



Student Organization Handbook

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The Office of Student Development

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The Office of Student Development

Develop. Support. Encourage.

The Office of Student Development:

- Coordinates programs and activities that promote the intellectual, professional, moral, social, physical, and emotional development of all students.
 - Assists student organizations and governments with leadership development and the planning of activities and events.
 - Serves as a resource in the planning of student-sponsored events, helps with the student organization registration process, and assists in fiscal management of student organizations and governments.
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How to Use this Handbook

The UNTHSC Student Organization Handbook is a tool for student organization officers and advisors. It provides tips on how to perform everyday functions (such as signing up for meeting space, recruiting members, and submitting purchase requests) and information on campus policies and procedures. This handbook also includes a section for advisors to help understand the important role they have in aiding student organizations.

Please understand that this is living and breathing document. Institutional and departmental policies and procedures can change throughout the year. This handbook is designed to help answer questions you may have about leading your student organization, but it is not a replacement for the valuable personnel and staff members in Student Development. If you find you need more information on any topic after reading this handbook, please feel free to contact the Office of Student Development for assistance at studentdevelopment@unthsc.edu or by calling 817-735-5006.

Registered Student Organizations

What are Registered Student Organizations (RSOs)?

All students are encouraged to enrich the UNTHSC community and their own personal development by getting involved on-campus. One method of involvement is joining a student organization. These organizations provide students with leadership opportunities at the local, regional, and national levels.

New organizations are continuously accepted according to UNTHSC new student organization policies and procedures. New and existing RSOs may be required to present their proposed budget to the Student Fee Advisory Committee in the Spring in order to be considered for funding for the upcoming fiscal year.

Expectations of RSOs

RSOs are afforded privileges and resources at UNTHSC and are required to adhere to and fulfill the following expectations as conditions of registration and recognition.

Organization & Administration:

- ☐ Shall be open to all enrolled students regardless of race, creed, disability, sexual orientation, age and/or sex and adhere to the rules and procedures set forth in the organization constitution, including the non-discrimination requirements for membership.
- ☐ Shall be led by UNTHSC student officers elected or appointed by the organization.
- ☐ Shall remain in good standing academically and behaviorally and with all aspects of UNTHSC and conduct personal behavior in a manner that is consistent with the mission of the University.
- ☐ Shall have one (1) faculty and/or staff advisor. **The faculty/staff advisor must be a UNTHSC employee with a UNTHSC email.**
- ☐ Shall not use “University of North Texas Health Science Center” or “UNTHSC”, including UNTHSC address, on any outside financial documents including checking accounts and signature cards. Using this can result in suspension.

- ❑ Shall update student organization officer and advisor information as appropriate, including an updated constitution and/or by-laws annually.
- ❑ Actively participate in training opportunities, and making timely updates to registration information (officers, constitution, etc,) as changes occur.
- ❑ Shall be responsible for reading and abiding by all procedures in the RSO Handbook and follow and abide by all federal, state, and local laws and regulations, and all policies and procedures of UNTHSC, including the Student Policy Handbook (including Student Code of Conduct and Discipline and Student Travel Policy).
- ❑ Shall be familiar with the Student Code of Conduct and Discipline regarding misconduct, violations, hazing, fire safety, and alcohol and shall not participate in any hazing activities or activities that would fall under the guidelines of hazing, as defined by the UNTHSC Student Policy Handbook.
- ❑ Ensure proper planning and execution of organization events and consult with the Student Development staff for help with event procedures, including proper use of campus resources, including meeting and event space, office space, and all other afforded benefits and resources to the organization.
- ❑ Shall provide appropriate orientation, education, and communication throughout the officer transition process.
- ❑ Shall establish consistent communication with the organization advisor and keep the advisor informed of organization's activities and decisions.

Annual RSO Renewal Process

Every Registered Student Organization must complete an annual renewal process. **This process must be completed by September 1st to have access to new fiscal year funds, which includes the organization's 6000 and 9000 account.** The requirements can be found below:

- ❑ **Step 1: Update RSO Officer Information via Engage Portal**
**Any time there is a change in leadership within your organization, an Engage profile update should be completed.* An administrator (President, VP, Secretary or Treasurer) of your organization can make these changes as needed.
- ❑ **Step 2: Complete Mandatory RSO Training**
 At least one officer of every organization must attend Officer Trainings when offered in September, January (refresher) and April.

Starting a New Organization

All student organizations must be recognized as official organizations in order to receive funding from student service fees. In order to be recognized and receive funding, the organization in question must contact the Office of Student Development and complete the appropriate paperwork.

All NEW RSO's must submit their requests to start a new organization before January 15th of the current fiscal year to be considered for the next fiscal year budget. Any new organization requests received outside of that time period can be approved as a registered student organization, but will not be considered for funding. RSOs may be required to present their proposed budget to the Student Fee Advisory Committee in the Spring in order to be considered for funding for the upcoming fiscal year.

STEPS TO BECOMING A REGISTERED STUDENT ORGANIZATION:

- ☐ Step 1: The organization must prepare a written constitution/ by-laws.
- ☐ Step 2: The organization must have a UNTHSC faculty or staff advisor.
- ☐ Step 3: The organization must have a President, Vice President, Secretary, and Treasurer.
- ☐ Step 4: The Organization must have at least 10 interested members.
- ☐ Step 5: The Organization must submit the constitution/ by-laws, risk management policy, a list of a minimum of ten interested members, the top 4 officers, and the advisor name to the Office of Student Department by registering through Engage.
- ☐ Step 6: The Student Fee Advisory Committee will meet to approve all new student organizations at UNTHSC and their startup funding the next fiscal year.

The Constitution and By-laws

According to *Robert's Rules of Order*, an organization forming a constitution and by-laws should begin by reviewing copies of those documents that have been adopted by similar organizations. Select one as a basis for your own and amend each article to reflect your organization's goals and objectives.

It is recommended that both a constitution and by-laws be created as two separate sections of one document. A constitution is the rules that the society consider so important that they cannot easily be changed or suspended. The constitution should contain the primary characteristics of the society and how it functions:

- ☐ Name of organization
- ☐ Organizational History
- ☐ Purpose of Organization
- ☐ Qualification(s) of members
- ☐ Officers and duties
- ☐ How to amend the Constitution

The by-laws should contain all other standing rules of the society. The by-laws should be much easier to change than the articles of the constitution. The by-laws should contain the rules of the society:

- ☐ Officer election process
- ☐ Meetings of the society (essential only)
- ☐ Membership Dues
- ☐ Committees
- ☐ Rules of Order
- ☐ How to amend the by-laws

*For resources on how to develop a constitution or by-laws, you may request the "Roberts Rules of Order" book via a payment request through Engage. The payment request must be a minimum of \$25.00.

