



Student Organization Handbook

GET INVOLVED
★ student involvement

STUDENT INVOLVEMENT

Mission:

Student Involvement is committed to enriching Bobcats through service, student organizations, and activities. We encourage you to get involved.

The Three Pillars of Student Involvement:

*A SENSE OF
belonging* | A COMMUNITY | *AN
experience*

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SECTION 1: WELCOME

HOW TO USE THIS HANDBOOK

The Student Organization Handbook is designed to help students and advisors to become familiar with Texas State University policies and procedures as it relates to Student Organizations. This handbook will also help you gain valuable information about registering, managing, and operating your organization. If you are still left with questions, you are welcome to visit the “Student Organizations” tab on the Student Involvement website where we will continue to update relevant information for Student Organizations.

All policies, procedures, and content in this handbook are subject to change.

BENEFITS OF REGISTERED STUDENT ORGANIZATIONS

The following are some of the benefits and privileges that are extended without charge (unless specified otherwise) to each Texas State University student organization upon its official registration by the university. An organization’s failure to maintain an active registration status may result in suspension or removal of any or all the benefits and privileges.

1. Registered Student Organizations can reserve LBJ Student Center facilities and mall outdoor spaces.
2. Registered Student Organizations are authorized to post flyers in approved posting areas (bulletin board, digital signage, etc.)
3. Registered Student Organizations are able to reserve rooms in academic spaces, if space is not available in the LBJ Student Center. Academic space reservations will be facilitated by LBJSC conference services.
4. Registered Student Organization can reserve and use space in approved outdoor locations for the sale of goods or distribution of literature provided they follow proper procedures and apply for proper permits as outlined on the Campus Access page of the get involved website.
5. Registered Student Organizations are permitted to use “Texas State University” as part of the organization name as outlined later in this document.
6. Registered Student Organizations are eligible to apply for Student Organization funding.
7. Registered Student Organization can receive mail at the Department of Student Involvement Desk on the 4th floor of the LBJ Student Center.
8. Registered Student Organizations can obtain a [student organization email address](#).
9. Registered Student Organizations are eligible to participate in Department of Student Involvement Student Organization events.
 - a. Fall and Spring Organizations Fairs
 - b. Boko Awards recognition program

- c. Compete as an organization in Homecoming events
- d. Etc.
- 10. Registered Student Organizations are provided access to several on-demand training courses through the RSO Student Organization Leadership and Development Canvas Training Site.
- 11. Registered Student Organizations are able to participate in any in-person workshop and training activities aimed toward student organizations.
- 12. Registered Student Organizations are visible on the Organization Search for students to be able to contact them.
- 13. The Department of Student Involvement continues to develop and offer resources for our Registered Student Organizations that we may not offer to organizations that have not registered with the university.

RESPONSIBILITIES AND EXPECTATIONS OF RSOS

It is the responsibility of every student organization and its officers to:

- 1. Register the student organization with Department of Student Involvement annually. Registration will be opened during a specific cycle to be announced April 1st.
- 2. A student organization officer must meet the following academic requirements: have at least a 2.25 Texas State University cumulative grade point average prior to the first day of each semester (fall and spring) during the term of the position; to be in good scholastic status with the University at the time of selection and during the term of the position.
- 3. Complete state-mandated risk management training each academic year required by [H.B. No.2639](#).
- 4. Carry out duties as listed in its constitution and manage itself autonomously of the university.
- 5. Follow Department of Student Involvement, Student Success, University, and Board of Regents Policies and Procedures.
- 6. Follow all city, state, and federal law.
- 7. Immediately notify the Department of Student Involvement of any changes to organization officers, advisors, information, or constitution updates.
- 8. Serve as a separate, independent entity from the University whose membership is composed of Texas State University students, which has complied with the registration procedures to be officially registered (granted approval to operate on campus) by the University.
- 9. The treasury of the student organization must be under control of the student members with supervision of the advisor(s). Per Texas State University Systems Regulations, advisors may not be listed on bank accounts or request reimbursements. Dues and other membership fees must be utilized for the

express benefit of the organization and in fulfillment of its purpose. [TSUS Rules and Regulations §6.2](#); [UPPS No. 03.01.10](#)

- a. This does not apply to Chartered Student Organizations.
10. Act in the best interest of its members and the university.
11. Be accountable for the conduct, safety, and general welfare of its members and guests whenever they represent the organization or participate in organizational activities.
12. Not engage in hazing at any level of membership in the organization as hazing is prohibited per [Student Code of Conduct](#) and [The Texas Education Code](#).
13. Must be in compliance with Title IX of the Civil Rights Act, which requires membership and activities to be open to all persons regardless of gender. Student organizations whose national organization is exempt from Title IX must furnish proof by letter from the national office. Organization are exempt from Title IX requirements only as they relate to their status as single-sex organizations.
14. Communicate with the Department of Student Involvement regarding upcoming events and activities.
15. Be in compliance with student code of conduct and community standards.

STUDENT ORGANIZATION SUCESSS FRAMEWORK

The Student Organization Success Framework is a resource designed to help student organizations pursue excellence and success. The Framework identifies outcomes for membership, leadership, campus/community impact, and operations that can be used by any organization. Student organization leaders can identify where they want to grow, then use the Framework to connect with resources across campus.



