UNT | HEALTH SCIENCE CENTER

Student Organization Handbook

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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 information about how to become a registered student organization, tips on how to perform everyday functions (such as signing up for meeting space, recruiting members, and submitting travel paperwork), and a reference for campus policies and procedures. This handbook also includes a section for advisors to help understand the important role they have in aiding student organizations.

This handbook is designed to answer questions you may have about leading your student organization. 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. Appointment requests with any of the Student Development staff can be scheduled through studentdevelopment@unthsc.edu or by contacting a staff member directly.

Student Development Staff

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The Office of Student Development

Develop. Support. Engage.

The Office of Student Development at UNTHSC is under the Division of Student Affairs and is the center for student involvement on campus. The Office of Student Development is committed to creating opportunities that engage and support the development of the whole student. The Office of Student Development provides co- curricular services and manages student lounge areas and is located on the 1st floor of the Carl E. Everett Education and Administration building (EAD) in Suite 116. The Student Development staff office hours are Monday-Friday, 8 a.m. - 5p.m.

- Room 110: The game room has 2 pool tables, 2 foosball tables, 2 ping pong tables and kitchen with coffee maker and microwaves;
- Suite 116: The suite includes a student gathering area with tables, chairs, and couches with a student office equipped with a copy machine and a fax machine.

Student governments and classes, as well as student organizations may have their own storage area underneath the stage in EAD 110. The Office of Student Development also manages the lounge in the Center for BioHealth building on the 2nd floor (CBH 270) which is equipped with couches, a television, refrigerator, coffee maker, vending machines, and a foosball table.

Services

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.

- Coordinates the student activity calendar, assists in student-sponsored events, helps with the student organization registration process, and assists in fiscal management of student organizations and governments.

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. There are many organizations on the UNTHSC campus that represent a variety of interests within the health professions community. In cooperation with the Office of Student Development, the health science center sponsors programs and activities that promote the intellectual, professional, moral, social, physical, and emotional development of all students. These organizations provide students with leadership opportunities at the local, regional, and national levels. There are over fifty active student organizations and six student government bodies on campus. New organizations are continuously accepted according to UNTHSC new student organization policies and procedures.

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 UNTHSC 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 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, unless otherwise approved by the Office of Student Development.
- 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.
- Shall update student organization officer and advisor information as appropriate, including an updated constitution and/or by-laws annually, by **September 1st**; shall complete the annual renewal process with the Office of Student Development by submitting all required information, actively participating 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 policies in the Student Organization 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, Co-Curricular Involvement Policy, and Student Travel Policy) located at: http://www.hsc.unt.edu/Departments/StudentAffairs/StudentPolicyHandbook/.
- 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 policies, 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.
- Officers must meet the academic expectations required of a leadership position (see Page

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 founds, which includes the organization's 6000 account. The requirements can be found below:

Step 1: Update OrgSync Profile

If you have not already updated your organization's OrgSync page, please do so. If your organization's OrgSync page needs to be updated, you will see an orange box at the top of the page stating that "A community administrator has requested that you update this portal's profile." Click "Update Now." When your organization profile update has been approved by a community administrator, your changes will be visible and will be saved in your portal.

****Any time there is a change in leadership within your organization,*** an *OrgSync profile update should be completed.* Additionally, you should reflect other changes (e.g., selection processes, new advisor, constitution updates) by updating your OrgSync profile. An administrator of your organization can make necessary changes by hovering over "Settings" in the top right hand corner of your OrgSync page. Then click "organization settings" and "update and renew profile."

Step 2: Complete Mandatory Officer Training through Canvas

The top 4 officers of every organization must complete officer training through Canvas. This includes the President, Vice-President, Treasurer, and Secretary. The Office of Student Development will use your OrgSync profile update information to enroll your top four officers in the Canvas training. This training includes a quiz at the end. You must obtain a score of 80% or higher in order to successful fulfill this requirement.

*If you are one of the top four officers and are not enrolled in Canvas training, please contact The Office Student Development.