Sample Constitution

Article I: Official Name of Organization

Article II: Organizational History (date founded and founders)

Article III: Purpose of Organization

Article IV: Membership

- ☐ Requirements and procedure for joining and recruitment

Article V: Officers

- ☐ Prerequisites of each officer
- ☐ Job descriptions for officer positions
- ☐ Appointed positions Volunteer positions Officer replacement

Article VI: Amendments

- ☐ Passing requirements (2/3 majority, etc.)
- ☐ Time frame for notice to be given

Sample By-Laws

Article I: Officer Elections

- ☐ Nomination procedures and time frames
- ☐ Election procedures and time frames

Article II: Meetings

- ☐ Frequency of regular meetings
- ☐ Procedure for calling emergency or special meetings or identify who presides in absence of the president Proxy authorization
- ☐ Identify quorum for voting
- ☐ Identify voting and non-voting membership

Article III: Rules of Order

- ☐ Brief statement of how meetings will be conducted
- ☐ Quorum (% needed for a vote)

Article IV: Membership Dues

Article V: Committees

Article VI: Amendments

- ☐ Passing requirements (2/3 majority, etc.)
- ☐ Time frame for notice to be given

Risk Management Policy

In accordance with House Bill 2639, each student organization must adopt a risk management policy. This policy must be updated and on file with the Office of Student Development by **September 1st** of each academic year.

The Office of Student Development will review the Risk Management Policy with RSO, Government and Class Officers at Engage Trainings offered in September, January and April.

A strong risk management policy, at minimum, should include the following topics/concerns:

- ☐ Risk Control (travel, personal liability, health, insurance)
- ☐ Transferring risk through third-party waivers, hold-harmless agreements, and vendor contracting
- ☐ Drug/Substance Abuse
- ☐ Sexual Abuse/Harassment/Discrimination
- ☐ General Health and Safety
- ☐ Individuals with Disabilities
- ☐ Periodic evaluation of risk management policy; this may be done at the discretion of the Office of Student Development and should be evaluated by RSO Officers regularly.

Officer Roles

Providing Effective Leadership

- ☐ Take advantage of all resources available at UNTHSC.
 - ☐ Be aware of the policies and procedures which govern UNTHSC and your organization.
 - ☐ Meet regularly to discuss upcoming events.
 - ☐ Communicate. You are a vital link in the chain of communication on our campus.
 - ☐ Remain open-minded. It is important that your personal agendas are not expressed as the view of the organization in which you represent and that you are willing to express the organization's view even if it differs from your personal opinion.
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Election Campaign Procedure

- ☐ Candidates are responsible for familiarizing themselves and adhering to the campaign procedures described below, as well as any procedure within their student organization or government.
- ☐ In the event of a procedure conflict, if the RSO Handbook campaign guidelines are more restrictive, then this procedure will supersede any student organization or student government procedure. However, the student organization or student government may enact and enforce more restrictive campaign guidelines than are outlined in the RSO Handbook.
- ☐ Use of Engage messaging/email, Daily News, social media, university facilities, university list-serves, university emails and campus bulletin boards, for the purpose of campaigning, shall be prohibited.
- ☐ Campaigning shall be limited to person-to-person campaigning (verbal), speeches given by candidates on a day designated by the election chairperson, putting up information in a place designated by the election chairperson, as well as handing out paraphernalia.
- ☐ A candidate may be found in violation and disqualified for not abiding by the campaign rules.

*****The role of President, Vice President, Treasurer, and Secretary should be held by four separate individuals. One individual is not permitted to hold more than one of these positions within the same organization. An exception would be allowed for an interim basis in the event that an officer position is vacated in between election cycles.*

The Presidency

The President is the primary external affairs officer and the voice of the organization and represents their interests to all outside factions. Presidents tend to be called on by administrators, faculty, and staff for information, assistance, input, decisions, and access to the peer group that they represent. It is important to check mail boxes frequently, delegate tasks, and ask for help or clarification when needed.

You were elected President by your peers because of your ability to provide leadership and/or they trust that you will act prudently on their behalf. This does not mean that you are expected to do it all. Instead, you are to lead the officers and membership toward the goals which have been established by the organization. Your officers are to provide assistance and complete tasks. It is your duty to ensure that each officer is aware of their tasks and responsibilities. It is in the best interest of the organization to have an officer meeting to identify these tasks and responsibilities. Once they are identified, share them with all officers, peers, and appropriate institutional personnel. As a result, you will not be the prime contact for every issue and there will be a healthy level of consistency and delegation in your leadership.

The President's Primary Responsibilities:

1. *In preparing for success, take the time to:*
 - a. Identify issues you have inherited and why they are issues to the organization.
 - b. Get to know a cross section of your organization. Take the time to go beyond your immediate circle and meet other members of the organization.
 - c. Remember, it is your duty to represent the entire membership.
 - d. Know how to access all your fiscal, physical, and personnel resources, including the appropriate use of the Engage platform.
 - e. Identify all the expectations for the upcoming year (those that are recurring events and those that will be implemented for the first time).

2. *You should establish routines, making the lives of your officers and membership easier.*
- a. Set meeting dates well in advance. Meetings are easier to cancel than to schedule at the last minute.
 - b. Propose the agenda items for each meeting and stick to the adopted agenda. Remember that people have other responsibilities and do not like to sit for a 50-minute off-task meeting.
 - c. Ensure that all meetings are on the calendars of all key players and appropriate institutional personnel. This does not mean that all your meetings are open, but it does demonstrate that you are keeping the lines of communication open.
 - d. Maintain control of meetings. Limit the discussion to the agenda items until they have been completed and then open the floor for new business. Meetings without focus tend to become exceedingly long and those in attendance become increasingly frustrated. If the issues to be discussed are sensitive or complex, prepare an overhead or hand-outs allowing the presentation of the facts and opinions. Finally, be sure to review the costs and benefits of each possible decision regarding the issue being discussed.
 - e. A means for all members of the organization to place an item on the proposed agenda should be established and publicized within the organization.
 - f. Delegate the mechanics of the meeting to the appropriate officers and chair persons as identified in your tasks and objectives meeting.
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The Vice Presidency

The Vice President is the primary internal affairs officer. He or she provides all the needed assistance to ensure the smooth operation of the organization. Traditionally, the Vice President provides the primary support to the President. The Vice President is the eyes and ears for the President. In the event that the President is unable to conduct a meeting, carry out a responsibility, or complete the term of office, the Vice President assumes the role of the President.

