A&M COMMERCE

STUDENT ORGANIZATION HANDBOOK 2019-2020

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Campus Resources

Rayburn Student Center

Assistant Director SGA and Student Organizations: 903-468-3316
Fraternity and Sorority Life: 903-468-3123
Pride Shop: 903-886-5818
Scheduling Office: 903-886-5809
Sodexo Catering: 903-468-8702
Student Involvement Suite: 903-886-5811
Texas Bookstore Company: 903-886-5830

Other contacts

Campus Life and Student Development: 903-886-5171
Campus Operations and Safety: 903-486-3287
Career Development: 903-468-3223
Counseling Center: 903-886-5145
Facilities Management: 903-886-5761
IT Helpdesk: 903-886-6000
Marketing and Communications: 90-3468-8175
Morris Recreation Center: 903-468-3181
Residential Living and Learning: 903-886-5797
Student Disability Resources and Services: 903-886-5150
Student Health Services: 903-886-5853
UPD Non-Emergency: 903-886-5868

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Introduction

This handbook is designed to assist your organization in becoming familiar with university rules and regulations. We encourage you and your organization to become familiar with the resources identified in this handbook. If the handbook does not answer your questions, please visit the Student Involvement Suite for clarification or assistance.

Although this organization handbook was prepared on the basis of the best information available at the time of publication, all information is subject to change. Any additions, deletions, or corrections to this handbook, once approved, will be available on ManeSync or at the Student Involvement Suite.

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Student Organizations University Policies and Procedures

1. This is an official statement of University policies and procedures for student organizations.

2. The University recognizes the importance of student involvement in activities as an integral part of the educational process that enriches and develops students' special interests and needs.

3. The purpose of all registered student organizations shall be consistent with the main objectives of the University.

4. Student Organizations that mention the University in their name must do so in the following manner: (Name of Organization) at Texas A&M University-Commerce *or* at A&M-Commerce.

5. Interfraternity Council, College Panhellenic Council, National Pan-Hellenic Council, and Multi-Cultural Greek Council will be the governing bodies over Greek Fraternities and Sororities. They are under the supervision of the Department of Fraternity and Sorority Life.

6. The Assistant Director for Student Government and Student Organizations, as a member of the Rayburn Student Center, is responsible for the implementation and administration of policies for student organizations.

7. Student organizations that are not registered by the Rayburn Student Center at Texas A&M University-Commerce may <u>not</u> reserve space, advertise, or promote activities and/or programs.

8. Each registered student organization shall budget and be fiscally responsible in a manner that is fair and equitable to its current and future members. To receive funds, each organization is responsible for establishing a Business bank account at a bank in Commerce or a student organization account through the University. The Organization Advisor, President, and Treasurer will serve as the representatives over the account. All financial expenditures (including checks, bank information, etc.) by the organization are required to have **at least two signatures** on them. If your organization goes defunct, any money that you have in an agency account will go back to the University.

9. Any student organization with an outstanding balance owed for use of campus services may lose privileges granted to student organizations including reserving space on campus, participation in student organization programs, and re-registration until all balances have been paid.

10. Student organizations shall not discriminate against any person due to race, color, sex, sexual orientation, gender expression, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin. This information **MUST BE INCLUDED IN EACH ORGANIZATION'S CONSTITUTION.**

    Sample non-discrimination clause:
    (Insert student organization name) will not discriminate on the basis of race, color, sex, sexual orientation, gender expression, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin.

11. The student organization's name must not be the same as, or deceptively similar to, the name of any existing registered student organization.

12. The student organization must be nonprofit in nature. It may not use its position to solicit or advertise for commercial purposes.

13. The student organization may not, with or without the consent of the student, include hazing as one of its activities. **"Hazing"** refers to any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliated with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution (Senate Bill 24. Section 4.01-4.50). This information **MUST BE INCLUDED IN EACH ORGANIZATION'S CONSTITUTION.**

    Sample anti-hazing clause:
    "This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:

    "Hazing" *refers to any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliated with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution (Senate Bill 24. Section 4.01-4.50)."*

13. All officers of student organizations must be in good standing with the University, as defined in the Student Guidebook which includes maintaining a 2.0 cumulative GPA and maintaining good disciplinary standing.

14. Human Auctions: Auctions which involve selling, bidding for, or in any way paying for person's individual company are prohibited. If an organization is found to violate this policy, the organization may lose their standing as a registered student organization.

Rights, responsibilities, and benefits of registered student organizations

1. All activities of registered student organizations must contribute to the overall development of the student. Student organizations are responsible for conducting their business in accordance with University policies and procedures in tandem with local, state, and federal laws.

2. All organizations must have and maintain at least six active student members, if at any point membership drops below six members then the organization will have 1 semester of probation to recruit and recruit enough members to meet the six member minimum. If an organization does not meet the six member minimum after 1 semester of probation the organization will be considered inactive.

3. All organizations must have an advisor who is a current full-time faculty or staff member of Texas A&M University-Commerce. Some organizations may elect to have an Honorary Advisor. This person may be someone who has retired from Texas A&M University-Commerce or been closely involved with the campus community, but is no longer employed by Texas A&M University-Commerce. This person would be recognized by the Rayburn Student Center as an official representative for the student organization; however, the organization must also maintain a current employee of Texas A&M University-Commerce as its main advisor.

4. All organizations have the right to use services available in the Student Involvement Suite, including assistance in planning, implementing, and evaluating their activities and leadership development opportunities.

5. All organizations have the right to use University facilities and equipment subject to proper scheduling reservation procedures of the Rayburn Student Center's Scheduling Office.

6. All organizations have the right to use campus news and advertising media, in accordance with University guidelines.

7. All organizations have the right to distribute literature relating to the organization's purpose and activities, in accordance with University posting regulations.

8. All organizations have the right to hold fundraising activities and to solicit funds for organizational activities, in accordance with University regulations.

9. Registered student organizations will also receive the following benefits:
    a. A listing on the student organization website
    b. Eligibility for Student Organization Allocation Committee (SOAC) funding
        i. If a new student organization, must have completed 4 month probationary period.
    c. Opportunities to participate in campus-wide events (Mane Event, Homecoming, Lions Roar, Lions Leap)

d. Discounted rates from Sodexo, our university catering service. Please refer to the Student Catering Guide.
e. Free web space for organizations through ManeSync

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Classification of Student Organizations

Texas A&M University-Commerce categorizes each student organization as either a Registered Student Organization or a Sponsored Program, based on the nature of the organization including, but not limited to, funding, support and staff responsibility, and connection to the University.

The definitions of each category is defined below.

- Registered Student Organization: an association or group comprised of students that upon completion of the registration process are entitled to certain privileges, including access to a variety of resources provided by the institution. Student groups are those that mainly present events and opportunities limited to their membership and the campus community. These organizations are primarily organizations where students have a common interest and are driven by the common interest. Any Texas A&M University-Commerce student can form a student organization with 6 members and a full-time university faculty or staff member to serve as the advisor. Student groups must complete the annual registration process through ManeSync and comply with all university policies and procedures.