Step 3: Mandatory Budget Management Training for Treasurers

The treasurer for each organization will be responsible for following the proper procedures in overseeing their 6000 and 9000 account funds and the proper procedures for requesting payments on OrgSync.

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.

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 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 OrgSync. (Click "Organizations" at the top of your OrgSync Home page and select "Register New Organization")

Step V: The Student Fee Advisory Committee will meet to approve all new student organizations at UNTHSC and their startup funding for the current fiscal year.

Guiding Documents

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 check out the book, "Robert's Rules of Order" from the Office of Student Development.

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 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. We now have a Standard Risk Management Policy that can be found by clicking HERE or by following the "Files", Student Development Files", and "Student Leader Files" tabs in Orgsync.

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

Providing Leadership

Providing leadership is the responsibility of the elected officers for a given class, organization or government. The process of providing leadership can be extremely time-consuming if the officer does not take advantage of all resources and personnel available at the UNTHSC. In addition, all campus organizations function within the purview of the UNTHSC. Thus, officers must be cognizant of guidelines and regulations that govern the university.

Elected officers are responsible for effective communication within and outside of their organization. As an officer, you have a responsibility to provide explanations, trends, etc., to and from administrators, faculty, staff, and students. You are accountable to the organizational body from which you were elected. It is extremely important that your decisions reflect the views of the organization which you have agreed to serve. Personal opinions and preferences must be suppressed when you are representing your organization.

The officers of an organization should meet regularly, at least once a month. Meetings are most effective when planned in advance. The Office of Student Development strongly recommends having an organizational events calendar set a semester ahead of time. Consistent and well-planned organizational meetings ensure that the membership is aware of changes, trends, and upcoming events. All organizational decisions and activities should be initiated during these meetings. This healthy flow of information is important to the well-being of the organization as a whole. The more members involved in the governance and decision-making process, the greater the solidarity of the organization.

Providing Effective Leadership

1. Take advantage of all resources available at UNTHSC.
2. Be aware of the policies which govern UNTHSC and your organization.
3. Meet regularly to discuss upcoming events.
4. Communicate! Communicate! Communicate! You are a vital link in the chain of communication on our campus.
5. 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.

Roles of Officers and the Advisor

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 their 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:

A. In preparing for success, take the time to:

1) Identify issues you have inherited and why they are issues to the organization.
2) Identify who your supporters and adversaries are within and outside of the organization with respect to specific issues. It is important to objectively look at all sides of a given issue.
3) 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. Remember, it is your duty to represent the entire membership.
4) Know how to access all your fiscal, physical, and personnel resources, including the appropriate use of the OrgSync software platform.
5) Identify all the expectations for the upcoming year (those that are recurring events and those that will be implemented for the first time).

B. You should establish routines, making the lives of your officers and membership easier.

1) Set meeting dates well in advance. Meetings are easier to cancel than to schedule at the last minute.
2) 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.
3) 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.
4) 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.

5) A means for all members of the organization to place an item on the proposed agenda should be established and publicized within the organization.
6) Delegate the mechanics of the meeting to the appropriate officers and chair persons as identified in your tasks and objectives meeting.

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:

A. Behind-the-scenes support. The Vice President's role includes but is not limited to the following:

1) 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.

2) Act as the primary liaison with the past officers to determine what events the organization will be responsible for in the upcoming year.

3) Communicate with the president regarding upcoming issues and events.

4) Make suggestions for committees and chairpersons that will assist the organization in meeting its goals.

B. A public representative; there are many occasions when the Vice President is asked to represent the organization.

1) Be knowledgeable of the environment. Identify the issues, obtain the facts, and familiarize yourself with the key players.

2) Assume responsibility for the tasks that are visible to the public that the President cannot take on.

3) Apprise the President of all those in the organization who deserve to be recognized for various accomplishments.

4) 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. Neatness 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:

A. Reconcile all statements and accounts on a monthly basis. It is important that all organizational bills are paid in a timely manner.

A. 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 15th will be reallocated to the Student Service Fee account and thus, no longer accessible to the organization (the new fiscal 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.

B. Coordinate all 9000 account deposits with the Office of Student Development.

C. Track organizational budget and allocate all other monetary transactions appropriately via the OrgSync Treasury Function.