The Vice President's Primary Responsibilities:

1. *Behind-the-scenes support. The Vice President's role includes but is not limited to the following:*
 - a. Work to identify those issues and challenges that may require a decision by the president, officers, and/or the membership. This will help prevent the need for crisis decisions.
 - b. Act as the primary liaison with the past officers to determine what events the organization will be responsible for in the upcoming year.
 - c. Communicate with the president regarding upcoming issues and events.
 - d. Make suggestions for committees and chairpersons that will assist the organization in meeting its goals.
2. *A public representative. There are many occasions when the Vice President is asked to represent the organization.*
 - a. Be knowledgeable of the environment. Identify the issues, obtain the facts, and familiarize yourself with the key players.
 - b. Assume responsibility for the tasks that are visible to the public that the President cannot take on.
 - c. Apprise the President of all those in the organization who deserve to be recognized for various accomplishments.
 - d. Just as the President is a voice of the organization to the public, the Vice President is a voice of the organization to the President.

The Treasurer

The Treasurer is responsible for maintaining order of all organizational finances. Organization and accuracy are necessities for this position. The Treasurer assists the executive council and the organization best by maintaining records on estimated and actual expenditures. *There are State and UNT Health Science Center regulations that govern all expenditures.* Please consult with the Student Development staff prior to any expenditure, in order to ensure that the established procedures are being observed.

The Treasurer's Primary Responsibilities:

1. *Reconcile all statements and accounts on a monthly basis.* It is important that all organizational bills are paid in a timely manner.
 2. *Ensure that the internal organizational account is appropriately used during the course of the fiscal year.* Any funds remaining in an internal 6000 account as of August 1st will be reallocated to the Student Service Fee account and thus, no longer accessible to the organization (the new fiscal year begins September 1st). This is an organization's "use it or lose it" budget and it will not roll over. All deposits of revenue (i.e. membership dues, fundraising, etc.) are made to the 9000 account. The 9000 account balance rolls over every year.
 3. *Coordinate all 9000 account deposits with the Office of Student Development.*
 4. *Track organizational budget and allocate all other monetary transactions appropriately via the Engage Finance tab.*
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The Secretary

The Secretary is responsible for the documentation and recording of all internal organizational proceedings. Few people can keep track of all organizational decisions, thus it is vital that the Secretary keep accurate records. The Secretary provides all the documentation needed to effectively maintain all phases of the organization's operation. Of all the officers, this position requires some of the highest level of organizational skills.

The Secretary's Primary Responsibilities:

1. *Internal Responsibilities:*
 - a. Completing forms and other paperwork as needed.
 - b. Recording the minutes for all organizational meetings. The minutes are not a transcript of the meeting; they should be brief and accurate. All minutes should be uploaded and stored in the documents sections of Engage.
 - i. Minutes include:
 - i Date, time, and place of the meeting
 - ii A list of those present
 - iii Major discussion items with arguments for and against
 - iv Motions and votes

2. *External Responsibilities:*

- a. Secretaries are responsible for drafting letters of request or acknowledgment. It is important to copy all appropriate institutional personnel. All correspondence must be on UNT Health Science Center letterhead.
- b. The Office of Student Development should be privy to all activities on and off campus. This will ensure the minimum number of conflicts with other organizations, provide clear communication with other departments (i.e. Custodial Services, Police, etc.), and improve campus-wide collaboration.

Academic Expectations

Registered student organization, class and government appointments are designed to promote and enhance the scholarly activity and personal development of our students. All elected officers are required to maintain a specific level of academic performance. These policies will be enforced to ensure that our students do not allow their co-curricular involvement to interfere with their academic pursuits.

A student must be in good academic standing to run for office in any student organization, government and/or class and must remain in good academic standing throughout the term of office. **Students not in good standing or on academic and/or disciplinary probation in any program are not eligible to hold office in sanctioned student groups or classes and, therefore, may be required to resign from any elected or appointed positions held at the Health Science Center.**

- ☐ Students who are repeating (or have repeated) an academic year due to unsatisfactory performance may not be an elected or appointed officer in any campus based organization.
- ☐ The Student Performance Committee OR the Academic Dean will have the authority to impose reasonable requirements and/or restrictions including but not limited to, resignation of all elected or appointed positions, limiting the extent of participation in on-campus organizations and increasing utilization of the services offered by CAP.

Advisor Role

All organizations must have an Advisor to be officially recognized and receive funding. The primary advisor must be a UNTHSC faculty or staff member.

If the organization has difficulty finding an appropriate advisor on campus, please notify the Office of Student Development. Temporary advisors can be assigned if necessary.

The Advisor's Primary Responsibilities:

- ☐ To maintain a thorough knowledge and understanding of the RSO Handbook, Risk Management Policy, and RSO Training Procedures, including the organizations Constitution and By-laws.
- ☐ Encourage the organization to provide opportunities for the educational and personal development for its members.
- ☐ Encourage the organization to plan activities which justify the expenditure of students' time, ability, energy, and funding.
- ☐ Be well-informed about all plans and activities of the group. This may be achieved through regular attendance at meetings and/or frequent consultation with the organization's officers.
- ☐ Assist in the orientation and transition of new officers.
- ☐ Provide long-term continuity within the group and be familiar with its history, including major changes in the group's programs.
- ☐ It is recommended that the advisor attends events sponsored by the group and assists in setting the tone of the occasion.
- ☐ Assist the organization in setting and evaluating realistic goals and objectives each academic year.
- ☐ Assist in the promotion of student interests through organizational programming.
- ☐ Acknowledge that students may only use the UNTHSC Tax Exemption Form with Government or RSO specific funds (6000 or 9000 account). Students are not allowed to use the schools tax exemption status with an outside account. Any outside accounts CANNOT be affiliated or labeled with UNTHSC.

Leadership Transition

Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership.

At least one officer of every organization must attend Officer Trainings when offered in September, January (refresher) and April.

Why transitioning is important:

- ☐ Provides the new leader with significant organizational knowledge.
 - ☐ Minimizes the confusion of leadership change within the entire organization.
 - ☐ Helps the incoming leadership gain some of the special expertise of the outgoing leaders.
 - ☐ Increases the knowledge and confidence of the new leadership.
 - ☐ Minimizes possible loss of momentum for organizational accomplishments.
 - ☐ Provides a sense of continuity among the membership.
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The following are suggestions that may prove helpful in your leadership transition:

Start Early

- ☐ Identify potential leaders in your organization early in the year and encourage these potential leaders through personal contact. Share with them the benefits of leadership.
- ☐ Encourage the current officers to help develop skills by delegating responsibility to potential leaders. Clarify job responsibilities and model effective leadership styles.
- ☐ Develop an organizational structure to support leadership development, mentoring/shadowing program, and informational notebooks.
- ☐ Orient the new officers together with the outgoing officers so they can understand each other's roles and start building their team.

- ☐ Transfer the knowledge, information, and materials necessary for the new officers to function well. Ask outgoing officers what they wish someone had told them.

