A&M COMMERCE

STUDENT ORGANIZATION HANDBOOK 2023-2024

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Campus Resources

Office of Student Engagement

Student Engagement Suite: 903-886-5811, ose@tamuc.edu
SGA and Student Organizations: 903-468-3316, Jeremy.Sippel@tamuc.edu
Fraternity and Sorority Life: 903-468-3283, Lauren.Cole@tamuc.edu
Campus Activities: 903-886-5120, Taron.Green@tamuc.edu, Taylor.Egerton@tamuc.edu, Juan.Olivo@tamuc.edu, Jasmin.Andrade@tamuc.edu

Other contacts

Student Affairs: 903-886-5171
Scheduling Office: rscscheduling@tamuc.edu
Sodexo Catering: 903-468-8702
Texas Bookstore Company: 903-886-5830
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: 903-468-8175
Morris Recreation Center: 903-468-3181
Residential Living and Learning: 903-886-5797
Student Disability 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 Office of Student Engagement 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 Office of Student Engagement.

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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 Office of Student Engagement.

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

7. Student organizations that are not registered by the Office of Student Engagement may <u>not</u> reserve space, advertise, or promote activities and/or programs. These groups are not student organizations and do not have the privileges of being a registered student organization.

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, unless additional positions are designated by the bank. 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 will be suspended and lose privileges granted to student organizations including, but not limited to, reserving space on campus, participation in student organization programs, funding requests, and re-registration until all balances have been paid.

10. Student organizations shall not discriminate against any person on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity, unless allowed by statute. 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, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity.

11. The student organization's name must not be the same as, or deceptively similar to, the name of any existing registered student organization. Additionally, a new organization looking to start must not be the same as, or deceptively similar to, another organization in purpose or mission.

12. The student organization must be nonprofit in nature. It may not use its position to solicit or advertise for commercial purposes such as using the organization to front for a student's personal LLC.

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. Organizations that submit officers who fail to meet these requirements will face denial of their registration, but will be allowed to make changes. In cases where an organization lacks members who fulfill the qualifications for officer positions, a probationary period of one semester will be imposed until the requirements are met. It is important to note that organizational constitutions may also contain officer eligibility requirements.

14. All student organization constitutions should match between ManeSync registration and what the organization uses daily. Constitutions will be reviewed bi-annually for any necessary changes.

Rights, responsibilities, and benefits of registered student organizations

1. All activities of registered student organizations should contribute to the overall development of the student and be in line with the organization and university mission. Student organizations are responsible for conducting their business in accordance with University policies and procedures in tandem with local, state, and federal laws. Organizations may be asked to assess programs that are university funded. Organizations that violate University policies and/or procedures will be subject to the University conduct process.

2. All organizations must have and maintain at least four (4) active student members, if at any point membership drops below four members then the organization will have 1 semester of probation to recruit enough members to meet the four member minimum. If an organization does not meet the four member minimum after 1 semester of probation the organization will be considered inactive. The organization may restart after the organization can provide proof of four active members and complete registration.

3. Every organization is required to have an advisor who is currently a full-time faculty or staff member at Texas A&M University-Commerce. Religious organizations have the option to have an additional advisor who serves as a local religious or spiritual advisor, such as a minister, priest, preacher, pastor, or youth ministry leader. If an organization loses their advisor, they must find a replacement within 30 days and inform the Assistant Director of SGA and Student Organizations about the change. If an advisor is not found, the organization will be deemed inactive. During this period, the organization is not allowed to host any events or meetings, as an advisor's approval is needed for reservation requests and risk assessments. Advisors must attend an Advising 101 Training every other Fall semester (i.e. attend Fall 2023 then Fall 2025 again). If an Advisor fails to attend an Advising 101 Training, the organization will be placed on probation until the Advisor attends.

4. All organizations have the right to use services available in the Student Engagement 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 website on ManeSync
    b. Eligibility for Student Organization Allocation Committee (SOAC) funding.
        i. Each organization will need to complete a SOAC funding training before being eligible for funding. The funding trainings will be held during September in the Fall and January in the Spring.
    c. Opportunities to participate in campus-wide events (Mane Event, Homecoming, Lions Roar)
    d. Discounted rates from Sodexo, our university catering service. Discount forms for catering are available in the Student Engagement Suite from the Assistant Director, Student Government Association and Student Organizations.
    e. Free room reservations through the Rayburn Student Center, unless the organization is using the room for an event or fundraiser where money is being collected.

