Commons and in the hallway of Jaguar Hall.

TV Monitors

Student organizations can submit a design to be displayed on the TV monitors in University Center, University West, University North, and Jaguar Village. Please email the Coordinator of Student Life and Services if you would like your slide to run on the TV monitors. The same information is needed as if hanging a poster on campus. Designs must be sized exactly to 1920x1080 pixels.

News Release

The Marketing and Communications Department will help student organizations' officers plan and implement publicity outside of the university for large-scale events. Publicity for events which involves press releases, articles, and advertising in newspapers, radio, and TV are required to be publicized in coordination with the Marketing and Communications Department. These types of events could include major speakers (local or national), major workshops, and large fund raising events.

The Marketing and Communications Department can offer suggestions and ideas of ways to reach neighboring communities. To have a news release, you must submit an online request through the Marketing and Communications Departments website at <http://www.uhv.edu/Marketing/requestform/>. Request must be sent two weeks in advance of the completion date so plan accordingly.

Marketing and Communications Department

Student Organizations can use the Marketing and Communications Department for designing and printing artwork. A minimum of two weeks in advance of the completion date is requested. Please plan your submissions accordingly. Please only use the Marketing and Communications Department for larger events or semester long posters (such as meeting places and times).

For all requests for the Marketing and Communications Department, student organizations must submit an online request form. The form can be found at <http://www.uhv.edu/Marketing/requestform/>. Although graphic work does not incur a charge for a student organization, printing services will be charged to each individual student organization. For the most current prices on different sized poster, please check <http://www.uhv.edu/student-life-and-services/student-organizations/>. Marketing and Communications is able to provide a design and the organization may choose to print in the Department of Student Life and Services office.

Student Life and Services Marketing Services

The Department of Student Life and Services can also provide design and printing services for recognized student organizations and interest groups. For all requests, a Graphics Design Request Form must be filled out and turn into the Coordinator of Student Life and Services for review. Forms must be turned in 5 weeks prior to when the poster is to be needed. Because of the large number of graphic projects the office received, approval of the design is at the discretion of the Coordinator of Student Life and Services and the Associate Director of Student Life. Forms may be found on JagSync or <https://orgsync.com/63444/files/894912/show>.

Logo Policies

All student organizations have the opportunity to create a logo that they feel will represent their organization. Logos may be created by the organization itself or a marketing request through the Marketing and Communications Department may be made. Before a logo can be posted or used for an organization, approval must go through first the Department of Student Life and Services and then the

Marketing and Communications Department. This includes if an organization chooses to utilize the design services of the Marketing and Communications Department. Email the Coordinator of Student Life and Services when a logo is ready for approval.

Helpful Hints for Publicity and Promotion

Program Communication – Publicity is a developed program of communication intended to promote the interest and participation of individuals. As a process, it informs, sells, educates, clarifies, exposes, excites, and involves. It serves as the vital link between the planned program and program response. Depending on the quality of the program, publicity can be one of the prime determinants of the success or failure of the program.

Publicity as a Program Planning Process – “Getting the word out” is a major part of the program planning process. Hastily prepared, ill-timed publicity can be as ineffective as a program planned in the same manner. On occasion, an event may have so much potential appeal that adequate publicity may consist merely of word of mouth. Other times, the program may be so new and unheard of that it is necessary to organize a full scale publicity campaign to generate interest and enthusiasm for the event, giving the potential audience at least some idea of the nature of the program. However, most of the time there is abundant interest on the campus for just about any type of program and the task lies in tapping that interest through interesting and high-quality publicity methods.

Response to Promotional Methods – Promotional techniques, whether in the form of posters, banners, flyers, ads, etc., will evoke a psychological response before the reader even thinks about the message being communicated. The best publicity is that which is clean, readable, attractive, and informative. Super-arty graphics are nice and colorful, but the purpose may be lost if one cannot tell fairly quickly what the program is. A flyer or poster that is unattractive to the eye, poorly designed, or badly printed may be a detriment to the program rather than an aid. The character of the publicity, whatever it may be, reflects the quality of the upcoming program in the eyes of the person reading or hearing the publicity.