Make the Transition Smooth

- ☐ All officer elections must be held by _____ in order to provide an overlap period for newly elected and outgoing officers to work together.
- ☐ Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- ☐ Review and update your bylaws and risk management to reflect changes made during your administration.
- ☐ Review the job descriptions to make sure they accurately describe the offices your organization needs and uses.
- ☐ Encourage informal meetings between incoming and outgoing officers.
- ☐ Plan a transition retreat.
- ☐ Review and update your mailing list and/or membership records. Orient incoming officers to resources used in the past.
- ☐ Update and upload important files via Engage that might be helpful to the incoming officers.
- ☐ Introduce incoming officers to Advisors, the Office of Student Development, other student leaders, and university administrators.

Add Your Personal Touch

- ☐ Share the effective leadership qualities and skills you learned on the job.
- ☐ Share problems, helpful ideas, procedures and recommendations.
- ☐ Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out.
- ☐ Have the officers go through personal and organizational files together.
- ☐ Acquaint the new officers with physical environment, supplies, and equipment.

Share the Organization's Structure

- ☐ Constitution and by-laws
 - ☐ Job descriptions/role classifications
 - ☐ Organizational goals and objectives
 - ☐ Status reports on ongoing projects
 - ☐ Evaluation of previous projects and programs
 - ☐ Previous minutes and reports
 - ☐ Resources and contact lists
 - ☐ Financial books and records
 - ☐ Mailing lists
 - ☐ Historical records, scrapbooks, and equipment
 - ☐ Access/permission to and working knowledge of Student Engagement platform
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How to Run an Effective Meeting

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

Before the meeting:

- ☐ Define the purpose of the meeting. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- ☐ Develop and propose an agenda. Allow for other members to add agenda items according to organizational procedure.
- ☐ Choose an appropriate meeting time. Set a time limit and stick to it.
- ☐ Distribute the proposed agenda and any other materials before the meeting so that members can be prepared.
- ☐ The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not always have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the desired space is appropriate.
- ☐ Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place. Room reservations are made on Engage through the Event Submission process; timely reservations will ensure your desired space is available.

During the meeting:

- ☐ Greet members to make them feel welcome and be sure to introduce any new members.
- ☐ Be sure to introduce any higher level administrators attending the meeting whether they attend continuously or not, as a matter of respect.
- ☐ Start on time. End on time. Follow the agenda.

- ☐ Encourage discussion/debate according to [parliamentary procedure](#). Remember that the organization belongs to all of the members. When members see that their ideas have an impact on the decision-making process, their commitment to the organization increases.
- ☐ Keep the discussion on topic and moving towards an eventual decision.
- ☐ Keep minutes of the meeting for future reference in case a question or problem arises.
- ☐ Minutes are the official record of discussion items and decisions.
- ☐ The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
- ☐ Set a date and time for the next meeting.

After the meeting:

- ☐ Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
- ☐ Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made
- ☐ Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
- ☐ Put unfinished business on the agenda for the next meeting.
- ☐ Most importantly, give recognition and appreciation to the members for excellent and timely progress!

Event Planning

Liability Insurance Coverage

Registered Student Organizations (RSOs) have coverage under UNT Health Science Center's liability insurance for certain *on-campus activities* as long as they are university-sanctioned activities that are approved through proper university procedures. University policies and procedures can be found on the UNTHSC website.

It is the responsibility of the RSO to ensure that they are in good standing and registered with the Office of Student Development. UNT Health Science Center does not provide liability insurance coverage for the off-campus activities of registered student organizations. Although the University cannot require that registered student organizations obtain insurance for off-campus events, having insurance is recommended, especially for events involving physical activity. In some cases, the registered student organization may have no choice but to obtain insurance; because the outside facility hosting the event requires proof of coverage before allowing the event to occur.

Registered student organizations should start the process of obtaining third party liability insurance coverage at least 45 days in advance of the event. The RSO is responsible for locating an insurance agency to purchase coverage for their event. RSOs can use their university accounts to pay for the insurance policy. All policies paid for with a university account will require a business check and will be processed through the normal payment procedures with the Office of Student Development. Payment procedures can be located within the payment methods section of the RSO Handbook.

Third Party Liability Insurance coverage should be considered for the following types of events:

- ☐ Physical Activity/Sports
- ☐ Immunization Administration (Health Fair)
- ☐ Events with alcohol

RSOs must contact the Office of Student Development 30-60 days IN ADVANCE to discuss the risks associated with any event. **

Establishing a Calendar of Events

- ☐ Generate a list of tasks that need to be accomplished for the program.
 - ☐ On a blank calendar, mark the date of the program.
 - ☐ Check your task list and turnaround time needed. Then plot deadlines accordingly.
 - ☐ Allow some extra time for Murphy's Law (whatever can go wrong will).
 - ☐ Distribute copies of the calendar to all persons involved.
 - ☐ Designate the individuals responsible for designated tasks.
 - ☐ Post upcoming meetings, news, and discussions on your organization's Engage profile.
 - ☐ Use the calendar as a guide and a checklist. Remember to be flexible—sometimes it is necessary to obtain the intended outcome.
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Scheduling Events

All meetings and events should be scheduled in cooperation with UNTHSC Office of Student Development. Organizations should schedule all meetings and events at two weeks prior to their occurrence. Meeting rooms are booked on a first-come, first-serve basis, so reserve them early via Engage Event Submission Form. When scheduling events, it is important to consider academic commitments (i.e. exams take priority).

In an effort to coordinate on-campus schedules and the collective interest of all recognized student organizations equitably, the Office of Student Development reserves the right to decline a room reservation request if:

- ☐ Example: If there is already a scheduled Student Affairs or large-scale Institutional Event

If the event is going to take place off campus, please notify the Office of Student Development at studentdevelopment@unthsc.edu as to the date, time, location, and purpose of the event.

Clean Up and Clear Out

All programs and events must be completed, the room cleaned, and the trash removed before the reserved time frame has expired. It is recommended that

the room be cleaned and vacated ten minutes prior to the reserved conclusion time. For example, if the room is reserved for a meeting from 12:00 p.m. to 1:00 p.m., the meeting should be concluded and the room cleaned by 12:50 p.m. Organizations who violate this recommendation may be subject to suspension of their room use. Any supplies previously scheduled to be stored in the refrigerators that are left after the conclusion of an event will be confiscated. **Fines will be assessed if any equipment or space is damaged while used by an RSO.**

Reserving Facilities and MET Field

All facility reservations for student organizations must be completed by the Office of Student Development (including additional event needs such as set-up and equipment, supplies, and food purchase requests). **The organization officer must submit a request through Engage, through the Event Submission Form, at least two weeks in advance of the date needed.**

Please understand that there may be fees associated with events held during evenings and weekends. You are required to work with Student Development to identify the best avenue for facility reservation and fee payment.