Operations

- Purpose and goals
- Membership Recruitment and Retention
- Risk Management
- Fiscal Management
- Fundraising and Philanthropy
- Collaboration and Partnership
- Leadership Training
- Advisor Relationship
- Self-governance

Membership

- Shared experiences
- Membership Development
- Wellbeing
- Diversity and Inclusion
- Career Readiness

Leadership

- Leadership and Service Pillars
 - Opportunity, Self-Awareness, Intentionality, Advancement, Active Citizenship
- Competencies
 - Learning and Reasoning
 - Self-Awareness and Development
 - Interpersonal Interaction
 - Group Dynamics
 - Communication
 - Strategic Planning
 - Personal Behavior

Campus/Community Impact

- Campus Engagement
- Pride Traditions
- Athletics
- Community Engagement

SECTION 2: ORGANIZATION REGISTRATION

NEW STUDENT ORGANIZATIONS

Choosing The Organization Name

The name and purpose of the student organization must be unique—the name and purpose cannot duplicate the name and purpose of an existing student organization.

- Example: Squirrel Scouts of America at Texas State University

Registered Student Organizations who choose to use Texas State University in their title must use the following format: **(Name of Organization) at Texas State University**. Student organizations are not official entities of the University and may not represent themselves as such.

The only organizations that may use Texas State University / Texas State at the beginning of their name are Sports Clubs, Chartered Organizations, and Residence Hall Associations.

MISSION AND PURPOSE

Establishing a mission and purpose helps guide and focus an organization.

Understanding this makes building the constitution easier. A mission statement assists in the decision-making process and explains to members and non-members what the organization hopes to accomplish.

The purpose statement adds some context to the mission statement and provides some examples. These define why the organization was established and what it will strive to accomplish. They should be specific, clear, and describe easy-to-understand goals.

- Example: The mission of Squirrel Scouts of America at Texas State University is to offer a space for students to share their love for squirrels. The organization will provide opportunities for students to learn about squirrels and better understand how to create sustainable environments for them.

ORGANIZATION TYPES

Academic Organization

Student organizations seeking to further study, discuss, or experience an academic interest, major, or field through lectures, field trips, meetings, or other related activity.

Chartered Organization

Being a Chartered Student Organization means that a department has chosen to sponsor you.

According to [SA/PPS 07.04](#) To qualify as a chartered student organization, the functions of the student organization would generally be performed by the university if the group did not exist.

Fraternity or Sorority

Social Greek-lettered organizations are under one of the four Greek governing councils: Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), and Panhellenic Council (PHC).

Honors Organization

Nationally recognized honors organizations are typically affiliated with a specific academic major, department, or campus activity.

Multicultural Organization

Students organize to celebrate and support the interests of one or many different cultures, races, or ethnicities.

Political Organization

Students organize to promote affiliation with a political party or support of one or more political views.

Professional Organization

Student organizations comprised of students pursuing similar goals and preparing for the professional world.

Recreational Organization

Student organizations participating informally or through competition in one or more recreational activities. Recreational Organizations may apply to become Sports Clubs through the Sports Club Alliance in the Department of Campus Recreation.

Religious Organization

Student organizations celebrating and supporting the interests of one or many different religions or religious studies.

Residence Hall Association

Representative boards of student leaders for Texas State residence halls are recognized by the Department of Housing and Residence Life.

Service Organization

These student organizations contribute to the campus, community, and national or global initiatives through community service and philanthropy.

Special Interest Organization

Student organizations pursuing similar interests pertaining to lifestyle, social, or societal issues.

Sports Club

Student organizations involved in a specific sport are recognized by the Department of Campus Recreation and are organized under the Sports Club. Sports Clubs compete with clubs from other colleges and universities.

Student Organizations must receive approval from the Department of Campus Recreation to be categorized as a Sport Club

For more information on becoming a Sports Organization visit this website:

<https://www.campusrecreation.txstate.edu/things-to-do/playsports/sport-clubs/start-a-new-club.html>

Single-Sex Organization

[Title IX of the Education Amendments of 1972](#) prohibits sex discrimination in educational programs and activities unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with Title IX. Therefore, Title IX is a condition of Registered Student Organizations at Texas State University. Texas State University only recognizes the following exceptions:

- A. Fraternities and Sororities recognized by Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council
- B. Sports Clubs as recognized by the Sport Club Alliance
- C. Other Organizations recognized as Title IX exempt by the U.S. Department of Education
 - a. If your organization is registered in affiliation with a national body, they may have already completed the process required for Title IX exemption. It is acceptable to obtain single-sex status through a national body.

Title IX exempt organizations must meet the following criteria:

- A. The organization is tax-exempt under section 501(a) of the International Revenue Code.
- B. Members must be limited to student, staff or faculty at Texas State University.
- C. The organization must be a "social fraternity" as defined by the U. S. Department of Education.