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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 four (4) 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, Officer contact information, , and EIN/Tax ID) and registration through ManeSync to the Assistant Director for SGA and Student Organizations.
    a. The petitioning organization will be advised how to obtain a tax identification number (EIN), as well as organization banking options.

4. Attend a mandatory training held at the beginning of each semester. Organizations looking to start in the middle of the spring semester need to request another time to go over policies and procedures. Organizations looking to start in the middle of the fall semester must attend the mandatory training in spring. If an organization does not attend a mandatory training, the organization will be considered inactive.

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 a probationary status for four months. The purpose of this probationary period shall be to determine if the organization fulfills its purpose and goals within the university community.

7. Once the probationary period concludes, 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** at registration 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 Office of Student Engagement.

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Student Organization Banking

A student organization must open a Business Checking account at a local bank in Commerce. In cases of emergency or exentuating circumstances, a student organization may open an agency account with approval from the university.

For an off-campus bank account:

- You must apply for an EIN through the IRS website (irs.gov)
    - On the IRS.gov website, click on "Apply for an Employer ID Number"
    - Next page, click on the blue button that says "Apply Online Now"
    - On the next page, click on Begin Application.
    - On the next page, click on "View additional types…" and click continue.
    - Next select, "Social or Savings Club" and click continue.
    - On the next page, click continue.
    - Next, input information for the individual responsible for the organization (you will need a social security number) and then click continue.
    - On the next page, you will need to input the location of the organization (please do not put your home address, either use university address or Advisor office address) and click continue.
    - Next input the information about the organization (legal name, location, and when it started), then click continue.
    - On the next page, select NO for each of the questions (if you were to select YES for any of these you wouldn't be able to have this as an organization)
    - Next, select other and click continue.
    - Next, select organization and click continue.
    - On the next page, select social and write in "student organization" and click continue.
    - Lastly, select receive letter online and click on continue.
    - On the next page you will be able to download your EIN. Make sure to save it and make a copy to give to your advisor. This will also need to be uploaded to your organization registration.
- You must submit an EIN number to the bank
- You must have a letter showing proof that you are a registered student organization. You will need to obtain this letter from the Assistant Director, Student Government and Student Organizations.
- You will need to have meeting minutes that show who are the designated signors on the organization account.

- The account must be a Business checking 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:

- The organization must meet with the Assistant Director, Student Government Association and Student Organizations to explain why they need an agency account.
- The organization must complete the new agency account form provided by Financial Services with the Assistant Director, Student Government Association and Student Organizations.
- Responsible person listed on an agency account is the University employee associated with that student organization (i.e., advisor).
- Any time the responsible person listed on the account needs to change, the Assistant Director, Student Government Association and Student Organizations must be notified.
- Standard University purchasing procedures must be followed through AggieBuy and Concur. 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.
- 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 Toni Burton, Assistant Controller, 903-886-5043.

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Fall Re-registration and Spring Information Reset Process

The Fall period of registration for student organizations is July to the last Friday of September. Organizations will be considered active and registered from the end of September until the next registration period. All student organizations will have to re-register before the **last Friday of September of every year**. Should a student organization fail to re-register by this deadline, they shall be considered inactive and must reapply as a new organization. Fall registration includes the ManeSync

registration and attendance of at least 2 members at the Mandatory Risk Management Training in September.

All organizations are required to update their information on ManeSync through the re-registration process. If there are any changes of organization members, officers, or an advisor, the organization must make the appropriate changes on their ManeSync roster and notify the Assistant Director for Student Government and Student Organizations. This updated information will help us to serve you better and provide quality service.
Student Organizations must submit a list of events they have hosted, along with an explanation of how their activities align with the university's mission of transforming lives, fostering collaboration, and serving a community where everyone is valued. Failure to complete this requirement will result in denial of organization's registration. If the organization only hosts organizational meetings, please include them in the event section.