Audiovisual Equipment

A wide variety of audiovisual equipment is available for use during meetings and events. Please submit your request on the Event Submission form via Engage at least two weeks prior to your event. The Office of Student Development will send your request to the Classroom Educational Technology Support (CETS) Office at cets@unthsc.edu. Depending on the equipment request, a training with the CETS team may be required. **Fines will be assessed if any equipment is damaged with in the RSO's possession.**

Student Lead Conferences and Events

When planning a conference, student organization leaders are required to collaborate with the Office of Student Development in advance. Our office will then point in the direction to work with other UNTHSC departments or offices depending on the needs of your conference.

Guest Speakers

Speakers within the UNTHSC community should be contacted at least four weeks in advance and outside speakers should be contacted two to three months in advance. The more prominent the speaker, the more lead-time.

Health Fair Procedures

If an RSO would like to conduct a health fair or participate in a health fair put on by another organization, the organization must comply with all UNTHSC, academic programs, and professional standards regarding administering unlicensed health care services while enrolled as a student. This includes but is not limited to having a supervising preceptor, appropriate training for services administered, and communication with attendees informing them that you are students.

Vaccines

RSOs cannot purchase vaccines with Student Service Fee Money. Student Development does not handle this process. Faculty Advisors must procure the vaccines for students to use.

Free Speech and Public Assembly

The University of North Texas Health Science Center recognizes that the freedom of expression and public assembly are fundamental rights of all persons and are essential components of the educational process. Such activities promote debate and the sharing of ideas, which are the foundation of educational institutions. Registered Student Organizations are encouraged to be familiar with the Free Speech and Public Assembly on Campus Grounds Policy and Guidelines which can be found on the Health Science Center policies page by clicking [here](#).

ADA Compliance

State and federal law (Americans with Disabilities Act of 1990 as Amended, Section 504 of the Rehabilitation Act of 1973) and UNTHSC policy 07.105 mandate equal access for persons with disabilities in all facilities, programs, and services of the University. This includes student organizations, participation and any meetings or events. All individuals should be able to fully participate in events, including on-campus and off-campus events for attendees who are students and/or from the community.

Some helpful hints are:

- ☐ On flyers or postings for any events, you should include a statement regarding requests for accommodation needs.
- ☐ Plan ahead, know the venue and any access issues that could arise.
- ☐ Make sure that all parts of your events or activities are accessible.
- ☐ Remember, not all disabilities are visible and you should be sensitive to any request.
- ☐ If an individual makes a request, consider any past experience they have had and contact the disabilities office on campus.

For additional information, please contact the Center for Academic Performance, Disability Accommodations at 817-735-2134.

Alcohol at Events

The individual student organization sponsoring the event, as well as the third-party vendor, retains all risk related to the distribution and consumption of alcoholic beverages at both on and off-campus events. Likewise, the sponsor of such an event (including the organization and its officers) accepts the following conditions:

- ☐ To observe all applicable state laws and local ordinances;
- ☐ To prohibit the use of University funds for the purchase of alcoholic beverages;
- ☐ To maintain decorum appropriate to the University and their desired profession;
- ☐ To limit participation to the membership of the sponsoring organization and its invited guests;
- ☐ To refrain from advertising the availability of alcoholic beverages to the public on or off campus;
- ☐ To refrain from listing or implying in advertisements that attendees will be offered free alcohol;
- ☐ To provide for the distribution an assortment of food and non-alcoholic beverages. Providing water does not satisfy this requirement;
- ☐ To provide a safe ride program for all participant at the event (i.e. phone numbers for taxi companies or designated drivers);
- ☐ To assure that no minor or intoxicated person is served alcoholic beverages; and
- ☐ To assure that consumption and service of alcoholic beverages is at or in the facility designated for the event.

On – campus events:

All on-campus events sponsored by a student organization/group that include the serving and/or consumption of alcoholic beverages must be approved by Student Development. **Security will also be required at the event with a fee of \$37 per hour per officer (with a minimum of 3 hours) to be charged to the group/organization hosting the event. The organization must pay cash 30 minutes prior to the event.** A third-party vendor must be responsible for the distribution of all alcoholic beverages.

Off – campus events:

All off-campus events sponsored by a student organization/group that include the serving, selling and/or consumption of alcoholic beverages must be conducted at a location where a third-party vendor is responsible for the distribution of all alcoholic beverages. Food and non-alcoholic beverages must be served if alcohol will be available.

RSOs that have alcohol at events will also need to follow these guidelines:

- ☐ There must be non-alcoholic beverage options as well.
- ☐ Food must be provided to attendees where alcohol is available. Substantial options are recommended.
- ☐ We recommend limiting the number of complimentary beverages (2 is a good number). Some have used tickets in the past, but we encourage wrist bands.
- ☐ Safe-ride information should be distributed to attendees and displayed at the event. These can include information on Uber, Lyft, and local safe ride numbers. **Safe ride signage is available for checkout in the Student Development Office.**

Contracts, Letters of Agreement, and In-kind Sponsorships

- Solidify the details at least 30-60 days prior to the event.
- **All contracts, without exception, must be submitted to the Office of Student Development.** This includes any forms that state “terms and conditions”.
- The process for review and signature of contracts could take **up to 60 days** (including review by the UNTHSC legal and purchasing department).
- If the contracting parties have questions or concerns, have them contact the Office of Student Development at (817) 735-5006.
- Approval must be given and the agreement must be signed by both parties before any publicity of the program begins. **Students cannot sign letters of agreement or contracts.**
- A business check is required for all contracted payments and takes no less than 30 days to process.
- *In any case in which the previous conditions, procedures and policies are not met, the student organization, student leaders, and organization members are subject to the disciplinary process as outlined by the Student Code of Conduct and Discipline.*

Funding

Funding Source

In compliance with the Texas Education Code 54.5031, the Student Fee Advisory Committee (SFAC) at the University of North Texas Health Science Center (UNTHSC) is established to advise the governing board and administration on the type, amount, and expenditure of compulsory fees for student services.

All student organizations, student governments and classes seeking funding from student service fees must submit a budget each fiscal year. Budget requests instructions for the next fiscal year will be sent to all student groups in the beginning of January. All budget requests will be due via Engage to the Director of Student Services according to posted instructions (usually February). The SFAC will allocate student fees for the upcoming fiscal year, pending approval of the UNTHSC President in May.

For specific questions regarding the SFAC, please contact Lori Saunders, Director of Student Services at 817-735-2775 or lori.saunders@unthsc.edu.