  Example: The Skydiving Club at Texas A&M University-Commerce

- Sponsored Organization: an association or group comprised and in purpose similar to a registered student organization; however, are affiliated with a Texas A&M University-Commerce academic or administrative department designated by support through funding or a designated faculty or staff administrator with organizational advising in their position description. These organizations are subject to all University policies and procedures. Sponsored organizations that receive funding from Student Service Fees are not eligible to apply for Student Organization Allocation Committee funding, but are still afforded other resources that are provided by the institution.

  Example: Texas A&M University-Commerce Student Government Association

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How to Start a New Organization

Starting a new organization at Texas A&M University-Commerce is a simple yet rewarding process. The requirements of new student organization are as follows:

- All organizations must have and maintain at least six (6) active student members.
- All officers of student organizations must be in good standing with the University, as defined in the University Catalog.
- All organizations must have an advisor who is a current full-time faculty or staff member of Texas A&M University-Commerce.
- The purpose of all registered student organizations shall be consistent with the main objectives of the University.
- Student Organizations that mention the University in their name must do so in the following manner: (Name of Organization) at Texas A&M University-Commerce **unless your organization is a sponsored organization**.

Procedure for approval/denial of new student organizations:

1. Meet with the Assistant Director for SGA and Student Organizations about the petitioning new student organization.

2. Submit Petitioning Organization Constitution for review to the Assistant Director for SGA and Student Organizations. Once the constitution has been reviewed and approved the organization can move forward with registration.

3. Submit all required paperwork (Approved Constitution, roster of names and emails, and Tax ID) and registration through ManeSync to the Assistant Director for SGA and Student Organizations.
    a. The petitioning organization will be advised in regard to obtaining a tax identification number (EIN), as well as organization banking options.

4. Attend a mandatory training, which are held at the beginning of each semester. Organizations looking to start in the middle of the semester need to request another time to go over policies and procedures.

5. After an organization's registration has been approved, they may hold meetings and events on and off campus.

6. Any newly-registered student organization shall be on probationary status for a four-month period. The purpose of this probationary period shall be to determine if the organization is able to fulfill its purpose and goals within the university community. Funding will not be available to a new student organization, during probationary status.

7. At the conclusion of the probationary period, the organization will be notified by the Assistant Director for SGA and Student Organizations to set up a meeting about the organization's progress.

8. If the organization's petition is **denied** by the Student Organizations staff:
    a. The petitioning organization shall be notified by email, with reasons stated.
    b. The petitioning organization can appeal to the Director of the Rayburn Student Center.

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Student Organization Banking

Student Organizations have two options for bank accounts. A student organization can choose to open a Business account at a local bank in Commerce, or a student organization can open an agency account with the University.

For an off-campus bank account:

- You must submit a EIN number to the bank
- The account must be opened as a Business account
- The organization will be required to have at least two signors on the account. It is recommended that the advisor, President, and Treasurer be the signors on the account. Signors are the only individuals who can sign on any expenditure from that account.

For an agency account with the University:

- Complete the Student Organization Update Form and get signed by individual opening the account, advisor of the student organization, and Assistant Director, SGA and Student Organizations.
- Complete New Account Request form and submit to Janet Anderson in the McDowell Administration Building room 196.
  A 94xxxx agency account will be setup that can be used for deposits and expenses.
- Standard University purchasing procedures must be followed (use of R#, L#, E#, and procards). Petty cash can be issued in the situation that an event requires a cash drawer, or extenuating circumstances that may require cash.
- Deposits are made via departmental deposit worksheets at the Cashier window in the McDowell Administration building. Direct deposit is also available.
- Responsible person listed on an agency account is the University employee associated with that student organization (i.e., advisor).
- If your organization goes defunct, any money that you have in an agency account will go back to the University.

If you have any additional questions about agency accounts with the University please contact Sarah Baker, Director of Accounting & Financial Reporting, 903-886-5045.

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Fall Re-registration Process

The period of registration for student organizations is one academic year, from October until the following October. All student organizations will have to re-register before the **first Monday in October of every year**. Should a student organization fail to re-register by this deadline, they shall be considered inactive and therefore must reapply.

All organizations are required to update their information on ManeSync through the re-registration process, or at any point that there is a change of organization members, officers, or an advisor. This updated information will help us to better serve you and provide quality service.

Please make sure you have the following information before you re-register.

- Current advisor name, email, phone number, and department
- Organization president's name, email, and phone number
- Organization vice-president's name, email, and phone number
- Treasurer's name, email, and phone number
- Information for two Event Management System (EMS) account holders (Name, position, University email address, and phone number)
- Additional officer's information, email, and phone number
- A digital copy of your organization's Tax ID (EIN) documentation (.pdf or an image)
- Most up-to-date membership roster with names, CWID numbers and emails
- Up-to-date Constitution

****Please note that any time changes occur within your organization, you must update that information immediately on ManeSync. Failure to do so may result in releasing of rooms reserved or inactivation of the organization. In addition to updating information, all student organizations must have 2 representatives attend a Student Organization Training held during September. If an organization does not send representatives to the training, they will be considered an inactive organization.****

7

Student Organization Allocation Committee (SOAC)

Student Organization Allocations Committee (SOAC)
Standing Guidelines

I. Program Mission

This committee enhances student involvement at Texas A&M University-Commerce by providing funding for student organization events and activities that will positively impact the campus community. We fund campus programs that contribute to an overall spirit of involvement and learning. We fund travel opportunities that develop skills for student leaders and connect their organizations to networks of peers. Through our work with student organizations, we encourage fiscal responsibility, quality event planning, and collaboration.

II. Eligibility

A. Funding through SOAC is only available for active and registered student organizations.
   a. All requests for funding must be presented to the Student Involvement Suite beginning in August through July of each year.

B. New organizations may seek funding after an initial 4 month probationary period on campus.

C. Organizations must have a Tax Identification Number (EIN) on file in order to seek funding through SOAC. If an organization does not have a Tax Identification Number, the organization can request a number from the IRS through this link: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

D. Organizations that request and receive funds from Student Service Fee may not request funds from SOAC for the same request. Other funding pools that are Student Service Fee funded are the Overrealized Student Service Fee and Dean of Students Emergency Fund.

E. Organizations requesting funds must be able to show how the request will be beneficial to the student development of the organization.

F. Organizations requesting funds must be able to show how the request benefits the

student body and A&M-Commerce community.

III. Funded Activities

A. One Time Funding - (up to $200 per year)

Funds are available for student organizations for the benefit of the individual organization for the purposes of training, recruitment and marketing. Organizations can only request this funding **ONCE** per academic year for up to $200.

B. On-Campus Events - (up to $500 per event)

Funds are available for on-campus events or activities that stand to benefit, entertain, develop, or educate the student body. Funds requested for this purpose may not exceed $500.00 per request of student organization.

a. All requests for on-campus events or activities must include a detailed, itemized budget with costs for supplies, contracted items or services, marketing, and other expenses.