The Spring Information Reset is an update process which will open on ManeSync in December and must be completed by the end of January. The Spring Information Reset includes updating the organization roster, Executive Officers and members, and important details for the organization. If an organization does not complete this process, the organization will be considered suspended and the organization will need to meet with the Assistant Director for Student Government and Student Organizations to reactivate the organization's page.

Additionally, Student Organizations will be required to complete a semester review checklist which include: participation in the Fall/Spring Student Involvement Fair, Student Organization Workshops or Trainings, Networking events, Student Organization Week, ManeSync Trainings, posting organization events on ManeSync, and maintenance of ManeSync group pages. Points will be awarded for completion of each item. Organizations that do not attain 70 percent of the available points will be marked as needs improvement; if an organization does not improve the next semester and attain the 80 percent available points then the organization will be deemed not in good standing. An organization that is not in good standing will not lose their status as a registered student organization; however, will lose privileges such as SOAC funding, and ability to host events (organization can still have meetings). An organization can get back in good standing by meeting requirements the next semester and meeting with the Assistant Director, Student Government and Student Organizations to discuss organization success planning.

Point Breakdown (will change per semester based on trainings/events offered)

Registration and participation at the Student Involvement Fair – 10 points

Attendance at Mandatory Fall Training – 10 points (1 point additional for any member over the 2 required, max of 5 points additional)

Student Organization Workshops/Events hosted by the Office of Student Engagement - 2 pts per workshop/event, max 10 points (this does include Advisor trainings)

Creating and posting events/meetings on ManeSync calendar – 5 points per event/meeting, max 20 points

Maintenance of ManeSync page (keeping roster updated, officers listed, website updated, correct contact information on pages, etc.) – 20 points

No policy violations – 10 points

Hosting an organizational fundraiser – 10 points

Collaborating with another student organization on a program – 5 points

Collaborating with another student organization that is not in your same category (i.e. academic partnering with recreational or cultural partnering with special interest) on a program – 5 points

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

- Executive Board (President, Vice President, and Treasurer) and Advisor contact information
- Information for two Event Management System (EMS) account holders (Name, position, University email address, and phone number)
- A digital copy of your organization's Tax ID (EIN) documentation (.pdf or an image)
- Up-to-date Constitution
- Roster with CWIDs and leomail e-mail addresses

****Please note that any time changes occur within your organization, you must update that information immediately on the roster section in your organization's ManeSync. Also please notify the Assistant Director for Student Government and Student Organizations once you have updated your roster section. Failure to do so may result in releasing of rooms reserved or inactivation of the organization.**

7

Student Organization Allocation Committee (SOAC)

SOAC Funding Rubric Criteria and Eligibility:

	SOAC Funding Rubric Criteria and Eligibility		
Eligibility	**Criteria**	**Fundable Items**	**Not Fundable**
Active and Registered Organization	How does the request benefit the growth and development of the organization?	**Operational funds (up to $200 for the year)** - Marketing, printing, tablecloth, t-shirts, leadership retreat expenses excluding meals	Meals unless included in registration, awards, gift cards, alcohol or tobacco products, any events charging admission fee, any event generating funds toward philanthropy or charitable causes, political speaker fees, personal vehicle mileage, gas for personal vehicle, or any expenses that was previously paid for by a campus department.
Submitted application 3 weeks in advance of event/travel	How does the request benefit the student body and A&M-Commerce community?	**Travel (up to $700 per travel, 1 travel per term Fall/Winterim, Spring/Summer)** - Registration, hotel/lodging, transportation (rental vehicle, flight, Amtrak), competition fees	
Good standing	If an event, is the event open to ALL students?		
Must have EIN number on file	Description of how event or travel relates to the organization's mission and purpose	**Event (up to $700 per event)** - Supplies except decorations, speaker fees/honorariums, food, marketing, printing, DJ fee	
Must not have received SSF Funds			

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 Assistant Director, Student Government Association and Student Organizations in the Office of Student Engagement
   b. Funding applications will be available for the next fiscal year starting in August and will be accepted through the end of July of each year or until funds have all been allocated.

B. Organizations which are not in good standing per Student Organization policy are not eligible for SOAC funding.
   a. This includes organizations that have unpaid or outstanding balances.