6000 account and 9000 accounts

The money your organization receives is budgeted through the Division of Student Affairs, from student service fees and is designated by the SFAC. It is placed in a 6000 account. This money is to be spent on university business only; for example, meetings, food, and supplies. You cannot deposit money into your 6000 account. Any money not spent in this account by **the date specified by the Office of Student Development** of each academic year will no longer be accessible for the following fiscal year.

Any money raised through fundraising using 6000 account funds must be deposited into a 9000 account. Additionally, students must deposit money raised through membership fees into a 9000 account. The 9000 account will roll over each fiscal year.

Any money spent out of either of these accounts must be approved by the Office of Student Development. For example, a student officer will submit a purchase request in Engage for a Student Development staff member to make payment for t-shirts ordered from one of the accounts. Please note that alcohol cannot be purchased with either account. Use of a State Procurement Card has rules and requirements that govern their use. Failure to correctly submit requests will jeopardize your privileges as a RSO.

Payment Methods

When student organizations submit purchase requests, our office has two payment methods. The first method is payment using our state credit card or P-Card. For items that we can pay over the phone such as food orders or in person such as supply runs, we typically use our P-Card. For these purchases on our **credit card**, our office requires a payment request **at least 1-week** prior to the payment due date and before services are rendered. For purchases that require a contract or a **business check**, we need the payment request as well as all vendor documents (invoice, W9 and contact information) **at least 30 days** in advance. Please note, that we can **NEVER** purchase alcohol or gift cards using on-campus funds.

Making Deposits

The Treasurer of the student organization must see the Office of Student Development to make a deposit, as needed. Coins in bulk must be rolled before deposited. The Treasurer needs to be sure to keep track that the deposit has been made for organization budget purposes. Checks must be deposited within 48 hours of receipt. (It is recommended to deposit all checks within a week of receipt.) **All checks should be made payable to UNTHSC.**

Account Balances

The Treasurer of the organization can track and view the organization's 6000 and 9000 balances on Engage within the Finance tab. This is accessible at all times. New entries and a record of all organizational transactions are easily managed through this function. Please e-mail Student Development for balance inquiry questions.

Membership Dues

Membership dues are collected by the officers. Students should deposit money raised through membership fees into a 9000 account. The 9000 account will roll over each fiscal year

Fundraisers/Soliciting Donations

For University purposes, fundraising is defined as "any activity in which money is collected." Even if all you wish to do is break even or recover costs, your activity will be considered fundraising if money is collected. Some examples of fundraising include, but are not limited to merchandise sales (i.e. t-shirts,

bumper stickers, mugs,) bake sales, ticket sales including events held off campus and soliciting donations from community businesses.

- ☐ You must be a currently registered student organization or student government in good standing.
- ☐ Advance approval from the Office of Student Development is required for all fundraising activities. Approval must be provided prior to any advertisement, collection of money and/or contacting any community businesses. Collection of membership dues for your organization does not require advance approval.
- ☐ Fundraisers involving community businesses and/or university family members must be approved by the Office of Institutional Advancement.
- ☐ Any items with the UNT Health Science Center logo must be approved by the Marketing Office prior to print or production.

How Student Organizations may use Funds Raised

Funds cannot be used for personal gain and must always be consistent with the purpose of the organization/club. The funds that your group raises may be used to cover the costs of the following types of expenses:

- ☐ Speakers and films
- ☐ Publicity
- ☐ Operational costs, postage, office supplies and event supplies
- ☐ Equipment, if related to the purpose of the organization
- ☐ Travel (send delegates to conference and/or mission trip expenses)
- ☐ Venue Rental Fees
- ☐ Social activities
- ☐ Food

Purchase Requests

Tax Exempt Status

Please note that UNTHSC is a tax exempt institution. It is the organization's responsibility to inform the vendor of this status when placing an order. Our office can provide our tax exempt form when requested.

Student may only use the tax exemption form with UNTHSC funds (6000 and 9000 accounts). Students are not allowed to use the schools tax exemptions status with an outside account. Any outside accounts CANNOT be affiliated or labeled with UNTHSC.

Ordering Supplies

- ☐ A \$25 minimum purchase is required for all RSO purchases.
- ☐ All purchases under \$2,000 that do not require a requisition (check) will be paid over the phone
- ☐ All supplies needed for purchase using 6000 and 9000 account funds must be made by the office of Student Development. **Organization officers and members will not be reimbursed if purchases are made with personal money.**
- ☐ Supplies may also be ordered by Student Development through Amazon.com and Sam's Club. For Amazon and Sam's Club orders, please attach a detailed spreadsheet to your payment request. Spreadsheets should be uploaded to your 9000 and/or 6000 purchase requests through Engage.
 - o For Amazon items that offer prime shipping, allow 2-3 business days for delivery.
 - o Please account for delivery times when requesting supplies.
 - o Additionally, keep in mind, Amazon prices are subject to change, so please overestimate your costs.
- ☐ Each organization is responsible for the transportation and appropriate storage of purchased supplies.
 - o All orders MUST be shipped to:
 - **The Office of Student Development at 3500 Camp Bowie Blvd., Fort Worth, TX, 76107.**
 - Orders may NOT be shipped to personal addresses.

Ordering food

A student organization officer must request a food order **at least 1-week in advance of the event**. Officers will submit a purchase request for the appropriate account on Engage. On the payment form, you must indicate where the food order was placed, the exact order with any specifications, whether it is to be picked up by your officers or delivered by the vendor, and time and date of the meeting. **You are responsible for calling in your own order and cancelling your order if applicable. Your RSO account will be charged if the vendor has not been notified of a cancellation.** Once the food order request has been viewed and approved by Student Development staff, it will have an “approved” status on Engage.

- ☐ If the purchase amount is greater than \$2000, the vendor does not accept credit card payment by phone, OR the purchase requires a contract, please allow 30 days for processing of a check.
- ☐ Receipts must be returned to the Office of Student Development within 2 business days of the receipt being received from the vendor.
- ☐ **Food purchases may only be processed from vendors within a 5-mile radius of 3500 Camp Bowie Blvd.**
- ☐ It is suggested that you collect an RSVP from potential attendees to ensure your funds are used effectively and food is not wasted.
- ☐ You must upload an invoice with your payment request if having a catered event.
- ☐ Officers are responsible for meeting the delivery person and setting up the food or picking up the food from the vendor.
- ☐ **The Office of Student Development must have all *itemized* receipts from food orders.**
 - o It is the responsibility of the organization to submit this receipt to the Office of Student Development within 3 business days of the event.
 - o The receipt needs to be taped to a piece of paper with the name of the club and date or submitted via e-mail to the Student Development Office. It is a good idea to submit a copy of receipts to your treasurer for record keeping and budget purposes.
Receipts should NEVER contain tax. Failure to submit receipts in a timely manner may results in a loss of RSO privileges.