The U.S. Department of Education defines “social fraternity” as a group that can answer “no” to all the following questions:

- A. Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
- B. Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- C. Are the members permitted to hold membership in other fraternities or sororities at the university?
 - a. If a group answers “yes” to any of the questions, it is not a “social fraternity” and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. An affirmative answer to any of these questions is evidence that the organization is professional, service, or honorary in nature and not a social fraternity or sorority for Title IX purposes.

ANNUAL REGISTRATION

Each academic year the organization will need to reregister in order to maintain an active status as a Registered Student Organization at Texas State University. The following steps outline the process by which to register:

STEP 1 – THE STUDENT SUCCESS INFORMATION SYSTEM

Existing student organizations are required to register once a year on [Mako](#). MAKO is the database used for storing student organization and event information. Organization leadership is required to immediately update any changes in the organization's representatives or contact information.

If you are unable to find your organization, you may be using a different name than you have registered with. Please review the most recent copy of your constitution and be sure that you are using your organization’s OFFICIAL name. If you are still unable to find your organization, please contact Department of Student Involvement.

Review and fill out all required information. **Be sure the email is correct. This is how students will contact the organization if they are interested in joining.**

The final stage enter the netIDs of an Advisor, a President, a Vice President, and a Treasurer. These officers will be responsible for completing risk management training and signing the required documentation for registered student organizations.

STEP 2 – REQUIRED SIGNATURES

All Student Organization Officers and Advisors will be sent an email with acknowledgement forms. These will outline the expectations of the role as an Officer or an Advisor. By clicking “I Agree” is an indication that they agree to each statement.

Each Officer and Advisor signs all forms otherwise the organization CANNOT BE APPROVED.

STEP 3 – STUDENT ORGANIZATION LEADERSHIP DEVELOPMENT (SOLD) CANVAS SITE

All Officers and Advisors submitting required forms will be added to our RSO SOLD Canvas Site.

The Canvas site is for many purposes:

- It is a one-stop-shop for training and development, trainings may include topics on State-mandated Risk management, campus access, student organization travel policies and procedures, finances, navigating team conflict, officer transitions, and marketing an organization.
- It is where constitutions can be submitted.
- Announcements will be shared to inform you for important student organization related information.

STEP 4 – KEEP AN EYE OUT FOR AN EMAIL

Some organizations will have required documentation for registration to be officially approved. For example:

- All organizations are required to submit a constitution every 3 years.
- Some organizations have special requirements that may require them to submit documentation to us to maintain their registration status.

STEP 5 – STATE MANDATED RISK MANAGEMENT

The State of Texas requires that all Student Organizations complete State Mandated Risk Management training. There will be two options for completing State Mandated Risk Management Training:

- All officers and advisor complete Risk Management Module and receive an 100% on the Post-Assessment Module during the Fall semester.*
- Attend the Risk Management session during the Fall semester.

** Dates are subject to change based off the academic calendar.*

Organization Risk Management Compliance will be issued when the organization has:

- had the organization officers complete and pass the State Mandated Risk Management Module;
- held a Risk Management information meeting for their organization;
- submitted completed Compliance paperwork regarding information meeting by due date;

If ANY Officers or Advisors of the organization fail to complete either of these State Mandated Risk Management options, the organization's registration may be listed INACTIVE.

BUILDING AND SUBMITTING CONSTITUTION

Student Organizations must be registered with Department of Student Involvement every academic year. All Student Organizations are required to have a constitution on file with Department of Student Involvement. At minimum constitutions must be reviewed and resubmitted to Department of Student Involvement every 3 years or at the time a constitution is changed/amended (whichever is first).

The following is a checklist of the minimum and necessary components of any constitution for a student organization. This checklist will help open the dialogue with your group in deciding the framework and substance of your organization.

Each section listed below should be reflected in your organization's constitution. Based on the organization's needs, officers may list additional sections, but must have the following at minimum. Please note that some sections will require the organization to use specific wording and cannot be modified.

Below is the Constitution Checklist and Sample Constitution.

Student Organization Constitution Checklist

(Revised November 2022)

_____ **ORGANIZATION NAME (required)** States the official name of the student organization. The name of the student organization must follow the “Guidelines for Naming Your Student Organization” in the Student Organization Handbook. Specifically, the student organization cannot use the words “Texas State University” or “Texas State” or “TXST” as a part of the name of the organization.

- Only Sport Clubs registered through Campus Recreation are allowed to use Texas State at the beginning of their organization name. Any other student organization that wishes to include Texas State or TXST in their name must use it at the end. (Ex: Club at Texas State).
- Include that name of the organization and any abbreviated name or acronym if it intends to use one.

_____ **MISSION AND GOALS (required)** The Mission statement that is clear, precise, and definitive (generally 60 words or less)

- Philosophy, goals, and/or purpose for which the organization has been created.
- Must include the following sentence in its own paragraph: **“All activities and functions of the organization must be legal under University, local, state, and federal laws.”**
- **Chartered Student Organizations Only:** If your organization is a chartered student organization, it must include the following statement: “_____ is a chartered organization based in the department of _____ in the division of _____ at Texas State University. Per SAPPs 07.04 The university accepts the responsibility for assisting students in organizing and maintaining chartered student organizations; agrees to support, supervise and advise their activities, will provide resources for those activities; and acknowledges that these organizations contribute to the educational mission of the institution. This is achieved by the appointment of Staff Advisor(s) within the sponsoring department.”
- **Statement of Affiliation (optional)**
 - Does your organization have a governing body or off-campus affiliation?
 - What is the expectation or reporting structure of this affiliated relationship?