C. Travel - ($350 per student with maximum up to $700 per travel)

If individuals are operating as private citizens, not as an organization, attendance by an advisor is not necessary; however, SOAC will not fund any travel request of this nature. Funds are available for student travel to regional or national conference and competition activities. Funds requested for this purpose may not exceed $350.00 per attending organization member, or up to $700 per travel request.

a. Organizations may only request travel funding once per semester.
    a. Fall and Winter are considered 1 semester, while Spring and Summer are considered 1 semester
b. All requests for travel/conference funding must specify itinerary, travel participants, cost of transportation, registration, and lodging expenses for all conference attendees. All expenditures will follow established state regulations and university policies. Travel policies can be found at this link: http://www.tamuc.edu/facultyStaffServices/travelOffice/default.aspx. Requests for funding will be evaluated according to the individual program, as itemized in the budget request.
c. SOAC travel funds will not cover meals, gas for personal vehicle, or miscellaneous expenses.

IV. Advisor Travel

A. Advisor travel will not be covered by SOAC; however, an advisor is required to be present, in attendance, and responsible for the student organization traveling.
B. If an advisor is not traveling with the student organization, SOAC cannot fund transportation; however, can still reimburse for student organization lodging and registration costs.
C. If the organization does not have an A&M-Commerce advisor able to travel with the organization, but the student organization is nationally affiliated and has a graduate chapter advisor who is responsible for the organization at the conference, SOAC can still reimburse for student organization lodging and registration costs.
D. If the organization does not have their on-campus advisor traveling or in attendance at

the conference or event, the organization may have another TAMUC full-time faculty or staff member serve as advisor and responsible for the organization.

V. Application Process

A. For all funding requests applications must be submitted using the SOAC Application Form. Application materials must be submitted in hard copy format. Only applications that include all required materials will be considered for funding.

B. Upon receiving the completed application, the Student Organizations staff will send a notification of the next SOAC Review Meeting. The requesting organization must send at least one student representative knowledgeable about the request to this meeting to answer committee questions about their request in order to receive approval.

C. The SOAC Review Meeting will consist of the committee asking the representative various questions about the request. The committee will determine how much to allocate to your request based off the representatives responses. A few typical questions include: "How will your request benefit the organization," "How will your request benefit students and the University community," and for travel, "What do you hope to learn from your travel and bring back to share with other students."

D. Organizations will receive a copy of the funding memo notifying the approved expenses from the request at the SOAC Review Meeting. Only submissions with completed applications and documentation will be approved.

VI. Guidelines

A. SOAC will meet twice a month, depending on the university calendar. Meeting dates for SOAC will be posted on this website: http://www.tamuc.edu/studentorganizations

B. Funding requests/applications must be approved prior to the event or travel. Requests must be turned in to the Student Involvement Suite at least 3 weeks prior to the event or travel date.

C. Reimbursement is provided after the event or travel has occurred and is based upon original itemized, paid receipts provided with the Expense Report.
   a. Photocopies or pictures of receipts are not permitted for reimbursement.
   b. Receipts must show a balance of zero.

D. All funding will be distributed via reimbursement.

E. The Expense Report and all required paperwork is due back to the Student Involvement Suite within two weeks following the approved event or activity.
   a. Any expense report received after the two weeks of approved event, activity, or travel date specified may result in a relinquishing of funds for the event or travel in question. If there is an extenuating circumstance, such as waiting for a check to clear the bank, still turn in the expense report and then submit a bank statement when the check clears the account.

VII. Expense Report

All organizations approved for funding are required to complete an Expense Report form and return it to the Student Involvement Suite within two weeks following the event. Reimbursement will not be processed until this form is completed. The Expense Report must have attached to it the following:

A. A detailed, line-item event budget describing all expenses for approved items

B. All original, paid receipts for which funding was approved

a. Receipts must display the name of the business, business address, and phone number

b. Hand-written receipts must have all the required information above concerning the establishment, and the amount written in BOTH numbers and words, like a check.

c. Receipts must indicate the date the bill was paid; hotel receipts must reflect a zero balance.

d. Receipts must include the method of payment

C. Proof of expenditure clearing organization bank account

a. Verified by voided check or bank statement showing expense cleared

D. An updated W-9 form

a. W-9 must be dated within the fiscal year (September 1-August 31st) of the requested event.

VIII. Limitations

A. Requests for awards and prizes will not be approved.

B. Funds will not be allocated for items that may be stored for later use such as plastic/silverware, t-shirts, decorations, napkins, plates, and inventoried items..

a. Inventoried items are purchases that are not directly used or consumed during the event that are leftover once the event has been completed.

b. If purchases do not meet this requirement, the funds for reimbursement will be forfeited for these items.

C. Funds cannot be used for the purchase of alcoholic beverages.

D. Catered Meals

a. Sodexo is the exclusive food service provider for Texas A&M University-Commerce, Sam Rayburn Student Center. No outside food or drink is permitted to be brought into the building without this waiver being approved by the RSC and the Sodexo Dining Services, General Manager. Please complete the Food Waiver Request, for approval a minimum of fourteen (14) business days prior to event date. If approved, the application will be forwarded to Sodexo Dining Services for final approval. Should outside food be brought into the Rayburn Student Center you will be asked to remove it.
When an event is booked in the RSC in addition to adjacent outdoor space, including both the North and Club patios and West Walking Mall area, Sodexo still must be used as the food service provided. Student Organizations and/or departments may not use outside food vendors to circumvent Sodexo by holding an event where food is served outside while the majority of the program is held in the student center.

b. When considering catering, think about how many people will actually be attending your event, do not try and over-estimate. The SOAC Committee reserves the right to fund you for catering at a lower level if they believe less people will be attending and encourage the organization to think about lower quantities of food.

E. A Food Waiver Request form can be downloaded from ManeSync or RSC Scheduling website:

http://www.tamuc.edu/campusLife/studentCenter/schedulingOffice/forms/default.aspx .

F. Funds may not be used for charitable contribution

G. Campus events that charge admission, or a fee to attendees are not eligible for SOAC funding.

H. Funds will not be allocated for any request where an organization is fundraising to generate revenue for the organization. This includes, but is not limited to, funds for scholarships.

I. No one who is a member of the Texas A&M University-Commerce faculty, staff, administration, student worker, or member of the student body may receive payment for a personal appearance or rendering a service (e.g. serving as a DJ).

J. Direct expenditures for lecture fees may not be utilized for any political organization to enhance, endorse, or support a declared political candidate or further the development of said organization or candidate. This is not to be a restriction or interference of an organization's freedom of expression or ideas.

K. Receptions/Banquets

   a. Expenditures for refreshments will be evaluated according to the individual program, as itemized in the budget request. Requests for party favors, souvenirs, and decorations will not be funded.

L. Honorariums

   a. Any guest speaker or performing artist may only be funded for parts of their speaking or performance arrangement that are open to all students. Any parts of the arrangement or itinerary that are closed to specific audiences will not be funded. Honorariums need to be submitted with a breakdown of cost including a speaker's or performer's itinerary.