Catering

If you are working within the confines of a budget, be sure to put a cap on the total cost for the caterer. Do not forget to include the cost of labor and gratuity. Please note that students CANNOT sign contracts on behalf of a student organization using 6000 or 9000 account money. You must coordinate contracts with the Office of Student Development at least 30 days prior to event (see Contracts and Letters of Agreements on p. 31).

Ordering Merchandise

Approval is required for all items purchased through the Office of Student Development. Items purchased have to be appropriate and in good taste. Please attach your designs to the purchase request in Engage for approval. If an organization wishes to use UNTHSC name or logo, requires approval from the Marketing Department (see below).

All orders **MUST** be shipped to The Office of Student Development at 3500 Camp Bowie Blvd., Fort Worth, TX, 76107. Orders may **NOT** be shipped to personal addresses.

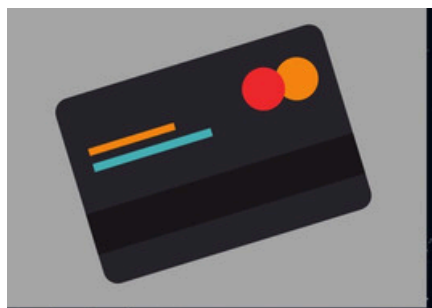
Items must be picked up from Student Development within 3 business days of notification. A fine of \$10/day will be assessed for every day after.

Marketing Approval Process

All apparel/item designs (color, logo and design) must be approved through the UNTHSC Marketing Department before it can be ordered. It is the student officer's responsibility to contact Amy Buresh at (817) 735-5149 or Amy.Buresh@unthsc.edu for approval.

Once approval is granted, an officer must forward the approval to Student Development and/or upload a photo proof via the Engage purchase request.
Submission Request Deadlines

Submission Request Deadlines



PURCHASE
REQUESTS
(PCARD)

1 WEEK



EVENTS +
ENTERTAINMENTS
(CONTRACTS +
BUSINESS CHECKS)

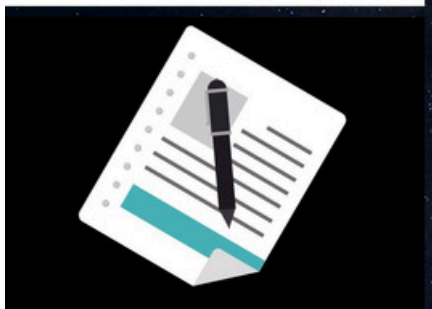
30 DAYS

Office of Student
Development

**Submission
Deadlines**

TRAVEL
REQUESTS

30 DAYS



EVENT SUBMISSION
REQUESTS

2 WEEKS



Travel Policy

For all student travel, students must adhere to the UNTHSC Student Travel Policy: <https://app.unthsc.edu/policies/PoliciesPDF/Student%20Travel%20Policy.pdf>

Using Organizational Funds for Travel

The organization treasurer will need to submit a purchase request on Engage for each traveler at least 30 days before the date of travel.

The treasurer must include the following information for each traveler in an excel spreadsheet and attach it in the payment request:

- ☐ Conference Name, Dates & Location
- ☐ Student Name
- ☐ Student ID#
- ☐ Phone Number
- ☐ E-mail address
- ☐ Mailing address
- ☐ Scholarship amount awarded

Student Organizations and Governments may use funds (via 6000 or 9000 account) to provide travel awards to its members. The traveler will book all travel arrangements including flight, lodging, and rental car.

The Office of Student Development will send the student an e-mail with pre-travel documentation that needs to be reviewed and signed (W-9 Form, EFT Form, Invoice for Signature). The student(s) must fill these out and send back in order for us to begin the requisition process.

The Office of Student Development will submit a requisition for direct deposit or a check to be sent to the student with the total amount that was awarded. This process could take up to 30 business days.

- **Students will receive their travel award reimbursement upon their return date of travel** via EFT (direct deposit if an EFT form was submitted) or via Check (if an EFT form was not submitted).

Raffle Policy

Raffles conducted on the property of University of North Texas Health Science Center (UNTHSC) at Fort Worth must be conducted in accordance with the terms of the ***Texas Charitable Raffle Enabling Act***, Occupations Code, Chapter 2002, Texas Codes Annotated & the UNTHSC Student Development Raffle Policy. UNTHSC does not sponsor raffles.

Student organizations cannot legally conduct a raffle unless designated as 501 (c) charitable organizations in existence more than 3 years. If your student organization is considered qualified under Texas Code, you may be qualified to conduct a raffle. If it is not considered qualified, your organization cannot legally conduct a raffle.

An unauthorized raffle is considered gambling under the Texas Penal Code. Conducting such a raffle is a Class A misdemeanor. Participating in an unauthorized raffle is a Class C misdemeanor.

Please see a Student Development Associate for more information about raffles, 501 (c) status, and related publications from the Texas Attorney General.

Email Policies

Email Communication Policy

We encourage all student organizations to utilize the communication features in Engage as your main method for contacting members.

According to the UNTHSC Policy 04.301 - Acceptable Electronic Communications Use Policy: "Departments and individuals should be judicious in sending e-mail to all faculty, staff and/or students. E-mail addressed to faculty/staff and/or students is only allowed by authorized users when the nature of the message is of sufficient general value and length that it would justify being sent as a memorandum, but requires the immediacy of e-mail. Only select UNTHSC users, approved by a Dean, Department Head, Vice President or higher level management official, will be granted the ability to send e-mail to the all-staff and/or student e-mail distributions."

What is considered inappropriate to send out in group email?

- ☐ Personal matters
- ☐ Advertisements
- ☐ Messages with bulky announcements
- ☐ Seminar or event announcements
- ☐ Meeting reminders
- ☐ Requests for items
- ☐ Reminders for events already on other communication portals throughout campus

Hazing

By definition, “hazing” is any intentional, knowing, or reckless act, occurring on or off 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” whose members are or include UNTHSC students.

Examples of hazing include, but are not limited to:

- ❑ Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity.
- ❑ Any type of physical activity that subjects a student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student, such as sleep deprivation, exposure to the elements, confinement in a small space or calisthenics or other similar activity.
- ❑ Any activity involving consumption of alcoholic beverages, liquor, drugs, food, liquid, or any other substance that exposes a student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student.
- ❑ Any activity involving coercion 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.
- ❑ Any activity that induces, causes, or requires a student to perform a duty or task that requires commission of an illegal act.

Hazing occurs regardless of whether the act is committed on or off the university campus and regardless of whether the student victim may have consented to or acquiesced in the activity.