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.
E. Organizations requesting funds must be able to show how the request will be beneficial to the growth and 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. Operational Funding - (up to $200 per year)
Funds are available for student organizations for the benefit of the individual organization for the purposes of training, operations, or recruitment and marketing. Operating funds should be requested at minimum 3 weeks in advance of the requested need. Student organizations can request funds more than once, but cannot exceed the total $200 for the fiscal year (September to August).

B. On-Campus Events - (up to $700 per event, can request multiple events throughout year)
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 $700.00 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 - (up to $700 per travel)
If individuals are operating as private citizens, not as an organization, SOAC will not fund any travel request of this nature.
Funds are available for student travel to regional, national, or international conference and competition activities. Funds requested for this purpose may not exceed $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. If an itinerary for a conference is not available, you will be asked to provide an itinerary before funds are released to the organization. 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.
    d. Organizations will need to complete a travel risk assessment at least 2 weeks prior to

their travel or SOAC funds will be forfeited.

IV. Advisor Travel

A. Advisor travel will not be covered by SOAC. An advisor is encouraged to be present, in attendance, and responsible for the student organization traveling.
B. 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 travel, lodging, and registration costs.
C. 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 or by e-mailing the Assistant Director for SGA and Student Organizations. 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 organization representative knowledgeable about the request to this meeting to answer committee questions about their request in order to receive approval. If no member attends this meeting, the request will be reviewed by the committee; however, will likely impact the amount of funding approved. If members have a conflict with the meeting time, the organization Advisor may serve as a suitable representative for the organization submitting a request.
C. If a representative does not attend the SOAC Review Meeting due to extenuating circumstances (i.e. emergency), the organization will have one chance to reschedule their meeting. If no extenuating circumstances are provided for missing a meeting, the organization will forfeit their request and the committee will not hear the request. Please notify the Assistant Director, Student Government Association and Student Organizations if no representative will be able to attend the meeting so alternative accommodations may be made.
D. 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 on the representative's 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."
E. 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 at least 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 Assistant Director, Student Government Association and Student Organizations at least 3 weeks prior to the event or travel date.
C. If applications are not submitted in advance, SOAC will not review your request unless there are extenuating circumstances provided (i.e. information not available for a conference, inability to get signatures, etc.)
D. All funding will be distributed via reimbursement or university payment card (when applicable).
E. The Expense Report and all required paperwork is due to the Assistant Director, Student Government Association and Student Organizations 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 will result in suspension and forfeiture of future funds, requiring repayment for items purchased, and/or forfeiture of reimbursement.

VII. Expense Report

All organizations approved for funding are required to complete an Expense Report on the SOAC Expense Report form and return to Assistant Director for SGA and Student Organizations. The Expense report form must be submitted within two weeks following the event or travel. The Expense Report must have attached to it the following:

A. A detailed, line-item event budget describing all expenses for approved items
B. Copies of 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. Expense reports not being submitted will result in suspension and forfeiture of future funds and/or requiring repayment for items purchased.
    a. Additionally, organizations not submitting expense reports will result in a probation period of a year where the organization cannot request funds.
D. Completed answers for the questions asked on the Expense Report.
E. Any items missing from the Expense Report will deem the Expense Report incomplete.

VIII. Conference Travel

A. Organizations which have been approved for travel funds applied to a conference, must submit a presentation to the Assistant Director, Student Government Association and Student Organizations within 2 weeks after the conference.
    a. The presentation must include what the students learned at the conference and will apply to their organization OR
    b. Include a topic that can be presented as a resource to TAMUC Student Organizations.
        i. Presentations must be in a powerpoint presentation format or format that can be presented to the SOAC Committee and recreated to be used on the student organization website.

IX. Limitations

A. Requests for awards, prizes, or gift card purchases will not be approved.
B. Funds will not be allocated through event funding for items that may be used for a later event or could be inventoried for an organization's later use. An organization may use 1x Funding for this purpose.
    a. Inventoried items are purchases that are not directly used or consumed during the event that are leftover once the event has been completed.
C. Funds cannot be used for the purchase of alcoholic beverages or tobacco products.
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 a waiver being approved by the RSC, Sodexo Dining Services General Manager, and the Office of Auxiliary Services. 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. SOAC Funds may not be used for charitable contribution or towards events where any profits may go to a philanthropy.
F. Campus events that charge admission, or a fee to attendees are not eligible for SOAC funding.