_____ **MEMBERSHIP (required)** Defines the composition of the student organization including membership requirements and selection procedures. Any Texas State University student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. All officers/representatives must be currently enrolled students at the University.

- _____ **University’s Prohibition of Discrimination Policy (UPPS No. 04.04.46) (required):** Must include the following statement from the University’s Prohibition of Discrimination Policy (UPPS No. 04.04.46): “Texas State University is committed to an inclusive educational and work environment that provides equal opportunity and access to all qualified persons. Texas State, to the extent not in conflict with federal or state law,

prohibits discrimination on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity, or gender expression."

_____ **OFFICERS (required)** List each major officer's position with respective duties and authority. Describe who is eligible to be an officer (including academic requirements), how one becomes an officer, and how one obtains or loses officer status. Eligibility requirements must be included in this section that meet or exceed those described in the Student Organization Relationship Statement (at least a 2.25 TXST cumulative GPA).

- _____ **GPA STATEMENT (required)**: The following statement must be included: "The president, vice president and treasurer, or their equivalents, from each registered student organization must maintain a 2.25 Texas State cumulative GPA."
- _____ **SELECTION OF OFFICERS / ELECTIONS (required)** Officer selection must take place at least once per academic year. Include the process the process for selecting officers (elections, nominations, etc.) for the organization (elections, nominations, interview, etc.)
- _____ **PROCEDURES FOR DECISION MAKING (required)**: Defines how decisions will be made in the control of organizational activities and finances, including a definition of a quorum (required). Quorum is a percentage or fraction of members that must be present to conduct business— such as two-thirds, three-fourths, 50%+1, etc.
- _____ **OFFICER VACANCIES (required)** Include procedure for removal of officers, procedure for filling vacated offices, and an appeal policy.

_____ **FINANCES (required)** (Include this section, even if not charging dues) Defines how funds will be collected, maintained and disbursed. (Include this section, even if not charging dues)

- _____ **FINANCIAL STATEMENT (required)**: Must include the following statement: "Advisors are not to have control of the funds and financial records of the organization." [TSUS Rules and Regulations §6.2: UPPS No. 03.01.10](#)
- _____ **DISBURSEMENT OF ASSETS (required)**: Should the student organization become defunct, provide a means to disburse the organization's assets in this article.

MEETINGS (recommended) Describes how often the meetings will be held, who can call regular and special meetings, and attendance requirements.

COMMITTEES (recommended) If applicable, standing (permanent) committees and ad hoc (temporary) committees should be listed including duties and responsibilities.

ADVISOR (recommended) Procedures for selecting and replacing an advisor and defines the relationship between the advisor and the student organization.

RATIFICATION AND EMPOWERMENT (recommended) Necessary approval needed for approval of the constitution.

AMENDMENTS (recommended) What is the procedure for proposing amendments (i.e. in writing, verbally, etc.)

_____ **HISTORY (required)**:

- **DATE OF CREATION AND REVISION (required):** Must include the following statement: “This document must be submitted for review to the department of Student Involvement every three (3) years or when changes occur.”
 - Must include the date of creation.
 - Must include all dates of revision.

OFFICER, ADVISOR, AND INFORMATION UPDATE FORMS

If officers, advisor, or any other information changes, it is important that the Department of Student Involvement is informed. The information in our database needs to be accurate and officers need to be compliant with all requirements. To change this information, visit the annual registration website in the “Student Organizations” Tab on the Get Involved website and select the appropriate form at the bottom of the page.

HAZING

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

- A. Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- B. Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- C. Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by Paragraph (F), that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- D. is any activity that:
 - a. a reasonable person would believe intimidates or threatens the student with ostracism, subjects the student to extreme mental stress, shame, or humiliation, adversely affects the mental health or dignity of the student, or discourages the student from entering or remaining registered in an educational institution;
 - b. or cause the student to leave the organization or the institution rather than submit to the activity.
- E. Is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or
- F. Involves coercing, as defined by Section 1.07, Penal Code, the student to consume an alcoholic beverage, liquor, or drug.

PERSONAL HAZING OFFENSE: A person commits an offense if the person:

- A. engages in hazing;
- B. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- C. recklessly permits hazing to occur; or
- D. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

ORGANIZATIONAL HAZING OFFENSE. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

CONSENT NOT A DEFENSE. It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in hazing activity.

IMMUNITY FROM PROSECUTION AND CIVIL LIABILITY AVAILABLE.

- A. In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution.
- B. Any person who voluntarily reports [reporting] a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the reported hazing incident if the person:
 - a. reports the incident before being contacted by the institution concerning the incident or otherwise being included in the institution's investigation of the incident; and
 - b. as determined by the dean of students or other appropriate official of the institution designated by the institution, cooperates in good faith throughout any institutional process regarding the incident

SECTION 3: FINANCES

OBTAINING AN EMPLOYER IDENTIFICATION NUMBER (EIN)

For your organization to obtain its own banking information separate of any student's personal information it must be considered its own entity. Your organization may not

employ anyone, but to be considered its own entity as an organization you must have an EIN.