A person engages in hazing not only by directly engaging in hazing activity, but also by soliciting, directing, encouraging, directing, aiding, or attempting to aid another in hazing; or by recklessly allowing hazing to occur; or by knowingly failing to report firsthand knowledge that a specific hazing incident is planned or has occurred; **any person reporting a specific hazing incident involving a student to the Office of Student Affairs or other appropriate university official is immune from civil or criminal liability that might otherwise be incurred as a result of the report if the person: (1) reports the incident before being contacted by the institution concerning the incident or otherwise being included in the institution's investigation of the incident; and (2) as determined by the Student Conduct Officer or other appropriate**

official of the institution designated by the institution, cooperates in good faith throughout any institutional process regarding the incident.

A person is not immune from civil or criminal liability (b) if the person: (1) reports the person's own act of hazing; or (2) reports an incident of hazing in bad faith or with malice.

Students may be prosecuted for committing an act of hazing or for failing to report first-hand knowledge of hazing.

Incidents or planned incidents of hazing must be reported to any one of the following:

- Office of Student Affairs – (817) 735-2505
- UNTHSC Police Department – (817) 735-2210
- UNTHSC Trust Line – 844-692-6025 or
www.unthsc.ethicspoint.com

Organizations can also be prosecuted for committed acts of hazing, by condoning or encouraging hazing, or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing. State law specifically extends the definition of

“organization” to include “a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group, or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group whose members are primarily students at an educational institution.”

Organizations found to have committed an act of hazing may be fined. Individuals found guilty of hazing can be fined and sentenced to jail. Additionally, the university may discipline a student, to include permanent expulsion, and may also discipline an organization, including permanently removing the organization from campus.

State law requires UNTHSC to post on the institution’s website a report of hazing committed on or off campus by an organization registered with or recognized by the institution. The report must also include information regarding each disciplinary action taken by the institution against an organization for hazing, and each conviction of hazing under Section 37.153 by an organization, during the three years preceding the date on which the report is issued or updated. No personally identifiable student information will be included in the report in compliance with the Family Educational Rights and Privacy Act of 1974.

Over the past three years, no organizations have been disciplined for hazing.

This report can be found at:

For further information about hazing, please contact the Office of Student Affairs, Student Service Center 220, or (817) 735-2505, or the Student Code of Conduct & Discipline at

<https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-centerpolicies/>.

Sexual Harassment

Federal and State Laws prohibit sexual harassment.

These laws include Title VII of the Civil Rights Act of 1964 and the Title IX of the Education Amendments of 1972. UNTHSC also prohibits student behavior that sexually demeans or humiliates other community members, even if the conduct does not violate the law. In assessing a disciplinary sanction, the seriousness of the sexual harassment incident will be evaluated. UNTHSC reserves the right to impose any level of discipline, up to and including suspension or expulsion, for any act of sexual harassment.

Sexual harassment refers to unwelcome conduct of a sexual nature, sex or gender-based, including but not limited to unwelcome sexual advances, requests for sexual favors, sexual violence and other verbal, non-verbal, or physical conduct of a sexual nature. Harassing conduct can occur in various forms and combinations of forms, including:

- ❑ Verbal: Such as vulgar or lewd statements, gender-based name calling, sexually suggestive or graphic comments, or comments that demean a person because of his or her gender.
- ❑ Physical: Such as unwanted rubbing or touching, sexual gestures, or sexual intimidation through physical means.
- ❑ Visual: Such as exposing another person to unwanted pornographic images or displaying suggestive or lewd pictures.
- ❑ Communication-based: Such as sexually graphic, threatening, or vulgar phone calls, email, text messages, chats, or blogs.

A determination as to whether harassment occurred depends on the totality of the circumstances. For the purposes of state and federal law, harassment has occurred if a reasonable person would have found the behavior offensive and his or her living or working environment would be compromised as a result of the conduct. UNTHSC reserves the right to discipline offensive conduct that is inconsistent with community standards even if it does not rise to the level of harassment as defined by state or federal law.

UNTHSC also prohibits "**quid pro quo**" ("this for that") harassment. This form of harassment occurs when a person in a position of control links a benefit to another's submission to unwelcome sexual advances or sexual conduct or requires the other to perform or submit to demeaning or degrading sex acts. "Quid pro quo" harassment can be expressly stated, but it also can be implied by words, actions, or the surrounding circumstances.

Stalking refers to engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or to suffer substantial emotional distress.

Confidentiality

UNTHSC understands that a student who has been the victim of sexual misconduct or sexual harassment may wish to talk about the incident with the assurance that the discussion will be confidential. There are several support resources that students may utilize on a confidential basis. These include the WellConnect Student Assistance Program and Student Health or other emergency medical services. Because these services are confidential, a discussion with any of these sources does not result in a complaint being filed with UNTHSC or result in action being taken to respond to the incident. UNTHSC strives to respect and follow the wishes of an individual who brings forward any concern regarding sexual assault or sexual misconduct concerns.

Students should understand that UNTHSC may have ethical or legal obligations to investigate, attempt to resolve or adjudicate incidents of sexual misconduct or sexual harassment that come to its attention. Depending on the circumstances, it may not be possible for a conversation with UNTHSC police or other administration to be kept in confidence.

Retaliation

UNTHSC strictly prohibits retaliation against any person for using this policy's reporting procedure or filing, testifying, assisting or participating in any manner in any investigation proceeding involving allegations of sexual misconduct or sexual harassment. Anyone who violates this policy will be subject to discipline.

UNTHSC Sexual Assault Support Campus Resources

MOSTLY CONFIDENTIAL

- ☐ UNTHSC Police: 817-735-2600
- ☐ CARE Team: 817-735-2740
- ☐ Dr. Trisha Van Duser, Title IX Coordinator: 817-735-2508

STRICTLY CONFIDENTIAL

- ☐ WELLCONNECT Student Assistance Program: 866-640-4777
 - o <http://www.wellconnectbysrs.com>
 - Access code: UNTHSC
- ☐ Student Health: 817-735-2346

Campus Programs and Activities Involving Minors

Any registered student organization or government that wishes to host an event or activity on campus in which minors (anyone under the age of 18) will be invited or present, must contact the Office of Student Development prior to moving forward with any planning for the event or activity.

The [Campus Programs and Activities Involving Minors Request Form](#) must be submitted on Engage at least one month prior to the prospective date for the event or activity. The Office of Student Development will review the form and contact the organization about the compliance requirements for their event.

In accordance with the “Campus Programs and Activities Involving Minors” campus-wide policy, registered student organizations and governments may be required to complete several compliance measures prior to hosting an event with minors on campus. These measures include, but are not limited to, background checks, proof of adult supervision, written consent from the minor’s parent or legal guardian, and training. Any costs incurred by the RSO in an effort to comply with the policy would be the responsibility of the registered student organization or government. Final approval will be determined by the Vice Provost of Student Affairs.