G. 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.

H. 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.

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

J. 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.

K. Expenses funded by University Department
   a. Any expenses paid for an event or travel by a University Department with the intention of the organization reimbursing a University Department will not be approved by SOAC. If a department pays up front for any portion of a travel request or event request, those portions will not be approved for SOAC funding. SOAC cannot fund a University Department.

X. 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 allocate based off the approved funding.

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 reporting purposes will result in forfeiture of reimbursement. This may also jeopardize future funding requests for up to one year for the organization.

D. Infraction of Agreement
   a. Deviations from the approved funds for an activity will result in forfeiture of reimbursement.

XI. 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.

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

https://www.tamuc.edu/facultyStaffServices/marketingCommunications/brandToolkit/default.aspx

Organizations receiving allocations or SOAC funding 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: https://clc.com/license-search/.

B. Co-Sponsored Programs

When two or more organizations co-sponsor an event, only one organization may apply for SOAC funding. Co-Sponsored Programs may only request up to $700 total.

XII. Tax Exemption Information

Because the University is a non-profit organization, no taxes or tips can be paid 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.

XIII. Appeal of Committee Decision

If a request is denied, within 2 weeks of the denial, the organization may complete an appeal form and submit to the Executive Director for Student Engagement and Assistant Director, Student Government Association and Student Organizations. The committee will submit in writing to the Executive Director for Student Engagement a statement of its decision. Upon review, the Executive Director will notify in writing the organization and the committee of his/her decision.

XIV. Contingency for reimbursement

In cases where an organization does not have funds to make purchases or extenuating circumstances, an organization may request items be purchased using the Purchasing Card or Travel Card of the Assistant Director for SGA and Student Organizations. Times for these instances are reserved for events or travel where if the organization cannot be reimbursed and not having funds upfront would cause the event or travel to be cancelled or postponed. Organizations will need to submit CURRENT bank statement information to provide documentation for the upfront funding. Additionally, the organization must submit an Expense Report with valid receipts for submission within 2 weeks after event/travel.

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. 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.

Please review the University's marketing standards at this link.

University Logos

A&M COMMERCE

TEXAS A&M UNIVERSITY COMMERCE

MANESync

Main Logo: Word Mark

Lion Logo

TEXAS A&M UNIVERSITY-COMMERCE

Horizontal Logo

Official Colors

Primary Palette

CMYK: 100/60/0/50 PMS: 2955 RGB: 0/56/108 HEX: 00386C	CMYK: 0/28/100/6 PMS: 124C/7406U RGB: 241/178/15 HEX: F1B20F

Secondary Palette

CMYK: 80/42/0/25 PMS: 646 RGB: 32/103/157 HEX: 20679D	CMYK: 0/14/82/0 PMS: 121 RGB: 255/215/73 HEX: FFD749
CMYK: 20/7/0/0 PMS: 9421 RGB: 199/219/242 HEX: C7DBF2	CMYK: 0/4/20/0 PMS: 7401 RGB: 255/241/208 HEX: FFF1D0

Secondary Palette

CMYK: 23/55/90/7 PMS: 7511 RGB: 187/122/56 HEX: BB7A38	CMYK: 37/58/71/20 PMS: 7568 RGB: 142/101/76 HEX: 8E654C	CMYK: 65/54/55/35 PMS: 425 RGB: 79/83/82 HEX: 4F5352	CMYK: 12/87/100/2 PMS: 173 RGB: 211/71/39 HEX: D34727
CMYK: 8/40/75/2 PMS: 721 RGB: 225/158/85 HEX: E19E55	CMYK: 28/53/73/8 PMS: 4645 RGB: 175/122/83 HEX: AF7A53	CMYK: 45/40/42/30 PMS: 423 RGB: 113/110/107 HEX: 716E6B	CMYK: 0/74/85/0 PMS: 2344 RGB: 242/105/57 HEX: F26839
CMYK: 0/15/40/0 PMS: 7506 RGB: 255/218/162 HEX: FFDAA2	CMYK: 13/16/35/0 PMS: 468 RGB: 222/205/170 HEX: DECDAA	CMYK: 0/2/4/15 PMS: Cool Gray 2 RGB: 220/215/210 HEX: DCD7D2	CMYK: 0/25/40/0 PMS: 712 RGB: 252/199/155 HEX: FCC79B

Prohibited Usage

Do not:

Note: Any changes or effects applied to logo must be approved by Marketing Communications. Using TAMUC logos on items needs prior approval from Marketing Communications. You can e-mail marcomm@tamuc.edu for approval.