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:

A. Internal Responsibilities:

1) Completing forms and other paperwork as needed.

2) 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 files sections of OrgSync.

Minutes include:

a. Date, time, and place of the meeting
b. A list of those present
c. Major discussion items with arguments for and against
d. Motions and votes

B. External Responsibilities:

1) 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.

2) 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.

The Advisor

All organizations must have an advisor to be officially recognized and receive funding. The primary advisor must be a full-time faculty or staff member at the university. Additional advisors may be adjunct professors or part-time faculty and staff. 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:

A. Encourage the organization to provide opportunities for the educational and personal development for its members.
B. Encourage the organization to plan activities which justify the expenditure of students' time, ability, energy, and funding.
C. 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.
D. Assist in the orientation and transition of new officers.
E. Provide long-term continuity within the group and be familiar with its history, including

major changes in the group's programs.

F. It is recommended that the advisor attends events sponsored by the group and assists in setting the tone of the occasion.
G. Assist the organization in setting and evaluating realistic goals and objectives each academic year.
H. Assist in the promotion of student interests through organizational programming.

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.

School of Health Professions, Graduate School of Biomedical Sciences, and School of Public Health academic policy:
A student must be in good academic standing to run for office in any student organization 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 Academic Dean's 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.

Texas College of Osteopathic Medicine (TCOM) academic policy:
A student must be in good academic standing to run for office in any student organization 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 will have the authority to impose reasonable requirements and/or restrictions including but not limited to, resignation of all elected and appointed positions, limiting the extent of participation in on-campus organizations and increasing utilization of the services offered by CAP.

Leadership Transition

Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership. The Office of Student Development offers assistance in conducting officer transition programs for each RSO.

An annual Leadership Transition Retreat required of all newly elected and outgoing primary officers is held in April of each year. The retreat provides an opportunity for officers to reflect, discuss, and plan.

Why transitioning is important:

- Provides the new leader with significant organizational knowledge.
- Minimizes the confusion of leadership change within the entire organization.
- Outgoing leaders gain a sense of accomplishment and closure.
- 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.

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. Model effective leadership styles.
- Develop an organizational structure to support leadership development, mentoring/shadowing program, and **leadership 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 **April 15th** 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 OrgSync 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
- Risk Management Policy
- 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 OrgSync software platform

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 OrgSync; 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.
- If possible, serve light refreshments. Food purchases can be coordinated with the Office of Student Development if using a 6000 or 9000 account.
- 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 *on-campus activities* as long as they are university sanctioned activities that are approved through proper university procedures. University procedures can be found throughout the Student Organization Handbook. 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 Student Organization 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 should contact the Office of Student Development 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 OrgSync profile.
- Use the calendar as a guide and a checklist. Remember to be flexible—sometimes it is necessary to obtain the intended outcome.
- Remember, the Office of Student Development will only accept requests via

OrgSync. Questions? Email the office at studentdevelopment@unthsc.edu.

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 least one month prior to their occurrence. Meeting rooms are booked on a first-come, first-serve basis, so reserve them early via OrgSync Room Reservation Form. When scheduling events, it is important to consider academic commitments (i.e. exams take priority). Officers are encouraged to utilize the OrgSync Calendar to publicize their event. In creating the calendar event, select "Public" on OrgSync in order to allow the entire UNTHSC community to view it.

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:

- more than three (3) student organization meetings/events with less than 50 participants are already scheduled for the same date and time.
- more than two (2) student organizations meetings/events with more than 50 participants are already scheduled for the same date and time.
- 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.

Reserving Facilities

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 OrgSync, under Forms, at least two weeks in advance of the date needed. Please allow 24-48 hours for the Office of Student Development to review room request submissions. To check the status of a request, go to My Tools-Form Submissions. Pending requests will have a "deferred" status until they are either accepted or denied. You will receive an e-mail confirmation of an accepted request noting the time and location (make special note if your first choice room request was denied, but your second choice was accepted). It is the organization officer's responsibility to post accepted room requests as a new event on the organization's OrgSync group calendar for members to view.

