

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 waiting for funding, and new RSOs for consideration, 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 I: The organization must prepare a written constitution/ by-laws and the president of the organization must sign the standard risk management policy.

Step II: The organization must have a UNTHSC faculty or staff advisor.

Step III: The organization must have a President, Vice President, Secretary, and Treasurer

Step III: The Organization must have at least 10 interested members

Step IV: 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 V: 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 OrgSync. 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 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

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.

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

University of North Texas Health Science Center

Registered Student Organization

Risk Management Policy

All events sponsored by _____ or any event the student organization is associated with, including off-campus events, must be in compliance as stated below:

The Risk Management Policy recognizes all federal, state, and local laws, as well as the UNTHSC Student Code of Conduct and Discipline, and the constitution, bylaws, and procedures of the organization, does hereby set forth the following policies concerning risk management. The Risk Management Policy includes provisions which shall follow and apply to all organization entities, organization functions, and all levels of organization membership and shall be in keeping with the mission of the organization. It is the duty of each member to execute good judgment consistent with the mission of the organization and the institution.

ALCOHOL AND DRUGS STATEMENT

No member of the student organization shall take part in acts that are illegal and/or abusive as it relates to alcohol and drugs and/or activities that violate the rules of UNTHSC. If any member is found participating in such acts, we the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

The possession, use and/or consumption of alcoholic beverages, during any organization, event that an observer would associate with the university, or in any situation sponsored or endorsed by the organization, must be in compliance with any and all applicable laws, policies, and regulations of the state, county, city, and UNTHSC. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any organization sponsored event, or at any event that an observer would associate with the organization, is strictly prohibited. The organization shall not use or condone the use of alcoholic beverages/ illegal drugs as a part of their membership intake, recruitment, or educational programs. The organization shall not use organizational funds for the purchase of alcohol, allow the sponsorship of open parties, or permit “drinking games” at organization-sponsored activities.

HAZING STATEMENT

No member of the student organization shall take part in hazing activities, and if any member is found participating in such acts, we the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

No one has the right to subject another person to physical, psychological, emotional abuse, or discrimination. The organization must foster the protection of all members and potential members as a cohesive group. Failure on the organization’s part to prohibit or to tolerate hazing by its members is a criminal offense of all officers and members of that organization

Hazing activities are defined as (but not limited to): any action taken or situation created, intentionally, whether on or off organization premises or during organization functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

SEXUAL ABUSE, ASSAULT, HARRASSMENT, DISCRIMINATION and/or MISCONDUCT STATEMENT

The act of sexual harassment/abuse or discrimination, in any form, is strictly prohibited by members of the student organization. No member shall take part in activities deem sexual harassment and/or abuse discrimination, and if any member is found participating in such acts, we the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

The organization will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental, or emotional in respect to sex, race, ethnicity, physical or emotional handicap, age, marital status, or sexual orientation. This includes any actions not limited to sexual assault, verbal harassment, or language deemed demeaning to all.

INDIVIDUALS WITH DISABILITIES

All members and organization events strive to comply with all policies set forth through Section 504 of the Rehabilitation Act of 1973 and the 1991 Americans with Disabilities Act (ADA).

These federal anti-discrimination statutes designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment and educational opportunities that are available to persons without disabilities. Both regulations require educational institutions to consider whether reasonable accommodation could remove barriers.

FIRE, HEALTH, & SAFETY STATEMENT

Regardless of who owns the premises on which your organization sponsors an event or activity, your organization may be held liable if you are shown to be negligent in the planning. This includes choosing a location for your event that will accommodate the number of expected participants, safety inspection of the facility by the officers, prior to the event, to investigate potential hazard, and an emergency plan for every event; emergency numbers for fire, police and ambulance should be available.

Student organizations must follow all federal, state, and local laws in regards to the possession and use of firearms. Student Organizations must adhere to all university policies on the possession and use of firearms and other weapons. Any case in which these laws or policies are not followed are subject to the disciplinary process as outlined by the Student Code of Conduct and Discipline as well as legal action.

STUDENT TRAVEL & TRANSPORTATION STATEMENT

Members of the student organization shall strictly obey all applicable motor vehicle laws and rules of UNTHSC as it relates to transportation. Operators will ensure that vehicles are not overloaded and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts.

The organization will adhere to the UNTHSC Student Travel Policy for all organizational travel. All travel will be approved by the appropriate university official before the date of the event or activity. Any violation of university policies or safe travel rules approved by the university will be subject to disciplinary action.

To the fullest extent permitted by law, the organization and its members hold harmless the University of North Texas Health Science Center, its elected and appointed officials, employees and volunteers and others working on behalf of UNTHSC against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from UNTHSC, its elected and appointed officials, employees, volunteers or others working on behalf of the UNTHSC, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

CONDUCT AT PARTIES AND OTHER EVENTS

Students participating in parties or events sponsored by a student organization must follow the policies outlined in the Student Code of Conduct and Discipline or be subject to the penalties outlined therein.

Students participating in parties or events sponsored by a student organization must follow all state, local, and federal laws.

CONTRACTUAL AGREEMENTS

Members of the student organization understand that **all contracts, without exception, must be reviewed by the Office of Student Development, the Legal Department, and the Purchasing Department.** Students are not permitted to sign any documents that state “Terms & Conditions” on behalf of the institution. All contracts, third-party waivers, transfer of liability, and hold-harmless agreements will be brought to the attention of and handled by university officials.

ADVISOR’S ROLE

Faculty and staff advisors who have been appointed as such are provided liability protection for their actions when acting in the scope of their employment or agency and take responsibility for questioning activities of a student organization and voice disagreement if they see a problem with a proposed event. The advisor shall serve as primary point of contact for students when they have questions about the club or University policies.

EDUCATION STATEMENT

Risk Management Policy will be assessed within the organization annually, in accordance with HB 2639/SB 1138. (Texas Education Code Section 51.936). A written plan for review of the policy must be conducted annually, including periodic review of policy content, relevant procedures, and appropriate changes. The Risk Management Policy must be updated and filed in the Office of Student Development annually.

ACKNOWLEDGEMENT of RESPONSIBILITY

I, _____, President/Chairperson, of _____
acknowledge my organization’s commitment to upholding the above Risk Management policy for the
academic year 20__ to 20__

Print Name

Signed Name

Date