M. Expenses funded by University Department

   a. Any expenses paid by a University Department will not be reimbursed by SOAC to the student organization. If a department pays up front for any portion of a travel request or event request, those portions will not be reimbursed by SOAC. SOAC cannot reimburse a University Department. In cases where an organization has a University agency account and the account is attached to an Advisor's procurement card or travel card, SOAC will reimburse the organization.

IX. Forfeiture of Funds

A. SOAC will not appropriate funding to additional items if approved purchases cost less than what was originally approved. SOAC will only reimburse based off the approved funding and receipts submitted.

B. All organizations are required to notify the committee as soon as it is determined that a scheduled program will not occur. Notification should be within one week after the approved date.

C. Any submission of fraudulent receipts for reimbursement purposes will result in all funds previously approved for the event being forfeited and may jeopardize future funding requests for up to one year for the organization.

D. Infraction of Agreement

E. Deviations from the approved funds for an activity will result in a 100 percent refund of the

funds to the committee by the organization.

X. Administration of Programs

A. Printing and Publicity

Publicity will be viewed in the context of promoting the success of a program by making the general community aware of the event. The committee urges the organization to use its own resources for this type of support activity.

Utilization of University artwork must be approved by the Marketing and Communications department's marketing standards:

http://www.tamuc.edu/facultyStaffServices/marketingCommunications/standards/default.aspx.

Organizations must also use a University-licensed vendor for orders that contain university marks or artwork. Please look at the list to determine which vendors are licensed and approved. If an organization uses a non-licensed vendor, the funding approved for that expense will not be granted. Approved vendors can be found at this link:
http://www.tamuc.edu/facultyStaffServices/marketingCommunications/standards/approved-vendors.aspx.
The Pride Shop is available for student organization use. The Pride Shop located in the Rayburn Student Center (RSC) is your source for publicity and promotions for student organizations utilizing marquee signs, InfoScreens, the RSC Video Wall, and large scale posters/ banners.

B. Co-Sponsored Programs

When two or more organizations co-sponsor an event, there must be a clear-cut understanding as to the financial and logistic responsibilities that will be accepted by the participating organizations before funding will be given. These responsibilities must be in a contractual form and signed by authorized representatives of all organizations involved.

XI. Tax Exemption Information

Because the University is a non-profit organization, no taxes or tips can be reimbursed with funding from the Student Organizations Allocation Committee. Consequently, any state taxes or tips paid are under the financial responsibility of the organization. In order to avoid paying state sales taxes, it is imperative that your organization use your Federal Tax ID (EIN) number and exemption forms when making purchases or travel. Please note that only organizations that have applied for 501(c)(3) status as a federally tax exempt organization and have applied for an exemption from Texas state sales tax may be exempt from sales tax when purchasing goods. If you do not know your organization's tax ID number or need assistance in applying for tax exemption, please stop by the Student Involvement Suite and ask.

XII. Appeal of Committee Decision

If a request is denied, within 2 weeks of the denial, the organization may appeal in writing to the Director of the Rayburn Student Center. The committee will submit in writing to the Director of the Rayburn Student Center a statement of its decision. Upon review, the Director of the Rayburn Student Center will notify in writing the organization and the committee of his/her decision.

8

Marketing on Campus

Marketing is how you communicate with the campus community to advertise events, attract new members and promote a brand for your organization. As a process, it informs, sells, educates, clarifies, exposes, excites, and involves others in what your organization is doing. Depending on the quality of the program, marketing can be one of the primary reasons for the success or failure of an event.

Different events and recruitment activities call for different marketing methods. This section will introduce many of the resources available for promoting organizations on campus. Student organizations are encouraged to utilize these resources to implement many methods of marketing for on-campus events and recruitment. Producing creative, professional marketing techniques enhances the community of involvement at A&M-Commerce.

This section will also cover policies that all organizations must follow when marketing on campus including proper usage of logos and chalking on sidewalks. Following these policies will ensure that all student groups are able to promote their messages on campus.

University Logos
(Click here to download)

A&M COMMERCE

TEXAS A&M UNIVERSITY COMMERCE

Main Logo: Word Mark

Lion Logo

TEXAS A&M UNIVERSITY-COMMERCE

Horizontal Logo

Official Colors

Pantone	Pantone 289c	Pantone 124c
RGB Color	R: 10 G: 34 B: 64	R: 237 G: 172 B: 9
CMYK	C: 99 M: 84 Y: 45 K: 51	C: 7 M: 34 Y: 100 K: 0

Prohibited Usage

Do not:

Note: Any changes or effects applied to logo must be approved by Marketing Communications.

Pride Shop

Tips for working with the Pride Shop:

- Please allow at least 10 business days for designing orders.
- Marquees are assigned on a first come, first serve basis. Reservations should be placed as soon as possible to increase your chances of receiving preferred locations.
- All university logos must be approved by Marketing Communications before printing.

Pride Shop products and services include:

- Marquees
- Floor Stickers
- Video Wall
- Posters
- Info Screens
- And much more!

Visit our website for a complete list of services that we offer as well as information on pricing.

Chalking on Campus Sidewalks

Chalking Policy: Chalking has become a standard advertising and communication tool for student organizations on campus. While the University supports student involvement, individual students, student organizations and/or departments wishing to chalk on campus must adhere to the following established guidelines:

- Only registered student organizations may advertise events of campus wide interest with chalk on outside **uncovered** areas only; specifically sidewalks. Chalking by individuals or organizations not affiliated with the University is not permitted.
- Chalking can be used to advertise only on-campus events.
- Campus wide events include any event open to the University community.
- The chalking must bear the name of the organization advertising the event.
- All chalk used must be washable "sidewalk" chalk, rather than classroom chalk or chalk paint.
- Each organization is responsible for removing the chalk within one week after the event takes place (if it has not already been removed by weather or Facilities staff).
- Chalking on vertical surfaces, statues, seating areas, buildings, and/or flowerpots **is not permitted**.
- Chalked messages **must not** deface decorative symbols or sculptures located on campus.
- The message **must not** contain offensive language or mention alcohol.
- The chalking must in **no way** deface or alter a previous chalking.
- The message **must not** be a direct threat to any other student, organization, and/or administrator.
- Administration reserves the right to remove any chalking when deemed necessary.

To report a complaint related to chalking, please contact the Student Involvement Suite at (903) 886-5811.

Violations to this policy constitute grounds for removal of the material by the Facilities staff, which reserves the right to charge an organization for the cost of removal and any associated repairs. A minimum charge for any cleaning is $25 for each separate location. Should any problem persist, the organization will be in jeopardy of losing its rights to advertise on campus.

Fliers

- Student Organizations are allowed to put fliers across campus, as long as they are following the policy for each building where posting.
- When handing out fliers on campus, it must be from behind a table. Handing out fliers person to person is considered soliciting.
- Fliers also may not be placed on personal cars in the parking lots. This is also considered soliciting and contributes to littering.