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 needed. All speakers must be approved through the Office of Student Development.

Hosting Elected Officials

The following recommendations have been developed to manage appearances at the UNT Health Science Center by elected officials sponsored by registered student organizations and governments. This includes invitations for meetings, presentations, and conferences.

Student groups may invite any elected official to speak at our institution. Please note, many elected officials are asked to make numerous public appearances. Therefore, they often limit their visits to one organization or institution. The UNT Health Science Center would like the

opportunity to prioritize these visits to ensure we have the best opportunities to meet our mission, vision, and strategic objectives. In most cases, this will not be an issue. However, if an issue is identified, the office of Governmental Affairs will work with the student group or government to identify a replacement speaker agreeable to the leadership of the student group or government.

Prior to extending an invitation to an elected official:

- All student organizations and governments should communicate their intent to extend an invitation with the Office of Student Development at least 30 days in advance of the event. Communication should include the full name of the elected official, their office, and the date, time, and location of the event.
- The Office of Student Development will notify the Governmental Affairs Office with the details of the invitation.

Catering

There are a wide variety of menus available. A list of restaurants and vendors who will deliver to UNTHSC are available under "communication" and "contact books" in OrgSync. All food purchase requests must be made at least 3 days prior to an event through OrgSync. It is also important to consider the following:

- It is suggested that you perform a head count of how many people will be attending. Otherwise, you can estimate your attendance by the attendance of previous functions.
- If the event is a formal affair, RSVP cards should be sent out three to four weeks in advance.

If you are working within the confines of a budget, be sure to put a cap on the total cost for the caterer. This should be done in writing and signed by both parties. Do not forget to include the cost of labor and gratuity. All RSO purchases must be tax exempt. **Please note that students CAN NOT 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 a month prior to event** (see Contracts and Letters of Agreements on p. 20).

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:

1. To observe all applicable state laws and local ordinances;
2. To prohibit the use of University funds for the purchase of alcoholic beverages;
3. To maintain decorum appropriate to the University and their desired profession;
4. To limit participation to the membership of the sponsoring organization and its invited guests;
5. To refrain from advertising the availability of alcoholic beverages to the public on or off campus;
6. To provide for the distribution an assortment of food and non-alcoholic beverages; Providing water does not satisfy this requirement
7. To provide a safe ride program for all participant at the event (i.e. phone numbers for taxi companies or designated drivers);
8. To assure that no minor or intoxicated person is served alcoholic beverages; and
9. 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 the President's Office. Approval forms are available by contacting the events coordinator in the President's Office at (817) 735-0301 and must be completed seven (7) days prior to the event for approval. Security will also be required at the event with a fee of $35 per hour per officer (with a minimum of 3 hours) to be charged to the group/organization hosting the event. The organization will be billed via an interdepartmental transfer (IDT) before 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.

Contracts and Letters of Agreement

- Solidify the details four months prior to the event.
- **All contracts, without exception, must be reviewed by the Office of Student Development.** This includes any forms that state "terms and conditions".
- The process for review and signature of contracts will take **up to three months** (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.

Publicity

In any case in which the above conditions 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.

There are a variety of means by which a student organization can advertise the programs they offer. Some of these are listed below:

- Submit your event information to a Student Development Associate to be included in the Weekly Student Organization Newsletter. Deadline for submission is every Friday at 5:00 pm for the Monday newsletter.
- Register the event with the Office of Student Development. Registered programs may be able to be displayed on the TV monitors around campus.
- Post event information on the Student Development bulletin boards located in the lounge area and first floor hallway of the Education and Administration (EAD) building.
- Post information on the class announcement board located in each classroom.
- Make announcements before or after a class, meeting, or other event.
- Post information on the Daily News (at least 24 hours before the day an announcement is scheduled to be posted).

Flyers should include:

- Who, What, When, Where, Why, and How?
- Ticket Sales locations and prices, if applicable.
- The organization's name and contact person.

Audiovisual Equipment

A wide variety of audiovisual equipment is available for use during meetings and events. Please submit your request on the Set-up and Equipment Request form via OrgSync at least one week 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.