Visit the IRS here:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

That site will walk you through the process of submitting an application for an EIN. Make sure to keep a record of your EIN somewhere that you can pass from one officer to the next as it is CRUCIAL information for maintaining banking and tax information.

TAXES

Does your organization make \$5,000 in income in a calendar year (including membership dues, fundraisers, or any other forms of income)?

- If no – Check the website below for more information to see if your organization is required to file. <https://www.irs.gov/charities-non-profits/charitable-organizations/organizations-not-required-to-file-form-1023>
- If yes – Your organization may be required to pay taxes on this income.

TAX EXEMPTION

Section 501 of the US tax code outlines which types of nonprofit organizations are tax exempt. The section of this code that provides for exemption is section 501(a), which states that organizations are exempt from some federal income taxes if they fall under section 501(c).

The website below will let you know if you qualify:

https://ballotpedia.org/IRS_code_section_501

This is not a comprehensive list of all tax documents that may be required for your organization. Be sure to familiarize yourself with all the necessary forms. If you have any questions, please contact a tax preparer for clarification. The Department of Student Involvement and Texas State University are not responsible for your tax documentation. As an organization officer, it is your responsibility to make sure that all necessary tax documentation is accurate and turned in to the IRS on time.

BANKING BEST PRACTICES

The organization should have its own bank account. It is important that personal expenses and organization's expenses never mix. **The bank account can never be in the name of the advisor.** As per the following policies:

[TSUS Rules and Regulations §6.2](#)

[UPPS No. 03.01.10](#)

It is a good idea to set up internal controls within your organization to make sure that there are no mistakes in the handling of your organization's money. Create a purchase approval form for your organization. The form should detail how much money is being spent, where it is being spent, what it is being spent on, and why those items are being purchased. This gives the organization the opportunity to double-check afterwards and be sure that the money was spent the way that it was supposed to be.

BANKING BEST PRACTICES ADVISOR ROLE

According to [UPPS 03.01.10](#): Advisors to non-required student organizations that do not have their accounts and financial records kept by the university shall not have control or fiscal responsibility, including but not limited to check-writing authority, of the bank accounts or financial records of such organizations per [TSUS Rules and Regulations, Chapter VI, Section 6.2](#).

It is recommended that the advisor and leadership of the organization establish guidelines, accountability measures, and applicable strategies to ensure fiscal responsibility. It is encouraged that the advisor to spend time working with the organization treasurer, ensure accurate record keeping, and introduce corrective measures when necessary.

TRANSITION YOUR ACCOUNTS

It is encouraged to have a training or orientation handbook ready for incoming treasurers. Update this handbook regularly and ensure that new treasurers receive it during officer transitions.

Upon officer transition ensure that previous officers should be removed any organization accounts after their term. It is a recommended to have organization accounts with couple officer's names (e.g.: treasurer and president) in case an officer needs to leave suddenly.

Have a plan in place should the organization dissolve. The constitution should have a section outlining what to do with organization assets after the dissolution of the organization. Ensure that there is a common understanding of the organization's policy and know how to execute the plan accordingly.

REQUEST FUNDING

Student Organization Funding through the Department of Student Involvement

The Department of Student Involvement may offer funding for student organization events, venue rentals, and conferences/competitions. Read the following guidelines carefully to ensure that your funding request will qualify. There is no guarantee that a request may be fully funded. Funding is available for programs, venue rentals, and travel. Some restrictions apply.

The organization can review the [Student Organization Funding Guidelines](#) on the Department of Student Involvement website.

Rising S.T.A.R. Travel Grant

The Rising Scholarly Travel Activity and Research (S.T.A.R.) Grant program has been established by Student Government Association to promote and enhance the efforts undertaken by the colleges and departments to send students to programs, conferences, and activities of a scholarly nature.

<https://studentgovernment.dos.txst.edu/programs-services/stargrant.html>

Section 4 : ADVISOR

YOUR ADVISOR AS A RESOURCE

The Department of Student Involvement is committed to the success of all student organizations and is dedicated to equipping advisors with the tools needed to successfully navigate the position of Advisor to an RSO. Advisors are vital to a student organization's success. The value advisors add to student organizations can be immeasurable at times. Advisors provide valuable guidance, a historical perspective, and a true passion for what their student organization provides Texas State University

WHY DOES A STUDENT ORGANIZATION NEED AN ADVISOR?

An advisor can prove to be a valuable asset to your organization by sharing their life experiences, wisdom, and providing continuity, organizational memory, and connections to resources. The key role of the advisor is to serve as a resource for the organization.

It is important to discuss reciprocal expectations with student organization leadership to establish open lines of communication that will enable the two entities to work together effectively.

ADVISOR ELIGIBILITY

An advisor must be either a faculty member (not on sabbatical) or a staff member at the University. The faculty or staff member must be employed at the University at least part-time. ([Texas Education Code - EDUC § 51.9361](#)) Advisors are expected to be actively involved in the affairs of their organizations.