Fliers may not be just left on surfaces (desks, tables, statues, etc.) across campus without proper permission.

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Fundraising

Developing a successful fundraising strategy allows student organizations to cover operating expenses, complete projects and programs, and create a small reserve or cushion for the future. Many student organizations find that the success of their fundraising may be attributed to the following six general principles:

1. Think positively
As you plan for the year, think big: dream little. Ask yourself, "If money were not an issue, what would the group do?" Use your imagination. It is generally easier to scale down your organization's plans than to scale up in mid-year. A dose of reality is necessary at this stage in your thinking, but be positive; do not permit a lack of available funds to stifle your plans.

2. Establish financial goals
If you don't know where you're going, you'll never know if you've arrived. Organizations must establish an annual budget. The development of a budget should follow, not precede, the establishment of your organization's positive, but realistic, goals for the year. Making the group's plan fit the budget rather than making the budget fit the plan is the common error of stifled organizations. Once a budget of proposed expenses is developed it must be reviewed against existing resources. The specified dollar figure beyond existing resources that will be required to operate and complete the group's program for the year becomes the group's fundraising target. If this figure is too large, don't panic; it is time to be creative and realistic.

3. Develop creative fundraising alternatives
Once you have established a financial target, identify all potential sources of funds and develop creative ways to tap these sources. Successful organizations utilize multiple approaches to fundraising.

4. Establish a fundraising plan
Fundraising is like any other group project; it cannot happen successfully if left to chance. Successful fundraising requires careful planning. Answer the basic planning questions of Who? and Why? as you creatively explore approaches to fundraising. It is important to balance the costs to the organization with the risks involved in fundraising. If the risks are greater than what the group wishes to assume, it is time to go back and revise the organization's overall goals for the year to reflect a reduced financial base. Remember, think positively and creatively. Once a financial plan is developed, write it down.

5. Follow University procedures
Some fundraising activities require prior University approval, particularly for sales and solicitation activity. Some activities are restricted or prohibited under the University policy or State law. You should be familiar with both the approval procedure and limitations before you undertake a fundraising activity.

6. Evaluate fundraising activities
In order to determine your level of success, maximize learning opportunities and advise future leaders of the organization, it is necessary to evaluate your fundraising activities. This evaluation should go beyond a simple comparison of the dollar goal with the amount raised. It should include a qualitative analysis and conclude with the recommendations for future fund-raising activities.
Source: Cal State Fullerton Dean of Students

Ideas for fundraising
The following are ideas for creative fundraising projects. This list just touches the surface of all the many projects available to raise money. Just be creative and do some great brainstorming for other ideas.

- Car washes
- Candy Sales (Food waiver required if in RSC)
- Bake Sales (Food waiver and food handling training required if in RSC)
- Raffles (**see next page for raffle policy**)
- SnoCones/ Popcorn Machines
- Face painting/Henna tattoo
- Donation letters to business sponsorship
- Local Restaurants may have a day that you can get a certain percentage of their sales (Chick-fil-a, Chili's, Sonic, Chipotle, LuLu's, etc.)
- Working with Sodexo
    - They may be able to help with reducing cost
    - May be willing to help with assisting you in fundraising to pay for an event.

These ideas are just a few of the ways organizations can make the most of fundraising opportunities. By collaborating with other organizations, you will increase the effectiveness of the fundraising event and make it even more successful.

Raffles in Texas: Know the Law

The Charitable Raffle Enabling Act, effective January 1, 1990 permits "qualified organizations" to hold up to two raffles per calendar year, with certain specified restrictions. A raffle is defined as the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a price.

In general, a qualified organization is:

a. A nonprofit association organized primarily for religious purposes that has been in existence in Texas for at least 10 years;
b. A nonprofit volunteer emergency medical service that does not pay its members other than nominal compensation;
c. A nonprofit volunteer fire department that operates fire-fighting equipment, provides fire-fighting services, and does not pay its members other than nominal compensation; or
d. A nonprofit organization that has existed for at least three preceding years and is exempt from federal income tax under Section 501(c), Internal Revenue Code; does not distribute any of its income to its members, officers or governing body; does not devote a substantial part of its activities to attempting to influence legislation; and does not participate in any political campaign.

Restrictions

A qualified organization is not required to register with the State before conducting a raffle. However certain restrictions apply.

- A qualified organization may hold only two raffles per calendar year and only one raffle at a time.
- Raffle tickets may not be advertised statewide or through paid advertisements. Each raffle ticket must state: 1) the name of the organization conducting the raffle; 2) the address of the organization or of a named officer of the organization; 3) the ticket price; 4) a general description of each prize having a value of more than $10; and 5) the date on which the raffle prize(s) will be awarded.
- No one may be compensated directly or indirectly for organizing or conducting a raffle or for selling raffle tickets.

State officials have become aware of a proliferation of illegal raffle activity in Texas. It is important for Texans to be familiar with the law before conducting or participating in a raffle.

Examples of unlawful raffles include any raffle that is:

- conducted by an individual
- conducted by a for profit business
- conducted by a charity that does not qualify

Texas law allows only certain charitable and nonprofit organizations to conduct raffles to support their charitable causes. Only the following entities which meet certain qualifications are permitted to hold raffles:

- religious societies
- volunteer emergency medical service providers
- volunteer fire departments
- qualified nonprofit organizations

In order to conduct a raffle legally, a nonprofit organization must have, among other criteria, an exemption from federal taxes under Section 501(c) of the Internal Revenue Code. A qualified nonprofit must also have been in existence for three years. The law permits only two raffles per calendar year, requires several disclosures printed on tickets, and limits the value of prizes purchased by the organization to $50,000, or $250,000 if the purchased prize is a residential dwelling.

It is also against the law to hold a raffle in which cash, or anything readily convertible to cash, is offered as a prize, or which is promoted statewide or through paid advertising, including television, radio or newspapers.

An unlawful raffle could be considered illegal gambling, which may carry criminal penalties. A county attorney, district attorney or the attorney general may also shut down an illegal raffle.

Fundraising through Meals and Food

Bake Sales

Bake sales are only permitted in areas approved prior to the event. Risk Assessments must be completed a minimum of 7 days prior to the event. Baked goods must be pre-portioned and individually wrapped (i.e. plastic wrap) prior to the event. This eliminates the need for a hand washing station and the need to clean and sanitize utensils at the site. All baked goods must be labeled with product names and ingredients for those who have food allergies or sensitivities.

Student Group Fundraising or Special Events

The University recognizes the importance of group sponsored theme meals prepared and served by the various student groups. The Hunt County Health Department requires that such meals must be prepared in an approved commercial kitchen under the supervision of a licensed food service operation. With prior planning and scheduling, campus dinning staff will work with students to prepare food for their special meals. In such situations, 30 day prior notice is required.