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.

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 individual 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 and contact the disabilities office on campus.

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

Room Reservations and Set-up& Equipment Requests

Room Reservations

RSOs can reserve rooms for meetings or events by filling out a Room Request Form on OrgSync. You must indicate your name, student organization, email address, room needed, date, time, alternate date/time, and number of attendees. E-mailed room reservation requests to department or staff will not be accepted.

Once the room has been confirmed and is officially reserved, the request will be listed as "approved" on OrgSync. If a room cannot be reserved for any reason, the request will be "denied". Please notify the Office of Student Development via e-mail at studentdevelopment@unthsc.edu when a room request needs to be canceled. Once room requests are accepted, student organization officers must create a new event and add it to their organization OrgSync calendar.

Students are encouraged to check the university room schedule for availability before making a request. The university room schedule can be accessed off of the UNTHSC intranet webpage. Please be respectful of other organizations and do not plan a meeting on the same day and time as another organization, if possible. Student organizations are not permitted to reserve their own rooms. The Office of Student Development is solely responsible for room reservations so that all meetings are accounted for, to help direct food orders when delivered, and share student activities with other departments on campus to avoid meeting request conflicts.

Set-up and Equipment Requests (tables, chairs, microphones, etc)

Any requests for set-up needs of an organizational event, such as tables, chairs, tablecloths, or audio visual equipment must be submitted via OrgSync, Forms- "Room Reservation and Setup & Equipment Request".

Student organizations can request and borrow tablecloths for recruiting events, health fairs, etc. The tablecloths must be requested through the OrgSync "Room Reservation and Set-up & Equipment Requests" Form, at least two weeks in advance. Additional charges to the organization may apply, depending on the number of tablecloths needed.

Student Lounge Reservations

An officer may reserve the student lounge by submitting a request to the Office of Student Development via "Lounge Reservation Form" in OrgSync in advance with the date and time of the request. Flyers posting an organization's use of the lounge may be placed upon request.

Advertising

Flyers

RSOs can hang flyers on designated bulletin boards. All flyers must be approved by the Office of Student Development. "Flyer bulletin boards" are located in the EAD student lounge room 110, in the hallway outside of the EAD student lounge, and in the CBH lounge. Flyers must contain the following information: Who, What, When, Where, Why, and How as well as the contact information for the group sponsoring the event. Any flyers that are posted must be taken down the day after the event has concluded. Failure to follow the Office of Student Development guidelines can result in a RSO losing privileges to post flyers. It is against UNTHSC policy to post flyers on glass, walls, or doors anywhere on campus. Any flyers that are posted in non- designated areas will be removed.

OrgSync

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

Additional Advertisements

RSOs are encouraged to contact Amy Buresh in Marketing at Amy.Buresh@unthsc.edu for assistance in advertising upcoming events open to the students and the community. The Office of Student Development strongly recommends RSOs seek assistance from the Marketing and Development Departments at UNTHSC http://web.unthsc.edu/media to find media contacts, breaking news, publications, bios and other useful media information to assist in publicizing events.

Daily News

The Daily News may also be utilized by submitting announcements via the intranet at least 24 hours prior the day you would like an announcement to be posted. To post items in the Daily News, you can also click on "add announcement" in your daily news email. You have to be hard wired into the university internet or using a university vpn to submit an announcement. You log in with your EUID.

Funding and Payments

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 and student governments and classes seeking funding from student service fees must submit a budget each fiscal year. The Student Service Fee Budget Request form is available on OrgSync. Budget requests instructions for the next fiscal year will be sent to all student groups each December. All budget requests will be due via OrgSync to the Executive Director of Student Services according to posted instructions (usually January or 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 Dr. Trisha Van Duser, Executive Director of Student Services, at (817) 735-2508 or Trisha.Vanduser@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 **August 15th** of each academic year will no longer be accessible for the following fiscal year.

Any money that has been raised through membership fees or fundraisers must be deposited 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 and a quote/invoice must be provided for all transactions, in order to withdraw money from an account. For example, a student officer will submit a payment request in OrgSync 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. Please contact a Student Services Associate well in advance with any questions. Failure to correctly submit requests will jeopardize your privileges as a RSO.