ROLE OF AN ADVISOR

While specific roles should be defined by the organization and the advisor, an advisor should generally.

- be responsibly informed of the purpose, events and programs of the organization.

- be reasonably informed concerning University policies and procedures governing student activities and student organizations.
- frequently attend the meetings of the organization.
- encourage the members of the organization to assume responsibility for the effectiveness of their programs.
- provide advice on the planning and implementation of events and activities.
- provide continuity for the organization from year to year.
- accept communications and/or correspondence via the university mail system regarding activities or announcements that should be conveyed to the officers.

In return for their support, the advisor should expect that they be consulted regularly by the officers concerning their plans for group activities or programs. The advisors should know what events are being planned and should offer ideas and suggestions freely, but not dominate the program planning process.

If not being consulted, the advisor should insist that the group do so. At the same time, the advisor should avoid becoming involved in clearing or approving every detail. For assistance in defining officer-advisor relationships, contact the Department of Student Involvement for advice and resource materials.

MANDATORY EXPECTATIONS

Each advisor must complete a State Mandated Risk Management Training (once a year) and Campus Security Authorities training (once a year).

In addition, the advisor serves as the link between the Student Organization and the University; providing guidance to the organization in regards to University policies and procedures.

MAINTAINING CONTINUITY

The advisor may not have access to the account itself, but officers can ask the advisor to be present for the process of switching accounts from one set of officers to the other so they will have experience in account changes.

MITIGATING RISK

An advisor should assist the organization with managing and mitigating the risks of campus programs. Advisors should take time to learn the policies that guide risk management and liability for student organizations.

- Reputational:** Incidents that result in negative publicity for the student organization, its members, their advisor(s), and/or the college. Reputational risks can occur after an event ends through media reporting.
- Physical:** Bodily injury that occurs due to the participation in an event.
- Emotional:** Feelings of marginalization, discrimination, or trauma due to the content or nature of an event. Students or community members may be put at

an emotional risk after an event has ended based on media coverage or anecdotal reports.

- D. **Facilities:** Structural damage caused to an event venue or surrounding environment during the event, or dangers associated with the venue including poor upkeep, lack of space, or inclement weather.
- E. **Financial:** According to [UPPS 03.01.10](#): Advisors to non-required student organizations that do not have their accounts and financial records kept by the university shall not have control or fiscal responsibility, including but not limited to check-writing authority, of the bank accounts or financial records of such organizations per [TSUS Rules and Regulations, Chapter VI, Section 6.2](#).
 - According to [UPPS 03.01.10](#): Advisors to non-required student organizations that do not have their accounts and financial records kept by the university shall not have control or fiscal responsibility, including but not limited to check-writing authority, of the bank accounts or financial records of such organizations per [TSUS Rules and Regulations, Chapter VI, Section 6.2](#).

It is recommended that the advisor and leadership of the organization establish guidelines, accountability measures, and applicable strategies to ensure fiscal responsibility. It is encouraged that the advisor spend time working with the organization treasurer, ensure accurate record keeping, and introduce corrective measures when necessary.

See strategies and best practices below:

Advisors Should Do	Advisors Should Not Do
Provide financial training, provide guidance and advise, ensure the organization is following their constitution and by-laws regarding financial practices	Be a part of the budgeting/ purchasing approval process. The organization is responsible for their spending decisions.
Answer budgeting and purchasing questions as they arise	Deny purchases the students choose to make
Mediate disputes about officer purchase requests	Make purchases for the organization
Provide information about what past officers or other similar organizations have done	Limit the organization from spending if following their constitution and by-laws
Provide an informed opinion when necessary	Write and/or deliver checks on behalf of the organization
Provide a layer of accountability, establish checks and balances, can	Be a signor on the off-campus bank account or hold any petty cash

view bank account statements and work with the organization in creating a budget for the year	
Be aware of the organization's EIN so they can assist with the annual transition	

The Department of Student Involvement can counsel the organization through potential risks.

SECTION 5: SOLICITATION AND ON CAMPUS RESERVATION

POSTING FLYERS ON CAMPUS

All posters MUST be approved by Department of Student Involvement on the 4th floor of the LBJ Student Center. Make sure to read the following information so you can be sure that your posters will be approved.

Poster Requirements

Student organization posters need to have the following according to [UPPS No. 07.04.02:](#)

- A. The organization name, clearly shown/visible
- B. The date, time, and location (if the poster is advertising an event or meeting).
- C. The posting can say "contact for location" if you wish.
- D. A contact emails
- E. Posters cannot
- F. They can only
- G. Only one poster per posting location

A registered student organization poster CAN	A registered student organization poster CANNOT :
advertise a guest speaker (as long as the guest speaker is informational and will not be soliciting or promotion themselves or their business)	solicit on behalf of/ advertise for an outside business as per UPPS No. 07.04.03
advertise an organization event	be larger than 22 in x28 in
advertise a student organization solicitation event (bake sale, t shirt sale, etc.)	be placed on walls, doors, bathroom stalls, or trees.

stay up for 10 business days before they need to be removed or re-stamped.	
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TABLING

Student organizations may use the Quad, Bobcat Trail, and/or the LBJ Mall for tabling with the intention to share information about their organization, recruit new members or officers, inform students of their upcoming events and to fundraise.