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 Engagement 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 in the Rayburn Student Center, it must be from behind a table to ensure accessibility in the RSC Atrium.
- Fliers also may not be placed on personal cars in the parking lots. This is also considered soliciting and contributes to littering.
- Fliers may be posted on the Bulletin Boards in the Rayburn Student Center. Fliers must be stamped for approval by the Welcome Desk and may only be put up on the Bulletin Boards in the RSC for 1 week.

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

9

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 is 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 (risk assessment must be completed, food handling training required, and food waiver if in RSC)
- 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.
- Online t-shirt sales (Bonfire, Customink)

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

Per the Texas Attorney General, student organizations may not hold raffles; the University is not a 501(c) organization and therefore is not allowed to hold raffles, where tickets are sold for chances to win a prize. Events where names/tickets are put into a hat for a chance to win a prize, without the purchase of a ticket, are acceptable.

Fundraising through Meals and Food

Bake Sales

Any organization hosting a bake sale must complete a reservation request for space. Additionally, an organization must submit a risk assessment for the bake sale. Food will need to be pre-packaged or prepared in a certified kitchen that has been inspected by Hunt County Health Department.
Risk Assessments must be completed a minimum of 7 days prior to the event. All baked goods must be labeled with product names and ingredients for those who have food allergies or sensitivities. Questions about bake sales should be directed to Sarah Baker at Sarah.Baker@tamuc.edu.

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 problems that arise (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. Donating money to an organization based off a student fashion show, student showcase, or drag show is permitted, but the organization needs to meet with the Assistant Director, SGA and Student Organizations to discuss event plans.

10

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.

Student Organizations Event Request Form:

Each student organization must complete an Event Request Form when reserving a space in the Rayburn Student Center, Morris Campus Recreation Center, Outdoor Spaces, or any other building listed on the request form or Dallas Site. The form is processed through Laserfiche and will be routed for approval.

Organizations which do not comply with completion of a reservation request will not be allowed to host their event; additionally, any organization hosting an unauthorized event on campus is subject to the event being shut down by UPD and subject to the student code of conduct process.

** Note: **All requests must be submitted 10 business days before the date of the event (2 weeks).** The system WILL NOT permit you to make a reservation if you do not meet the 10-day cut off. Also, remember that the event may be rejected due to a lack of information. If this happens, the form will be sent back to you via email for further event details i.e., Insurance, vendors, or food provider. Student Organizations will also be required to identify their faculty/staff advisor on the form.

1. The student organization makes a reservation request through the https://dms.tamuc.edu/Forms/Reservation-Request
2. Student Organization will need to identify any of the 15 potential risks to complete the form
3. If the event includes any of the 15 risk items, then the form will need additional approvals (i.e. RSC, Student Engagement, Risk/Safety, UPD). At this point, the student will meet with Taron Green, Assistant Director of Student Engagement
4. Once the event is approved by all approvers, then the event is officially scheduled

For specific questions about reserving Rayburn Student Center, Outdoor Spaces, or any other building listed on the request form, please contact RSCScheduling@tamuc.edu

For specific questions about Morris Campus Recreation Center, please contact MRCscheduling@tamuc.edu

For specific questions regarding the Dallas Site, please contact Molly.Depue@tamuc.edu

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 before the event.

Scheduling

Student organizations can schedule space by completing the reservation request forms on ManeSync. 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 approved on Laserfiche by the advisor of the student organization. Knowingly falsifying information submitted on the risk assessment may result in a suspension of scheduling privileges or other repercussions per the Rayburn Student Center.

**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 listserv, 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 before 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.

Implement Plans before 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 their responsibilities and make sure that they are within their abilities. Assign event shifts for group volunteers (set up and during takedown).

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!