Human Auctions

Student Organization may not hold human auctions, such as auctions which involve selling, bidding for, or in any way paying for a person's individual company. These auctions put students in potentially unsafe environments, or uncomfortable situations where the organization would be liable for any problems that arise from a date or individual's company (example: student being stalked, sexual harassment or violence). This policy does not include service projects such as outdoor work for individuals within the community, car washes, or community service where the organization receives a donation to go towards the organization's fundraising.

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Event Planning

If your organization is planning an event, big or small, the following guidelines will help you get started and make this event successful. An event can be planned in a few simple steps:

Identify Needs and Brainstorm

- Who is your audience? What are their needs?
- What is the purpose of the event?
- What will be the name of the event?
- When and where will the event be held?
- What is your expected attendance?
- How much are you planning to spend?
- Are there any other big events happening on campus?
- Do you have enough time to effectively plan this event?
- How many volunteers do you need to make it happen?
- Do you have the resources to make it happen? (Members, funds, time, etc.)
- How often do you have to meet with the planning committee?

Budgeting

Budgeting helps to foresee the anticipated expenditures of your event. You can use many methods to prepare a budget, but for all event budgets, you should consider each part of the event that may cost money and detail them in some kind of list or spreadsheet. Together these items represent your total expenses for the event. In addition to expenses, you should also detail all sources of funding such as the organization bank account, departmental funding, individual contributions, etc. You should be able to list sufficient funding to cover all expenses.

External Funding

Student Organization Allocation Committee (SOAC) funding is available for all currently registered student organizations on-campus. If you are applying for SOAC, complete the funding application at least 3 weeks prior to the event. **SOAC funding is provided through reimbursement only**. Schedule an appointment to meet with the SOAC committee.

Scheduling
Scheduling space and facilities is vital to any event's success. The audience size, date, time, and nature of the event will determine what space best fits an event. Selection of space can also set the mood for formal, informal or auditorium style programs. Also make sure that you have scheduled the travel arrangements and meals for your performer, speaker etc. if this applicable.
To find available space and make reservations, contact the Scheduling Office for assistance. For any special technical services or changes in the reservation, please notify the scheduling office at least 48 hours prior to the event. Charges may apply for some services; see Reservation Policies for more information.
All risk assessments to be completed by student organizations must be signed by the advisor of the student organization. Knowingly falsifying information or forging signatures submitted on the risk assessment may result in a suspension of scheduling privileges or other repercussions per the Rayburn Student Center. If an advisor is unavailable to sign, they must send approval over email to the Event Services & Operations Manager.
**All registered student organizations can schedule space in the Rayburn Student Center up to a year in advance and Ferguson Auditorium up to 6 months in advance.*

Advertising and Publicity
Publicity is an important step in event planning. If you plan a good program but nobody knows about it, you are setting yourself up for disappointment. Publicity can include fliers, sending information through email list serve, chalking, marquees, digital screens, social media, ManeSync, master calendar, tabling etc. Always make sure that you follow the graphic standard manual when you use the university logo.

Shopping
Shop for the supplies needed for your event at least 1 week prior to the event. T-shirts, certain give-a-ways and decoration items should be ordered at least 4 weeks ahead so that there is ample time for items to be shipped. All registered student organizations may obtain their own Tax Exempt number. Make sure you use this number when you make purchases, since you are eligible for tax exemption.

Implement Plans prior to the event
Assign tasks and roles appropriately. Make sure you make clear expectations as to who will perform what tasks and fulfill which roles. Give people enough time for the responsibilities and make sure that they are within their abilities. Assign event shifts for group volunteers (set up and during take down).

Day of the Event
- Arrive at least 2 hours early for event set-up.
- Make necessary arrangements for the performer/vendors (Pick up, Lodging etc.).
- Make sure the sound and lighting equipment are ready to use and meet your needs.
- Meet with security prior to the event. (if applicable)
- Make sure the dressing room is ready to go.
- Open the doors 30-45 minutes before performance.
- Greet guests at the door.
- Have fun!

Event Planning Check List

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Making Your Event Accessible To All

Section 504 of the Rehabilitation Act of 1973
Section 504 of the Rehabilitation Act of 1973 states that "no otherwise qualified person with a disability in the United States shall, solely by reason of disability, be denied the benefits of, be excluded from participation, or be subject to discrimination under any program or activity receiving federal financial assistance." Section 504, along with the Americans with Disabilities Act of 1990, provide reasonable accommodations and services to qualified individuals with disabilities. Accommodations and services to student with disabilities are provided to ensure equal access to educational opportunities, programs, and activities in the most integrated setting possible.

The Americans with Disabilities Act of 1990 and Revised ADA Regulations Implementing Title II and Title III
The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services. The current text of the ADA includes changes made by the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009. The ADA was originally enacted in public law format and later rearranged and published in the United States Code. **Thus, every student organization should be welcoming and sensitive to the needs of students with disabilities. In order to promote an inclusive atmosphere and support diversity, all student organizations should incorporate the following when planning for events.**

ADA Statement for Sponsored Activities and Programs
The statement below is intended to be used by the University Community to aid in planning accommodations for individuals with disabilities. The *"number"* and *"sponsor's name/phone number"* should be filled in by the student organization before the statement is sent out to anyone:
Texas A&M University-Commerce (organization's name) is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Americans with Disabilities Act (ADA) accommodations will be made in accordance with the law. To request ADA accommodations, please communicate your needs (number) of days before the activity or program you plan to attend by calling (sponsor's name and phone number).

The student organization should give itself at **least 5 days before the date of the event** to ensure the appropriate accommodations can be coordinated and provided.
Any accommodations requested should be paid for by the student organization hosting the event.

Accommodations to Ensure Physical Accessibility
Qualified persons may not be denied the benefits of, or be excluded from participation in a program or activity because the institutions facilities are inaccessible to persons with disabilities.

Each program or activity, when viewed in its entirety, should be readily accessible to qualified persons with disabilities. Therefore, activities should be planned while keeping physical accessibility in mind.

Examples of Disabilities

- Blind/Visually Impaired
- Deaf/Hearing Impaired
- ADD/ADHD
- Autism/Asperger's Disorder
- Learning Disabilities
- Health Impairments
- Mental Health/Psychiatric Impairments
- Mobility Impairments
- Speech/Language Disorders

- **Possible Accommodations or Adaptations**

- Sign language interpreter
- Large print documents
- Wheelchair access-ramps, elevators, etc.
- Preferential seating
- Closed captioning for video presentations

More Information and Resources
For more information and further resources, contact Student Disability Resources and Services at (903)468-8148 or email StudentDisabilityServices@tamuc.edu.

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Student Travel Rule 13.04.99.R1

Student safety is a top priority for Texas A&M University-Commerce. A safe University experience reaches beyond the confines of the Commerce campus. It extends into every university-sanctioned student trip. As a result the university has developed a Student Travel Rule with the expectation that all travel supervisors strictly adhere to its requirements. Student organizations traveling are required to have their advisor in attendance and travel with the organization if funded by the University. If individuals are operating as private citizens, not as an organization, attendance by an advisor is not necessary; however, SOAC will not fund any travel request by an organization where an advisor is not traveling with the organization.