Below you will find the maps that illustrate the locations in which organizations may table.

LBJ MALL MAP

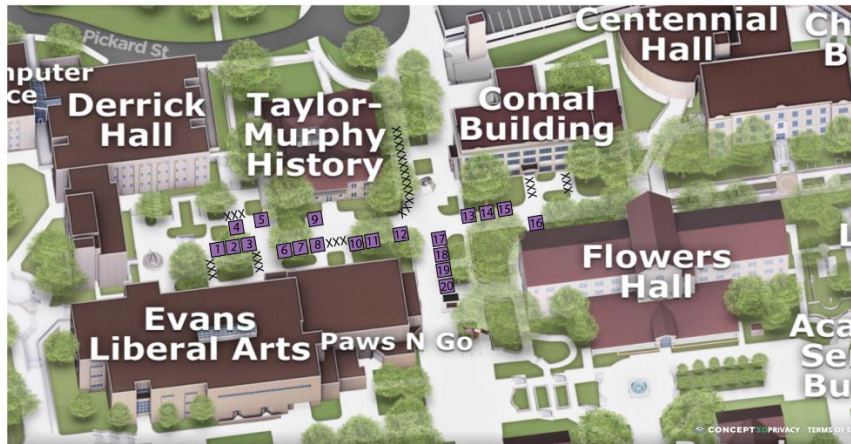


Space
 xxx Fire lane

TEXAS STATE
LBJ STUDENT CENTER

GET INVOLVED
student involvement

QUAD MAP

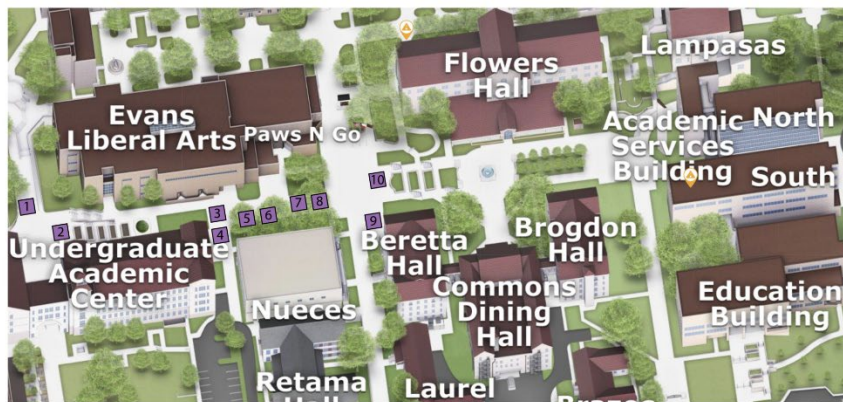


Space
xxx Fire lane

TEXAS STATE
LBJ STUDENT CENTER

GET INVOLVED
Student Involvement

BOBCAT TRAIL MAP



Reservable Space

TEXAS STATE
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To utilize these spaces, it is recommended that you reserve them on the [LBJ Student Center](#) website. (All spaces are assigned).

SECTION 6: EVENT MANAGEMENT

RESERVATIONS

To reserve spaces on campus you may use EMS via the Conference Services website. <https://www.lbjsc.txstate.edu/Services/Conference-Services/On-Campus-Request.html>

Many reservable locations will offer products in their spaces. LBJSC rents A/V equipment, and other helpful items for your event. Additional fees may be charged based on the add-ons to the reservation.

FOOD SAFETY

If your event serves food, the organization will need to consider food safety protocols.

Open events, events that allow students outside of the organization, that serve food will **REQUIRE** certain permits. This includes handing out food on the quad, open interest meetings, and large-scale events. All these events will require food-related certifications. However, if the organization chooses to serve prepackaged food and bottled beverages permits may not need apply permits.

Closed events may want to have officers that are Food Handler's Certified to keep the organization membership safe.

Required Permits

All food at open events must be served by an individual that is Food Handler's Certified. Texas State University offers [Food Handler Courses](#) free to all students, faculty and staff. The certificate will be provided via email after the course, keep it on hand as the organization will need to have the certificate in the event a university official asks for proof of certification at any of your events.

All open events serving food must submit a [Temporary Food Establishment Permit](#) at least 10 days prior to the event. If the event is multiple is days the organization can still use one TFE for the entire event.

For catering resources visit the [LBJ Student Center's catering resources and food guidelines](#).

RAFFLES

Raffles involving paying money for the chance to win a prize of greater value 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. Only raffles held according to the terms of the Charitable Raffle Enabling Act are authorized raffles. The law is Chapter 2002, Texas Occupations Code. If you do conduct a raffle, please note:

The following is the University policy for Raffles: [UPPS Np. 07.04.03 Solicitation on Campus](#)

03.01 Groups authorized to conduct raffles under the Charitable Raffle Enabling Act (Art. 179 F, Vernon's Texas Civil Statutes), hereafter referred to as a "qualified organization," may conduct raffles on campus, if approved, with proper documentation, by Department of Student Involvement or by the director of the Round Rock Campus, or designee. Qualified organizations include non-profit organizations that:

- A. have existed for at least three preceding years and are exempt from federal income tax under Section 501(c), Internal Revenue Code;
- B. do not distribute any of their income to their members, officers or governing body;
- C. do not devote a substantial part of their activities to attempting to influence legislation; and
- D. do not participate in any political campaign.