Considerations for Publicity Efforts

1. AUDIENCE: Who is the program and publicity for?
2. TIMING: When should publicity be released? Should it all go at once, or be specially timed? Consider time for poster design, ad deadlines, etc.
3. LOCATION: Where are the traffic patterns?
4. TYPE: Flyers alone? Banners? Invitations? Something new?
5. ADS: Are there creative alternatives?
6. INFORMATION: Is printed material perfectly clear?
7. COORDINATION: Who will be responsible for what and when?
8. RESPONSE: Is printed material done well enough to attract attention? Will it stick in people's minds?
9. BUDGET: Is the projected response worthy of the expense? Is the publicity budget realistic?
10. SUPPORT: Does the organization support the entire event?
11. COMMUNICATION: TALK up your event...in meetings, in classes, in the cafeteria!

Highest Degree of Effectiveness – The most effective approach to publicizing a program is through a variety of methods that will work well together and complement each other. These methods would include very straight, readable forms, a possible audio-visual experience, and a fresh new creative approach. These may exist in the way of graphics, displays, live exhibitions, and objects not usually used for publicity, but related in some way to the program.

Creative Publicity – Enthusiasm and interest are much more easily generated if a creative approach to publicity is used. Unique, fresh, and clever methods of promotion are usually more fun, will rally more support in terms of manpower, and if done in a sophisticated manner, will sell almost any program. It is important, however, to be able to differentiate between a clever idea and a trite one. Be creative, but also be realistic.

Section 2.5: Student Government Association Funding Guidelines

Funds are available from Student Government Association (SGA), derived from student services fees, to assist student organizations in hosting a variety of professional development programs. These funds are processed through the Student Organizations Funding Committee (SOFC).

The SOFC will be composed of a chair, SGA President, and a minimum of two (2) other members as appointed by the SGA President. A minimum of one (1) of the SOFC members will be either the Associate Director or Director of Student Life & Services.

Qualifications for Funding

- Only student organizations recognized, and in good standing with Department of Student Life and Services will be considered for funding. Offices or departments that are not recognized as a student organization are not eligible. The SOFC will receive a list of student organizations from the Coordinator of Student Life and Services.
- Organizations must have been established for a minimum of 6 weeks to be eligible for funding consideration. Organizations that are not yet chartered (i.e., “interest groups”) can be approved for funding under the special circumstances that they have been active as an interest group for at least six weeks.
- Each chartered organization can receive up to \$500 for each academic year (September-August) (excluding travel). Each interest group can receive up to half of the amount (\$250) received by chartered organizations.
- Organizations and interest groups receiving funds from other university budgets or costs centers will not be eligible for funding from the Student Organization Cost Center.
- All organizations are required to appoint at least one student as a Student Government Association Representative; that member or a designated substitute must attend three (3) SGA meetings per semester.
- The University of Houston - Victoria Student Government Association Executive Board reserves the right to make an executive decision regarding student organization funding under extreme circumstances as to be decided by the chair.

SOFC Process

In order to receive any funding, ALL of the following conditions must be met:

1. Complete the online application, which can be found on JagSync by the appropriate deadline.
2. Receive approval from the Coordinator of Student Life and Services as an established and recognized organization or interest group.
3. Receive SGA approval that one member has been appointed to represent that organization and has attended at least three (3) meetings; regardless of how long they have been an active organization.
4. If an existing organization is requesting funds at the beginning of the academic year or semester they must have had a representative present at three (3) SGA meetings during the previous semester.
5. Present in front of the SOFC, if deemed necessary.
6. Additional meetings or an alternative meeting format (email, phone conference, etc.) may be called at the discretion of the SOFC Chair to discuss the request.

7. The student organization will then coordinate with the Coordinator of Student Life & Services for purchasing and logistics.

Application Process

Each organization is to submit an application via JagSync. If there are any discrepancies in the application the SOFC committee can ask for the student organization to present their application before the committee where a thorough question and answer session may take place.

SOFC is intended to provide financial assistance to organizations that have an impact on UHV's campus. Student organizations should make it a priority to convey this during the presentation.