11

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:
Example statements to use:

1. ***To request ADA accommodations, please communicate your needs at least 7 days prior to the event you plan to attend by contacting (Name) at (Phone Number or E-mail)***
2. ***To request ADA accommodations, please communicate your needs to (Name) at (Phone Number or E-mail)***
3. ***ADA accommodations can be requested by contacting (Name) at (Phone Number or E-mail)***

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 Services at (903)468-5150 or email StudentDisabilityServices@tamuc.edu.

12

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 need to complete and submit required information including a travel risk assessment through laserfiche, provide a list of travelers, and travel itinerary to UPD, Campus Operations, and Transportation. If individuals are operating as private citizens, not as an organization, SOAC will not fund these travels.

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/or 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 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, and endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization 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 similar 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 Office of Student Engagement 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.

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 were present during an alleged violation of the Student Code of Conduct, the student organization may 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 conduct process.

4. Any student organization, with a regional and/or national affiliation, that receives a sanction of conduct 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 Success (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 from an organization due to violations of the Student Code of Conduct, including but is not limited to: Participation in intramurals and/or in yard/step shows, and hosting 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. **Conduct Probation:**
   Includes social probation and the ineligibility 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. At the end of the probationary period, the organization must reregister as a student organization and may need to participate in a reintegration to campus process.
3. **Suspension:**
   Includes social probation, conduct probation, and the ineligibility to be considered a registered student organization on campus, participate in council activities, and/or conduct 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 need to participate in a 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.

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Expressive Activity on Campus

Texas A&M University-Commerce, finding that freedom of expression is of critical importance, ensures free, robust, and uninhibited debate and deliberations by our students, regardless of whether the students are on or off campus. A&M-Commerce officially recognizes freedom of speech as a fundamental right. Freedom of speech and assembly is central to the mission of the University and persons should be permitted to assemble peaceably on campuses for expressive activities, including listening to or observing the expressive activities of others.

EXPRESSIVE ACTIVITY RIGHTS

- Any person is allowed, subject to reasonable time, place, and manner restrictions, to engage in expressive activities on campus, including by responding to the expressive activities of others.
- Student organizations and employees are allowed to invite speakers to speak on campus. (See 12.99.99.R0.05 Invited Speakers) In determining the amount of a fee to be charged for use of the university's facilities for purposes of engaging in expressive activities, the University may consider only content-neutral and viewpoint-neutral criteria related to the requirements of the event, such as:
    - Proposed venue and the expected size of the audience,
    - Anticipated need for campus security,
    - Necessary accommodations, and
    - Relevant history of compliance or noncompliance by the requesting student organization or employee with this rule and other relevant rules.
    - The University may not consider any anticipated controversy related to the event.
- The University may not take action against a student organization or deny the organization any benefit generally available to other student organizations at the University on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or of any expressive activities of the organization.

FORUMS

- The common outdoor areas of the university's campus are deemed traditional public forums. Any person is permitted to engage in expressive activities in these areas freely, as long as the person's conduct: (a) is not unlawful; and (b) does not materially and substantially disrupt the functioning

of the institution. Members of the university community are allowed to assemble or distribute written material in common outdoor areas without a permit or other permission from the institution.

- The Sam Rayburn Student Center and Ferguson Auditorium are deemed limited public forum. Any person is permitted to engage in expressive activities in these facilities in accordance with the Scheduling Office requirements.
- Classrooms, campus offices, and residence halls are deemed nonpublic forum.
- Nothing in this rule should be interpreted as prohibiting faculty members from maintaining order in the classroom.

COMPLAINT PROCEDURE

- Any person who believes that their campus expressive activity rights, as recognized by this rule, have been unduly interfered with by a student, student organization, or employee has the right to file a complaint.
- A student, student organization, or employee who is found to have unduly interfered with another person's expressive activity rights, as recognized by this rule, is subject to disciplinary action in accordance with the university's applicable rules and procedures. All complaints will be administered by the university concern process found on the student concerns website.
    - If a violation of this rule was found to occur, the report will be referred to the appropriate office for further action. The referral office will be determined by the status of the offending individual. Complaints concerning (a) faculty will be referred to the Office of the Provost; (b) student and student organizations will be referred to the Student Conduct Office; and (c) complaints concerning staff and third parties will be referred to Human Resources.