03.02 Groups wishing to conduct raffles on- or off-campus must meet with Department of Student Involvement or with the director of the Round Rock Campus, or designee, at least 10 university days prior to requested dates to review State of Texas and university policies and procedures related to conducting raffles.

Visit <http://www.oag.state.tx.us/consumer/raffle.shtml> for more information.

TRAVEL GUIDELINES

All university-sanctioned travel is defined as travel more than 25 miles away from campus, and any of the following applies:

- A. Travel-related event is recognized by the University as professional, educational, or is one in which the student group is serving as a representative of the University;
- B. Travel is required by a student organization registered at Texas State
- C. A faculty or Staff member serving in his or her official capacity supervises the travel, or;
- D. Institutional, departmental, or organizational resources are used (including university vehicles, as well as financial resources);

The purpose of [UPPS 05.06.03](#) is to provide the university community, specifically students and student organizations, with procedures and safety guidelines for student, student organization and sponsored program participant travel 25 or more miles away from campus and sanctioned by the university.

Student Travel Forms must be submitted to the Department of Student Involvement a minimum of 10 business days prior to the travel date. If applicable, the event information will be placed on the Excused Absences System Calendar so students can share with professors if necessary.

MITIGATING RISK

Before proceeding with event, it is encouraged to think through the event planning process to mitigate the following risks.

- A. **Physical Risk** – risks involve harm or injuries to the physical body. *Examples for student organizations events may include injuries from physical activity, equipment materials, food-related illness, alcohol consumption, dangerous travel conditions, medical emergencies.*
- B. **Reputational Risk** – risks apply to the reputation of the participants or attendees, individual leaders/officers/advisor and members present, the reputation of the organization, and the reputation of the university. *Examples of reputation risk might include poor conduct or behavior at an event, a negative representation of the group, or hazing of members.*
- C. **Emotional Risk** - risk that pertain to the thoughts and feelings of the organization's members, participants, or attendees, and any other constituents of the event or activity. *Examples of emotional can include risk hazing of members, lack of accessibility to the event, discrimination against constituents, disruption on campus, adverse reactions of participants, sensitive subject matter, and the strain of planning the event.*
- D. **Financial Risk** - risk that involve both the budget for the specific event and the overall financial health of the organization. *Examples of financial risk may include lack of cost reduction where possible, poor budgeting, failing to meet fundraising goals, not having financial checks and balances in place.*
- E. **Facilities Risk** – risks that include the safety of the facilities use for you r members/participants and the maintenance of the facilities used by your members/participants. *Examples of facilities risk may include a lack of proper set-up or clean-up for the event, inclement weather, safety and security issues at your location, a lack of familiarity with facilities and location or the disruption of university facilities.*

SECTION 7: MARKETING AND BRANDING

BRAND CONTINUITY

The brand is your reputation with students; what is most notable about the organization. Before the organization begins the marketing process, the leadership must first understand and define your organization's brand.

Ask the organization the following questions:

- What is the organization wanting to accomplish through social media?
- How will social media help the organization accomplish the mission and vision?
- Who is the target audience?
- What are the core values of the organization?

- What qualities set the organization apart from other organizations?
- Is the personality of the organization innovative, spirited, service oriented, creative, energetic, or sophisticated?
- How long it will take to order promotional items, design, and print posters, etc.?

Once these questions have been answered, create a personality for the organization. Be mindful of the organization's brand as it transitions to new officers. Constantly changing the identity created for your organization makes it harder for the audience to recognize.

To have a successful event the organization must see marketing as a key aspect of the planning process. The most common mistake is to place marketing at the end of the process. The organization must think about the things that can be done early in the process to create anticipation and excitement for the event.

A recommended timeline for flyers/poster designs is to request them six weeks before the event or program - the goal is for them to be distributed two full weeks before the event to give different audiences time to see them and plan to attend. You can also consider the various ways to distribute these posters.

SECTION 8: Relevant Policies

This section serves as a resource allowing access to The [Texas State University System](#) (TSUS) policies as well as internal [University](#) (UPPS), and [Student Success](#) policies and their supporting procedures.

Subject	Policy
Student Organization Accounting System	UPPS No. 03.01.10
Student Travel	UPPS No. 05.06.03
Posting/Distribution of Literature, Informational Booths & Banners on Campus	UPPS No. 07.04.02
Solicitation on Campus	UPPS No. 07.04.03
Assembly Activities Involving Amplified Sound, Exhibits, and Erecting Symbolic Structures	UPPS No. 07.04.05
Chartered Student Organizations	SS/PPS 07.04
Student Organization Disciplinary Procedures	SS/PPS No. 07.06
Fraternity and Sorority Life Policies	SS/PPS No. 07.08
Conducting Outdoor Musical Events During the Evening Hours	SS/PPS No. 08.02
Texas State University System Rules and Regulations	TSUS Rules and Regulations §6.2