Funding Stipulations

1. Funding Priorities
 - Activities impacting UHV students outside the organization
 - On-campus programs
 - Activities that bring recognition to UHV
2. SOFC cannot fund direct monetary contributions to charities (SOFC may choose, however, to help fund an event designed to raise money for charity if the event is free for students to attend).
3. SOFC does not fund student organization dues. SOFC monies cannot be used to provide academic scholarships.
4. SOFC will not fund mission trips of any kind.
5. No organization should expect to be funded for more than one speaker or program per semester. Funding for additional events would depend upon the merit of the program and availability of funds.
6. Working in conjunction with the Coordinator of Student Life & Services, proper receipts are required for all approved requests.
7. Ordinarily, no organization may charge admission to students at any program that is in any part subsidized by these funds. An exception may be granted in those circumstances where, as of part of the original request, the requesting organization satisfactorily demonstrates the merits of a program for which admission charges are proposed.
8. No SOFC funds shall be used to purchase alcoholic beverages.
9. At the discretion of the SOFC, funds may be allocated to registered interest groups and chartered student organizations for travel to conferences and for performances, competitions, and programs pertinent to the student body. Out of town travel will be given low priority by the SOFC compared to on-campus or local programs/initiatives.
10. Requests for travel funds must be submitted to the Student Government Association at least eight (8) weeks prior to departure. All late requests will be denied unless the Student Organization Funding Committee deems circumstances of a particular request to be

extraordinary. Funds will also be denied if students who are to travel have not completed the required paperwork a minimum of two (2) weeks prior to departure in Student Life & Services.

11. Any student traveling must be a currently enrolled UHV student with no UHV holds on their account.
12. Any funds to be used from the Student Organization cost center must be approved by the SOFC prior to the money being spent.
13. In the event that student organizations would like to collectively host an event and seek funds for, a vote must be taken and 2/3 of all active chartered organizations and interest groups must vote in favor of the event for the event then be passed to the SOFC committee for approval.
14. For funds to be approved, the majority of the SOFC committee must approve the request.

Section 2.6: Funding Payments

Upon receiving approval from the Student Organizations Fund Committee, student organizations must go through one of the following procedures in order to receive their funding. This is dependent on the form of purchases done by the student organization.

Reimbursements

To be reimbursed for expenses that a designated organization officer has incurred the original receipt, a hard copy of the approved "Student Organization Funding Request Form" and an approved "Business Expense Reimbursement Report" located at http://www.uhv.edu/Finance/Forms/Vchr_Reimb.xls must be submitted within 48 hours of purchase to the Department of Student Life and Services. The purchaser must also be set up as a vendor in the UH system.

The receipt must have the following information:

- Vendor's name and address
- Date of purchase
- Itemized list of what was purchased
- Amount of purchase

Reimbursements cannot be processed without the original receipt.

Invoices

Payment of invoices must be submitted to the Department of Student Life and Services within 48 hours of receipt. A hard copy of the approved Student Organization Funding Request Form and an approved "Request for Payment Form" must be provided with the invoice.

All invoices should be billed to:

**University of Houston-Victoria
Organization's Name
3007 N. Ben Wilson
Victoria, TX 77901**

All invoices must have the following information:

**Vendor's name and address
Date of purchase
Itemized list of what was purchased
Amount of purchase**

Original receipts and invoices must be submitted to the Department of Student Life and Services within 48 hours of purchase.

Pro Card Purchases

Depending on the items needed, student organizations can receive funding through purchasing their items with the Coordinator of Student Life and Services.

A student organization officer must schedule an appointment with the Coordinator of Student Life and Services to make a purchase run. Appointments must be made a minimum of 72 hours in advance.

On the student organization's purchasing day, the completed *Student Organization Funding Request Form* must be given to the Coordinator of Student Life and Services prior to departure from campus. Failure to submit the form will result in cancellation of the purchase run appointment.

If you have any questions about the policies, procedures, guidelines, and/or forms as discussed in Chapter Two, please be sure to direct your questions to the Coordinator of Student Life and Services and/or the SGA Advisor.

Appendix

Sample Constitution

The purpose of a constitution is to establish the structure by which student organizations can function in a smooth and orderly fashion. Topics such as membership, discipline, purpose, officers, etc. must be included, but it is up to each organization to structure itself in these areas. The following document is only a sample constitution to be used as a guide. If your organization is part of a National Organization, please check to see what National Requirements may be required and include those into the constitution. Information or statements that are bolded are required in your constitution. Information in italics are instructions for the section. Everything else are suggestions or ideas of what to be included. Please contact the Coordinator of Student Life and Services at 361-485-4496 if you have any questions or require assistance.