Payment Methods

When student organizations submit payment 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 3 business days** prior to the payment due date. For purchases that require a contract or a **business check**, we need the payment request as well as all vendor documents **at least one month** in advance.
Please note, that we can **NEVER** purchase alcohol or gift cards using on-campus funds.

Off Campus Accounts

Some student organizations open an "outside" account with a local bank. For example, they might choose to deposit money raised through fundraisers into this account, instead of the school's 9000 account. This provides increased convenience, giving the organization more flexibility and independence in spending because payments out of this account do not have to be approved by the Office of Student Development. However, the outside account cannot have any affiliation with UNTHSC (i.e. UNTHSC name or address cannot be listed on the account) and money spent from this account will not be tax exempt.

Student Organizations may request a SS-4 form from the IRS by calling toll free 1-800-829-1040 or by visiting http://www.irs.gov. The SS-4 form may also be submitted online. Fill out the form completely. Contact the IRS directly if you have any questions or need additional information. Mail in the completed SS-4 without delay. You may open a bank account with the tax number immediately and operate as an organization using this number. This tax number identifies your organization and it will never change.

Making Deposits

The Treasurer of the student organization must see a Student Development Associate 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 3 months of receipt. (It is recommended to deposit all checks within a week of receipt.)
All checks should be made payable to UNTHSC.

Credit Card Payments

Credit card payments cannot be taken at this time for deposits made into on campus accounts. If an organization chooses to take credit card payments for their off campus account, all funds must be deposited into a designated organization account and may not at any time be deposited into an organizational member's personal accounts.

Account Balances

The Treasurer of the organization can track and view the organization's 6000 balance on OrgSync within the Budget Management System. This is accessible at all times. For 9000 account funds, the treasurer is responsible for creating a checkbook each fiscal year within the Treasury-Checkbook function on OrgSync. New entries and a record of all organizational transactions are easily managed through this function. Treasurers are ultimately responsible for tracking their balances and allocating purchases on OrgSync. Any additional questions can be referred to a Student Development Associate by making an appointment.

Membership Dues

Membership dues are collected by the officers. Monies collected through membership dues are deposited into the organization's 9000 account.

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.
- Someone in your organization must serve the function of Treasurer who will keep thorough and accurate records of income and expense.
- Fundraisers involving community businesses and/or university family members must be approved by the Institutional Advancement Office.
- 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

Ordering Food and Supplies

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.

Ordering Supplies

All supplies needed for purchase using 6000 and 9000 account funds must be made by the Student Development Associates. **Organization officers and members will not be reimbursed if purchases are made with personal money.** The Student Development Associates will make supply runs every other Friday from 3:00-5:00 pm. These are posted on the OrgSync calendar. An officer should RSVP on the OrgSync Calendar **at least 3 days** in advance and submit a payment request for the appropriate account. Please indicate the location and preferred time of the Supply Run within the comments section of the payment request. A Student Development Associate will contact the student to confirm the date, time, and location. Officers are responsible for completing their shopping and meeting at the cash register by the designated time. The organization must plan ahead to assure that the supplies requested will last for the upcoming month. Examples of supplies include anything that is not catered food (ex. cups, plates, napkins, thank-you cards, soda etc.). Supplies may also be ordered by Student Development Associates through Amazon.com. For Amazon items please send a detailed shopping list with order numbers to a Student Development Associate. Lists should be uploaded to your 9000 and/or 6000 payment requests through OrgSync. For Amazon items that offer prime shipping, allow 2-3 business days for delivery. Please account for delivery times when requesting supplies. Additionally, keep in mind, Amazon prices are subject to change, so please overestimate your costs. Also, please indicate in the comments section whether or not a Student Services Associate is allowed to select a similar, alternate item if we are unable to locate your requested item. Each organization is responsible for the transportation and appropriate storage of purchased supplies. 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. Additional supply runs are not guaranteed and are provided at the discretion of the Office of Student Development.