To read the full text of this rule and all relevant appendices, please follow the link below:
http://www.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/13students/studentAffairs/13.04.99.R1StudentTravelRule.pdf

Reason for Procedure

The safety guidelines in this rule apply to students who travel more than 25 miles from campus to an activity or event that is organized, sponsored, and funded by A&M-Commerce. This applies to those using a vehicle owned or operated by the institution (or vehicles rented by the University through commercial agencies); or travel that is required by an organization registered with A&M-Commerce. Students traveling on behalf of A&M-Commerce must obtain approval through the sponsoring department and, for student organization travel, through the Sam Rayburn Student Center.

Procedures and Responsibilities

1 Travel Safety Guidelines

During travel situations described above, students must abide by the following guidelines.

1.1 In accordance with State law, drivers must use seat belts or other available safety restraints and require all passengers to do likewise.

1.2 Drivers, passengers and their luggage should not exceed the official maximum capacity of the vehicle used.

1.3 Drivers should consider operator fatigue, and on lengthy trips, alternate drivers should be used to avoid fatigue.

2 Travel Requirements and Planning

Departments responsible for arranging the trip must take steps to assure all travel is in compliance with this rule. A travel itinerary and passenger list shall be filed with the University Police Department and the sponsoring department prior to the start of the trip. Large groups who wish to travel in the same vehicle may be required to obtain a commercial carrier. A carrier must be in compliance with Texas Department of Transportation rules and regulations.

3 Safety issues related to student travel in University or rental vehicles

Drivers must be recommended by the department head/director of the division/department that is arranging the trip and meet the following requirements:

3.1 Any student, who may be required to drive a university or rental vehicle, shall have a Motor Vehicle Record (MVR) check and shall be assigned a driver rating. With an acceptable rating, an applicant's name & driver's license number shall be added to the approved driver's list. The Safety Office obtains the MVR and maintains the list of approved drivers. Safety personnel shall provide the names of the approved drivers to the Motor Pool Coordinator. Persons who drive vehicles have attended a safety orientation, and performed successfully on a test drive every three years. The test drive shall be with an orientation supervisor in an appropriate vehicle type. The applicant must demonstrate the ability to safely operate the vehicle. The supervisor may reject the applicant if he/she cannot demonstrate safe operation of the vehicle. The applicant must acknowledge (with signature) that he/she was informed of the extreme differences in driving a high occupancy vehicle as compared to a four-passenger vehicle.

4 Operator conduct and responsibility

4.1 All drivers will comply with all applicable traffic laws and regulations.

4.2 Before departure the driver must make certain the passengers are aware of the posted load limits, passenger seat belt requirements, and smoking restrictions.

4.3 The Trip Manifest and Itinerary will be delivered to the University Police Department immediately prior to the group's departure and signed immediately upon the return to campus.

4.4 The driver shall confront rowdy or disorderly behavior by the passengers that may cause driver distractions.

4.5 Smoking or driving while under the influence of impairing drugs or alcohol is prohibited.

4.6 Use of radar/laser detection devices is prohibited.

4.7 Use of headphones, cell phones or earphones is prohibited when driving.

4.8 The number of occupants in a vehicle shall not exceed the number of working seat belts in the vehicle or the posted Gross Vehicle Weight Rating (GVWR). Travel bags and other storage items are not permitted on the tops of passenger vans.

4.9 The maximum number of consecutive hours that a driver may drive is four. The driver shall safely stop the vehicle immediately if, at any time during the four-hour driving period, the driver becomes fatigued.

4.10 Travel outside the continental USA must conform to Appendix B.

5 In the event of an accident

Follow the procedures in Appendix C.

6 Procedures for Camps

6.1 Transportation to and from camp is the responsibility of each individual camper, and personal vehicles are not covered by A&M-Commerce's vehicle insurance.

6.2 Field trips related to the content of the camp reinforce the concepts taught during the camp, and during these field trips, campers are required to utilize the transportation provided by A&M-Commerce to and from any off-campus field trips. In the unlikely event of an emergency, the Camp Sponsor will contact the University Police Department and emergency services, if necessary. Any expenses incurred for medical transportation and/or treatment of the camper are the responsibility of each individual camper.

7 Rule Review Process

7.1 Prior to the submission to the President of any revision of the rule, a draft copy shall be forwarded to the Faculty Senate and the Student Government Association Senate for their timely advice and comment. All advice and comments shall be reviewed by the contact office for possible inclusion in the revised rule.

7.2 Departments may have their own specific guidelines for student travel in addition to the above requirements. These guidelines should be easily accessible to all students and should be coordinated through the appropriate departments.

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Hazing

Texas A&M University-Commerce recognizes the importance of student involvement in activities as an integral part of the educational process which enriches and develops students' special interests and needs. The purposes of all recognized student organizations must be consistent with the main objectives of the University and must abide by regulations appropriate for student organizations.

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:.

Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than described by the next paragraph, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
Is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or involves coercing, as defined by Section 1.07, Penal Code, the student to consume a drug; or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.

This procedure describes the rights and responsibilities of student organizations, recognition, limitations, and functions reserved for active members.

Procedures and Responsibilities

1. GENERAL
   The Assistant Director of SGA and Student Organizations of the Rayburn Student Center is responsible for the implementation and administration of the procedure for student organizations.

2. RIGHTS AND RESPONSIBILITIES OF STUDENT ORGANIZATIONS
   Student organizations exist on the premise that their activities contribute to the overall development of the student. Specific rights and responsibilities include:
   - 2.1 The right to use the services of the Rayburn Student Center, including assistance in planning, implementing, and evaluating activities, programs, and leadership development.
   - 2.2 The right to use university facilities and equipment subject to proper scheduling procedure and prior needs of the University.
   - 2.3 The right to use campus advertising and media.
   - 2.4 The right to distribute literature relating to the organization's purpose and activities, in accordance with the university's posting regulations.
   - 2.5 The right to hold fundraising activities and to solicit funds for organizational activities, in accordance with university rules and procedures.
3. LIMITATIONS
   The organization may not, with or without the consent of the student, include hazing as one of its activities (Texas Educational Code Subchapter 5, Chapter 37 Hazing, Sections 151-157, and Chapter 51 Section 936 Hazing).

Related Statute
Texas Educational Code Subchapter F, Chapter 37 Hazing, Sections 151-157, and Chapter 51 Section 936 Hazing

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Student Organization Conduct

Student organizations, societies, clubs, and living learning communities, on or off campus, are responsible for conducting their affairs in a manner that reflects favorably upon the University. Such responsibilities include:

1. Compliance with University policies, rules, and regulations.
2. Taking reasonable steps, as a group, to prevent violations of law or University regulations by members of the group or the group's guests.
3. A willingness to address individual member's behavior with those members of the group whose behavior reflects unfavorably upon the University.
4. A group representing the student organization is defined by at least 3 members present, half the number of members needed to start a student organization at Texas A&M University - Commerce. If an event is co-sponsored between 2 or more organizations, a group is defined by any combination of 3 individuals representing the co-sponsored organizations.