Article I: Name

The name of the student organization cannot include University of Houston – Victoria or UHV in its name unless it is at the end. Please see the Student Organization Handbook for clarification.

The name of this student organization shall be known as [organization name] at the University of Houston – Victoria.

Article II: Purpose and Goals

Provides a rationale for why and for what purpose the organization is being established. The purpose of the organization must fulfill a need that is not being fulfilled by another student organization. The purpose and function shall not duplicate that of an existing recognized student organization.

Section I: Purpose

The purpose of [organization name] shall be to...

Section II: Goals

Goals of this organization shall be:

Article III: Membership

This portion answers who may or will belong to the organization. It includes how a member is eligible (if there is a GPA requirement or other requirements, please state here), how or if there is a selection process (there doesn't have to be one), attendance guidelines, and removal of members. All recognized student organizations should be currently enrolled students at the University of Houston-Victoria.

Section I: Eligibility

Any member of the student body may apply for membership. **This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status or Vietnam era veteran's status in any of its policies, procedures and practices. This**

policy will include but is not limited to recruiting, membership, organization activities, or opportunity to hold office.

- A. Only currently enrolled full/part-time graduate and undergraduate students at the University of Houston - Victoria are eligible to be members with full voting and office holding abilities.**
- B. Faculty, staff, and alumni may serve as associate members, but may not hold office, vote or pay dues.
- C. Members must maintain a cumulative GPA of a 2.5.**

Section II: Selection Process

This section outlines the details on how selections will be made. Is there an application for potential members? Are there try-outs or an interview? If making selections, will there be a cap on how many new members may join a year/semester?

Application for membership will be open _____ each year with an interview process to follow. _____ new members will be accepted each semester by the selection committee. The selection committee will consist of the _____.

Section III: Attendance

This section includes the number/percentage of meetings and organizational events members must attend to be in good standings with the student organization. What type of excuses for missing a meeting will be accepted?

Attendance at _____ meetings and organizational events is required to be in good standing with the student organization. If a meeting is to be missed, members must notify the executive board _____ days/hours in advance to be considered an excused absence. Excused absences include medical and family emergencies, university recognized events, or religious events. Not more than _____ unexcused absences will be allowed per a semester.

Section IV: Member Removal Procedures

If a member is not meeting the set requirements, how will the organization remove this person? We suggest you use the guidelines below.

Any member having _____ unexcused absences or who is not acting in the best interest of the student organization shall be removed. Three (3) types of written documentation is required for the removal of a member or officer. A quorum of 50% + 1 (fifty percent plus one) of the voting members must be present at the meeting and a $\frac{2}{3}$ (two-thirds) vote must be obtained in order to remove the individual. Before a vote is taken, the Executive Board shall first consult with the student organization's faculty/staff advisor.

Article IV: Officers and Executive Board

In this part, you will answer who your officers are and what their duties will be. In addition, make sure to include any extra criteria for officers that may be different from a general member (GPA, classification, previous positions held, etc.). The GPA requirement must be a minimum of a 2.5 but may be increased for officers and executive board members.

Section I: Requirements of Officers

The officers of this organization must meet the following requirements:

- a) **Have at least a ____ GPA at the time of election and post at least a _____GPA for the preceding regular semester at the time of election and must maintain a ____ GPA during the term of office.**
- b) **Must be in good standings with the university (financially and judicially) and enrolled in at least six (6) credit hours in a regular semester during the term of office.**
- c) **Serves a term of one (1) year (May – April) and must be re-elected if wanting to continue in their current officer position.**
- d) **Any officer who, during the term of their office, fails to maintain their status as a matriculating undergraduate/graduate student, fails to maintain a GPA of _____, or fails to maintain their good academic and disciplinary standings with their respective college, shall be removed from their office and a replacement shall be elected. Before an officer is removed for these reasons, the faculty/staff advisor must be consulted.**

Section II: Officers and Duties

Fully describe the duties of officers for the organization. Specify what positions are a part of the executive board and others that may be chair positions (if the organization chooses to have chair positions). Each organization must have a President, Vice President, and Treasurer or the equivalent.

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

Vice President - shall assist the President and preside over meetings in the absence of the President and act as a liaison between committees and the president.

Secretary - shall record minutes at all business meetings, check attendance at functions, and receive and review excuses for absences.