Emergency Supply Runs

If supplies are needed that cannot be purchased as a bi-weekly supply run because they are perishable, an emergency supply run may be scheduled. For emergency supply runs, a request must be sent to a Student Development Associate at least a week in advance of your event. The Student Development Associates reserve the right to deny emergency supply run requests due to scheduling conflicts.

Ordering food

There is a list of vendors available within the Leadership Council Portal on OrgSync. A student organization officer must request a food order at least one week in advance of the event. Officers will submit a payment request for the appropriate account on OrgSync. 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. Y**ou are responsible for calling in your own order.** Once the food order request has been viewed and budget approved by Student Development staff, it will have a "approved" status on Org Sync. For 9000 account payments, when the order has been paid for it will be updated with an "deferred" status.

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. It is the responsibility of the organization to submit this receipt to the Office of Student Development within 48 hours of the event.** The receipt needs to be taped to a piece of paper with the name of the club and date and submitted to a Student Development Associate. 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.

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 payment request in Orgsync 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.

Using the UNTHSC Name or Logo

If a student organization decides to use UNTHSC or school name and/or logo the t-shirt 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 to set up an appointment for design approval. This rule applies to anything that you want to put the UNTHSC name or logo on, including bumper stickers, mugs, etc.

If your organization only wants the name of the organization without the UNTHSC name and logo, approval is not required through the Marketing Department- just the Office of Student Development. Items purchased with state money must be appropriate and in good taste. Failure to receive approval through the designated channels may results in loss of funds and/or student organization privileges. Once approval is granted, an officer must forward the approval to a Student Development Associate.

Email Policies and Daily News Announcements

Email Communication Policy

- We encourage all student organizations to utilize the communication features in OrgSync as your main method for contacting members.
- RSOs should only send emails related to the academic business of the institution and/or emails that are pertinent to a student's educational program or school.
- A RSO is allowed to send out one email at the beginning of each academic semester to students describing their organization, recruiting members, advertising the first meeting, etc.
- Additional emails are not allowed to be sent out to all students, faculty, or staff after the original email.
- All other messages and communication should be sent through or posted on OrgSync.
- It is recommended that a RSO only send out one initial announcement and one reminder per event.
- 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."
- Students may not send e-mails to all faculty or staff or to all UNTHSC students at any time unless approved by the Vice President of Student Affairs.
- When communicating with others via UNTHSC electronic communication resources, a user's communication should reflect high ethical standards, mutual respect and civility.
- RSOs are encouraged to post announcements on the Daily News, OrgSync, RSO Weekly Newsletter, or post flyers in approved areas.

- It is against the UNT Health Science Center's email policy to use the school email system for personal profit. Therefore, student organizations can not advertise the sale of personal possessions via email. The institution has established the Treasure Chest (http://intranet.hsc.unt.edu/treasurechest/default.cfm) for the sale of items.
- The Office of Student Development will not send emails on behalf of RSOs.
- Emails sent on behalf of RSOs should be sent by a RSO student officer in good academic standing.
- RSO events can be included in the RSO Weekly Newsletter.

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.

Daily News Announcements

To post an announcement in the Daily News you must access the UNTHSC Intranet: http://intranet.hsc.unt.edu/. On the top left is a hyperlink to the Daily News. Once you access that link, click on "Add Announcement" on the left hand side. Use your EUID and password. Postings for the following day must be submitted by 12:00 midnight the day before the event. Use discretion and good judgment when posting announcements as the entire campus views these announcements. According to the UNTHSC Information Resources Standards & Policies, Section 4.03: "The submitter will be held liable and personally responsible for their submissions".

Storage

Storing Supplies

Each student organization, government, and class request room for a box underneath the stage in EAD 110. Please be respectful of other students and only use your given space. If you need to temporarily store additional items that do not fit allotted space, please see a member of the Student Development staff. Any organization that does not abide by this rule will have their items confiscated by the Office of Student Development. Failure to keep storage space clean and respectful of others may result in confiscation of items or loss of storage privileges. Drinks or perishable items cannot be stored in an organization's storage area underneath the stage in EAD 110.