Student Organization Disciplinary Procedure

1. Student organizations that fail to meet these responsibilities will be subject to disciplinary action.
2. Alleged student organization violations will follow the same procedures as alleged individual student violations, except for those related to organizational status only. If three or more members of the same student organization and/or collaborating student organizations violate the Student Code of Conduct the student organization will be subject to disciplinary action. Notification will be sent to the chief student leader of the organization and the organization's advisor.
3. The president of the student organization (or designee) will represent the organization throughout the duration of the judicial process.
4. Any student organization, with a regional and/or national affiliation, receiving a sanction of disciplinary probation or higher will have their regional and national organization notified by the university.

5. Appeals: Any appeal from action by the hearing official that affects organizational status only (i.e., no sanctions against individuals) shall be directed to the Dean of Campus Life and Student Development (or designee).

Student Organization Sanctions. Failure to meet the responsibilities of group membership may subject that organization to, but not limited to any of the following:

1. **Social Probation:**
   Includes the removal of all social privileges as an organization due to violations of the Student Code of Conduct. That includes but is not limited to: not being able to participate as a student organization in intramural activities and/or in yard/step shows, holding events/parties under the student organization's name, new member presentations/shows, running of the hill, and/or being involved in activities that are not educational, philanthropic, or providing a service to the community
2. **Disciplinary Probation:**
   Includes social probation and the inability to be considered a registered student organization on campus and/or participate in council activities and/or participating in new member intake. The student organization may still hold business meetings off campus and upon getting off of probation will have to reregister as a student organization and may have to participate in an university organization reintegration to campus process.
3. **Suspension:**
   Includes social probation, disciplinary probation, and the inability to be considered a registered student organization on campus, participate in council activities, and/or have meetings as an organization on or off campus. The student organization upon getting off of suspension will have to reregister as a student organization and may have to participate in an university organization reintegration to campus process.
4. **Expulsion:**
   The student organization is no longer a registered organization and permanently removed from campus.

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Food Handling Safety

For those events where your members or volunteers will be serving the food, we've prepared a list of instructions and guidelines to help you protect attendees and your organization.
Food is often a common and integral component of campus events. It can showcase a distinct culture, enhance the event theme, or attract members of the campus community to your event activities. When handled properly, food often enhances the event experience. However, when food is handled improperly, it can be a source of potential risk for your event attendees. To help you mitigate the risks of serving food, we recommend that you always used a licensed caterer for your campus events. Sodexo operates our on-campus dining services and frequently contract with campus events as a full-service event caterer They even offer discounts for student organizations.

For those events where your members or volunteers will be serving the food, we've prepared a list of instructions and guidelines to help you protect attendees and your organization.

IMPORTANT NOTES:

1. *Events open to the public, on or off campus, sponsored by or managed by Texas A&M University-Commerce faculty, staff, or student organizations that involve the service of food by a University recognized department or organization must be in compliance with the regulations of the Hunt County Health Department.*
2. *Heating equipment is prohibited (no coffeepots or hot plates).*
3. *Department events with attendance over 50 may not provide food. Authorized catering or campus dinning is required*

Food Handling Instructions

How to Properly Wash Hands

1. Wash hands only in sinks with running water
2. Use soap and warm water (110^0) water.
3. Rub hands vigorously for 20 seconds.
4. Rinse thoroughly

5. Dry with paper towels
6. Sanitize after washing if bare hands will touch ready-to-eat-food.
7. When in doubt! Wash your hands! Always wash after eating, smoking, sneezing, using the restrooms, or touching raw food.

Personal Hygiene

- No Smoking, tobacco products, or eating during food service duties (exception: cups with a lid and straw are permitted).
- Fingernails must be trimmed, clean with smooth edges.
- Jewelry is not permitted on arms or hands (exception: plain bands are permitted).
- Hair restraints such as hats, nets, beard guards, etc. must be worn.
- Anyone with persistent sneezing, coughing, runny nose, etc. are not permitted in food service areas.

Using Food Thermometers

- A metal-stem thermometer MUST be available and used to check internal food temperatures. These can be purchased at large department stores or a restaurant supply company.
- Use thermometers with a range of 0^0 to 200^0 Fahrenheit.
- Clean and sanitize before and after each of the uses.
- Probe into the thickest part of the food. Don't puncture packaged food but place thermometer between packages.

Food Preparation

To minimize the potential for food borne illness all food preparation must be done in a certified kitchen. No home preparation of foods is allowed, except food on the approved food items list.

Cross Contamination

- Avoid handling raw meat or shell eggs just before ready-to-eat food without first washing and sanitizing hands, utensils, cutting boards, etc. These foods often contain Salmonella and E.Coli.
- Store raw meat and shell eggs on bottom shelves so they cannot drip onto other foods below.
- Store scoop handles with the handles up. Handles are often contaminated from workers hands.
- Do not store cleaners and other chemicals near food or equipment.

Food/Area Set Up

- Food on display must be protected from contamination. Condiments such as ketchup, mustard, coffee creamer, sugar and so forth, should be served in individual packets or from squeeze containers.
- A trash container with tight-fitting lids should be available for garbage.
- Liquid waste shall not be dumped into streets, storm drains, or onto the ground. Use a container to collect the dirty water and discard in a sanitary manner (sewer system).
- All food must be placed under a cover, to prevent dust contamination.

Serving Food

- Food must be kept at the appropriate temperature.
- Use of disposable gloves or utensils is required for serving food to minimize hand-to-food contact with ready to-eat foods. A back up supply of utensils to last for all hours of the event is required.
- Use only disposable plates, cups, plastic forks and spoons for serving food to the public.

Grilling

- Must fill out a form in Safety Office (Ferguson 102B) and get approved. UPD will need to sign off on form as well.
- Safety will provide a fire permit.
- A fire extinguisher must be on hand at the event. One can be checked out from the Safety Office.
- Grills should have an adequate cover.
- Grills should be used in an uncovered area only!

Food Use Procedure

Requestors may bring in approved food items if the following criteria are met:

- The food items are from the approved foods list (see below)
- The approved food items are "ready to eat" requiring no preparations, heating or refrigeration
- The Risk Assessment Form has been submitted and approved at least 7 days prior to the event
- The event is limited to campus departments, agencies, or authorized student groups
- The event is not advertised to or intended for the general public

Approved Food Items

- *Homemade baked goods (brownies, cookies, cakes, cupcakes, muffins, etc.)*
- *Chips*
- *Cookies*
- *Nuts*
- *Candy*
- *Popcorn*
- *Cake*
- *Crackers*
- *Soft Drinks*
- *Bottled Water*
- *Store-bought Baked Goods*
- *Donuts*
- *Bagels*
- *Pizza*

Furthermore, the Department of Campus Operations and Safety retains the right to request a proof of inspection by a local health authority should questions arise about the type of food being served.

Contact

If you have any questions, please contact the Department of Campus Operations and Safety.