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

Membership Coordinator - shall coordinate recruitment and selection of new members during each fall semester.

Historian – shall document the history of the organization through pictures and membership records. This position is not a part of the Executive Board.

Marketing and Public Relations Chair – shall develop and gain approval for all posted materials for the organization, shall maintain the student organization’s social media pages, shall promote all events and provide ways for the student organization to advertise events. This position is not a part of the Executive Board.

Section III: Executive Board

Here you can define more of the roles of the executive board as a whole.

- a. The Executive Board shall be composed of the President, Vice-President, Treasurer, Secretary, Membership Coordinator, and the faculty/ staff advisor (this individual must work for the University of Houston-Victoria).
- b. The Executive Board shall determine the policies and the activities of the student organization, discipline members, approve the budget, and have general management of [student organization].
- c. The Executive Board shall meet regularly each month at the call of the President.

Section IV: Election Process

In this section, please detail how the election process will occur for the student organization. How far in advance will nominations open? Who can nominate members for the positions? When in the year/semester will the process take place? What is required for the election process? Will nominees have to give a speech, write a letter, etc.? When will officer assume their position? Is there a term limit for positions on being on the Executive Board? Elections should be held in the spring semester so student organizations can prepare in advance for the new school year.

Elections shall be held at the _____ meeting of _____. Nominations will be taken by the President _____ week(s) before the election is to be held. The President will oversee and run elections and therefore shall not vote in the election of any positions. Any eligible member may nominate another eligible member. Members must have held a previous Executive Board position or Chair position in order to run for the President position. Nominees will be required to give a _____ minute speech on why they are interested in the position. Voting will be held by secret ballot and the President and a Senior-classified member will count the votes. A quorum of 50% + 1 (fifty percent plus one) of voting members must be present for elections to occur and a simple majority (a majority in which the highest number of votes cast for any one candidate exceeds the second-highest number, although doesn’t have to be over 50%) vote will win. If there is a tie in votes, the President shall then cast their vote to determine the winner of the election. Newly elected officers shall assume their responsibilities _____.

Section V: Removal of an Officer

An officer may be removed for not fulfilling the requirements set out in Article IV: Section I and Section II. Removal procedures for officers shall be the same as general members, found in Article III: Section IV.

Section VI: Vacancies

A special election shall be called by the President within _____ days to fill the vacancy using normal voting procedures. If the President position is the one vacant, the Vice President will preside over the election process. The newly elected officer shall immediately assume the position's responsibilities following the election. In special circumstances when an election is not feasible, the faculty/staff advisor in consultation with the President (or Vice-President if the President's position is vacant) may appoint an officer until the next regular election.

Article V: Advisor

In this part, please detail the role of the faculty/staff advisor and how they are appointed or elected. In addition, include how long their term will be.

The advisor or co-advisors shall be appointed by the student organization. This person must be a faculty or staff member at the University of Houston-Victoria. The faculty or staff advisor shall advise the organization as needed. The advisor shall not, however, speak for or represent in any way the voice of the student organization without prior notice. The student organization shall invite a faculty or staff member to serve on a yearly basis, subject to the organization's renewed invitation. There shall be no limit on the number of times that a faculty or staff advisor may be re-appointed to serve the organization. The faculty or staff advisor may at any time ask to be replaced by another faculty or staff member. In this case, the new faculty or staff advisor is still subject to an invitation by the incoming student organization's members. The organization may change its advisor at any time with a simple majority vote of current membership.

Article VI: Regular Meetings

Detail how often meetings will occur, who will decide when the meetings will be held, and the quorum needed to hold a meeting.

Section I: Frequency of Meetings

Meetings shall be held [each week, twice a month, once a month, etc.] at a time most convenient for the general membership. The Executive Board will propose times and provide members with a schedule of meetings at the beginning of each semester.

Section II: Quorum

A quorum is the number of members required to be in attendance for official business to occur. Official business means discussion of any issues/events, voting, or any decision is being made.

At all meetings, a quorum of 50% + 1 (fifty percent plus one) of the voting members must be present for official business to occur.

Section III: Special Meetings

A special meeting may be called by the President with the support of the Executive Board if deemed necessary. The faculty/staff advisor must be present at these special meetings. At least _____ days/hours notice must be given to the membership when a special meeting is to occur.