Box Drive Policy

Only one box drive per student organization is permitted during the semester.
Boxes may be out for a maximum of two weeks at a time. The boxes must be decorated in an appropriate manner. The boxes must identify the organization sponsoring the event and the materials to be collected. The boxes must be emptied daily to prevent overflow. The institution is not responsible for lost, damaged, or stolen items associated with a box drive. No more than three organizations will be permitted to conduct box drives at one time. Contact Student Development staff to request approval for a box drive. You will need to inform the office of the dates for the box drive, the number of boxes, and the intended location for each box during the drive. UNTHSC employees reserve the right to remove/move boxes at any time.

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 **Treasurer** of the organization must first notify a Student Development Associate of the approval to use organization money for any student travel expenses by submitting a payment request on the traveler's behalf.

- Student Organizations and Governments may use funds to provide travel scholarship to its members
- The organization treasurer will need to submit a travel scholarship payment request on OrgSync for each traveler.
- The traveler must schedule an appointment with a Student Development Associate to discuss all related travel plans ahead of time.
- The traveler will book all travel arrangements including flight, lodging, and rental car.
- All documentation must be provided to a Student Development Associate.
- While on your trip, be sure to save all receipts-be sure they are itemized and contain proof of a transaction.
- When you return, you will need to contact a Student Development Associate to complete the Travel Voucher for and attach all receipts to a piece of paper.
- All forms and tips for filling out forms are located on the Business Service Center's website: http://bsc.untsystem.edu/travel-guide
- Upon return from your trip, **make an appointment within two days** to discuss final travel paperwork, including the submission of receipts with a Student Development Associate.
- You will need to submit all documentation within 30 days of your return

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 refer to the Student Organization Raffle Policy on file in the Office of Student Development and/or see a Student Development Associate for more information about raffles, 501 (c) status, and related publications from the Texas Attorney General.

Election Campaign Policy

Guidelines

- Candidates are responsible for familiarizing themselves and adhering to the campaign policy outlined in the Student Organization Handbook as well as any policy within their student organization or government.
- In the event of a policy conflict, if the Student Organization Handbook campaign policy is more restrictive, then this policy will supersede any student organization or student government policy. However, the student organization or student government may enact and enforce more restrictive campaign guidelines than are outlined in the Student Organization Handbook campaign policy.
- Use of OrgSync 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. Use of classroom bulletin boards will be at the discretion of the election chairperson.
- 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.

Website Policy

If RSOs would like to create a website for their organization, this can be done through OrgSync. In the organization's portal, you can find the website feature under "more." If the website feature is not turned on, this can be changed under "settings", "organization settings", and "permissions."

Student Organizations may **not** create organizational websites through the university's IT department or external vendors. This policy's purpose is to prevent dormant or inaccessible sites due to officer transition. Exceptions can be made for one time event websites and must be approved by the Office of Student Development.

Health Fair Policy

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 program, 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.

Hazing

Hazing is a criminal act under the state law of Texas.

By definition, "hazing" is any intentional, knowing, or reckless act 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, 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.
- 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 that intimidates or threatens a student with ostracism or that subjects the students to extreme mental stress, shame or humiliation that adversely affects the mental dignity of the student or discourages the student from entering or remaining registered at UNTHSC, or that may reasonably be expected to cause the student to leave the organization or UNTHSC rather than submit to hazing whether the act is committed in person or communicated by other media including social networking.
- 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.

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 Ethics Hotline – 1-877-606-9187

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 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.

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

For further information about hazing, please contact the Office of Student Affairs, Everett 2nd Floor, or (817) 735-2505, or the Student Code of Conduct & Discipline at http://www.hsc.unt.edu/departments/studentaffairs/.

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 LifeSynch 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

- CARE Team: 817-735-2740
- UNTHSC Police: 817-735-2600
- Dr. Nicki McGee, Title IX Coordinator: 817-735-2069
- Dr. Trisha Van Duser, Executive Director for Student Services: 817-735-2508

STRICTLY CONFIDENTIAL

- LifeSynch Student Assistance Program: 855-270-2346
- 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 OrgSync 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 President of Student Affairs.