Article VII: Finance

In this part, please detail all aspects of how finances will be determined, collected, and voted on. This part should define any collection of monies such as dues and fundraisers and should define how the monies are to be distributed and who shall be responsible for the accountability of the student organization's money. How often will dues be collected (each year/each semester)?

Section I: Dues

Dues shall be determined per academic year and will be collected for all members, including officers, during the first _____ weeks of the school year/semester. Dues shall be determined by the Executive Board and voted on by the general body membership at the first meeting. Members will pay their dues to the Treasurer and the Treasurer shall keep a record of all members that have paid. Upon the discretion of the Treasurer, with consultation from the Executive Board, a payment plan may be implemented if need.

Section II: Use and Responsibility of Funds

In this section, detail how funds will be used and if, at a certain level, the general body must vote on the use of funds.

The use of funds collected through dues, donations, fundraisers, etc. shall be determined by the Executive Board based on the needs of the organization and the events being held. If purchases for an event are to exceed \$_____, a 50% + 1 (fifty percent plus one) vote by the general body membership must be obtained for the expenditures. The Treasurer is responsible for the accountability of [student organization]'s monies, and shall report the bank balance monthly to the Executive Board and the general body membership.

Section III: Student Organization Bank Account

All monies belonging to [student organization] shall be deposited and disbursed through a bank account established for this organization at a public banking facility. All funds must be deposited within 48 hours after collection. The Treasurer, one additional officer, and the faculty/staff advisor shall be named on the bank account. The advisor and a student organizational officer must approve and sign each expenditure before payment

or any withdrawal of funds from the account in addition to a passing vote by the general body membership.

Section IV: Dissolution of [Student Organization]

If [student organization] dissolves, remaining monies shall be donated to the Student Organization fund at the University of Houston – Victoria.

Article VIII: Non-Hazing Clause

Hazing is any intentional or reckless act by one person alone or acting with others that endangers the mental or physical health of a student. Hazing may occur on or off campus and usually takes place in connection with obtaining membership in or holding office in a student organization. “Student” includes all persons presently enrolled, accepted for admission, and those intending to enroll after a period of vacation.

A person commits the offense of hazing if the person engages in hazing, solicits, encourages, aids or attempts to aid another in hazing, knowingly permits hazing to occur, or has firsthand knowledge that a specific hazing incident has occurred or may occur and fails to report the act to the proper authority.

A student organization which knowingly engages in or encourages hazing may also be charged with the offense of hazing.

This offense is punishable by a fine and/or confinement in jail. It is not a defense to a charge of hazing that the person at whom the act was directed consented to or acquiesced in the hazing activity.

If you have knowledge that a person or organization is planning or has committed an act of hazing, you must report the information to the Director of Student Life and Services or the Vice President for Enrollment Management and Student Affairs. The full text of the act is published in the Texas School Law Bulletin 4.51 (Texas Education Agency, 1990).

Article IX: Amendments and Review

In this part, include when and how revisions can be made to this document. In addition, include how often it will be reviewed by the Executive Board and the membership.

Section I: Amendments

This constitution may be amended at the beginning of the semester by a $\frac{2}{3}$ (two-thirds) vote of the voting members. Before approval of an amendment can occur, it must be approved by the faculty/staff advisor and the Coordinator of Student Life and Services.

Section II: Review

This document must be reviewed every year and submitted to the Department of Student Life and Services.

Sample Roster

Rosters must be provided to the Department of Student Life and Services upon creating a new student organization and when renewing a student organization at the beginning of the academic term. Rosters can be attached to the JagSync form for the respective process in the same fashion as the constitution. Please remember to include the advisor as well in the roster. Below is an example of the information the roster must include. More information may be included if deemed necessary by the student organization.

Member Name	Member Email	Member Phone Number	Member Classification	Position(s) Held in the Organization	Semesters Involved in the Organization
jaX the Jaguar	jaX@uhv.edu	361-485-4411	Sophomore	President	4
Jane Doe	DoeJ@uhv.edu	361-485-6666	Junior	Vice President	3
John Doe	DoeJ1@uhv.edu	361-485-5555	Freshman	None	0
Derrick Robinson	RobinsonDL@uhv.edu	361-485-4496	None	Advisor	2