



# Student Organization Handbook

**GET INVOLVED**  
student involvement

## STUDENT INVOLVEMENT

### Mission:

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

### The Three Pillars of Department of Student Involvement:



### Contact Department of Student Involvement:

Website: [studentinvolvement.txstate.edu](http://studentinvolvement.txstate.edu)

Email: [getinvolved@txstate.edu](mailto:getinvolved@txstate.edu)

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## RELATIONSHIP STATEMENT

Texas State University believes that freedom of thought, innovation and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the university has a special responsibility to seek cultural diversity; to instill a global perspective in its students; and to nurture sensitivity, tolerance, and mutual respect. Student organizations at Texas State University actively participate in and contribute to a vibrant university community by meeting these expectations.

The approximately 350 registered student organizations at the university provide valuable experiences and opportunities for students to grow as individuals, leaders, and community members. Department of Student Involvement staff members work to be

proactive in guiding student organizations by providing education, training, and consultation. The Department of Student Involvement partner with registered student organizations to continue to enhance the university community.

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## SECTION 1: WELCOME

### WHY YOU ARE IMPORTANT

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

### HOW TO USE THIS HANDBOOK

This Advisor Handbook is designed to help advisors become familiar with university policies and procedures related to student organizations and to provide suggestions and best practices and helpful recommendations for productive activities.

This handbook was prepared based on the best information available at the time of publication, therefore, all information included herein is subject to change. Any additions, deletions, or corrections to this handbook, once approved, will be available at Department of Student Involvement and on <https://studentinvolvement.txst.edu/>. This publication is for informational purposes only.

For assistance call or stop by Student Involvement on the 4th floor in the LBJ Student Center. If you require this information in an alternative format due to a disability, please contact the Department of Student Involvement at 512-245-3219.

### 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.

### 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.

## 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.

## RESPONSIBILITIES AND EXPECTATIONS OF RSOS

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

1. Register the student organization with the Department of Student Involvement annually. Registration will be open by 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 the 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. Organizations 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.



The advisor can serve as a static member of the organization, many officers will graduate but the advisor has the potential to remain with the organization for years.

## STUDENT ORGANIZATION SUCCESS 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

**SECTION 2: RISK MANAGEMENT**

As an advisor of a student organization, you are the university's representative regarding the organization's activities. As such, you are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities and operational procedures. If you have reason to question an action taken by the organization, express your concern directly to the organization in person, and follow up in writing, including the date, a suggested alternative to the questionable action, a warning, etc

Just as there is no specific statement that explains faculty liability for every possible classroom incident, there is none that covers all the possible situations student organizations might encounter. If you have concerns about a situation unique to your organization or to a specific event or activity hosted by the organization you advise, please contact the Department for Student Involvement. Although there is no way to completely eliminate risk and legal liability associated with a program, event, or activity there are ways to reduce risk and provide a safer environment for program participants.

**STATE MANDATED RISK MANAGEMENT**

The State of Texas [H.B. No.2639](#) requires that all Student Organizations complete State Mandated Risk Management training. Information regarding how to complete state

mandated risk management training will be released when registration opens on or around April 1<sup>st</sup> of each open registration period.

Sec. 51.9361. RISK MANAGEMENT PROGRAMS FOR MEMBERS AND ADVISORS OF STUDENT ORGANIZATIONS. (a) In this section:

1. "Advisor" means a person who:
  - a. serves in an advisory capacity to a student organization to provide guidance to the organization and its members;
  - b. is older than 21 years of age; and
  - c. is not a student of the postsecondary educational institution at which the student organization is registered.

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.

### MITIGATING RISK

- A. 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 on and off campus programs membership development, and overall operations.
  - a. **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.
  - b. **Physical:** Bodily injury that occurs due to the participation in an activity connected to the organization.
  - c. **Emotional:** Feelings of marginalization, discrimination, or trauma due to the content or nature of an event. Emotional risk can take place after an event or activities have 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](#).

## SECTION 3: BEST PRACTICES & RECOMMENDATIONS

### MITAGATING 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.

**STUDENT ORGANIZATION FINANCES AND YOUR 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 spend time working with the organization treasurer, ensure accurate record keeping, and introduce corrective measures when necessary.

See strategies and best practices below:

Advisors <b>Should Do</b>	Advisors <b>Should Not Do</b>
Provide financial training, provide guidance and advise, ensure the organization is following their	Be a part of the budgeting/ purchasing approval process. The organization is

constitution and by-laws regarding financial practices	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 view bank account statements and work with the organization in creating a budget for the year	Be a signor on the off-campus bank account or hold any petty cash
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.*

## TRANSITION ACCOUNTS

One of the most important functions of an Advisor is to assist in the transition from one set of RSO officers to the next. As the stability of an RSO, the Advisor has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the semester. Expectations should be clearly defined. There are a number of ways to conduct the officer transition, the examples below are imperative to successful transitions.

### Financial

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 from any organization accounts after their term. It is a recommended to have organization accounts with a couple of 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.

### **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.

### **CONFIDENTIALITY**

If individuals wish to contact an organization, they can do so by utilizing the “Search Organizations” online and select the “Contact” button.

The following information is confidential; we do not give out personal information.

- Advisor’s name, email, phone number, or office
- President’s/Vice-President’s/Treasurer’s name, email, or phone

### **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.

## **SECTION 4: ORGANIZATION REQUIREMENTS**

### **TYPES OF ORGANIZATIONS**

Texas State has over 350 student organizations within the categories of Academic, Chartered, Greek, Honors, Multicultural, Political, Professional, Recreational, Religious, Residence Halls, Service, Special Interest, and Sports Clubs. Through our office, new organizations can apply to be officially recognized by the university, register annually, update their officer information, and apply for funding.

#### **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 the organization.

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). Chapters are recognized by the Fraternity and Sorority Life area in the Dean of Students Office.

**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 Organizations

[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 the 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 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.
- It is where membership rosters must be submitted.
- Announcements will be shared to inform you of important information throughout the academic year.

**STEP 4 – KEEP AN EYE OUT FOR AN EMAIL**

Some organizations will have required documentation for reregistration 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 [H.B. No.2639](#) requires that all Student Organizations complete State Mandated Risk Management training. Information regarding how to complete state mandated risk management training will be released when registration opens on or around April 1<sup>st</sup> of each open registration period.

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

- Organization officers complete and pass the State Mandated Risk Management Module;
- Organization leadership provide Risk Management information to the members of their organization;

- Organization submits 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.

## 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](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 the organization’s tax documentation. It is the organization’s responsibility to make sure that all necessary tax documentation is accurate and turned in to the IRS on time.

## **STUDENT ORGANIZATION 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>

## **EVENT MANAGEMENT**

### **Reservations**

To reserve spaces on campus you may use the reservation system 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. Additional event space may be requested through the registrar's office after the 12th day of classes.

### **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**

A raffle involves paying money for the chance to win a prize of greater value and 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 the 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 the 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.

### Section 5: 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	<a href="#">UPPS No. 03.01.10</a>
Student Travel	<a href="#">UPPS No. 05.06.03</a>
Posting/Distribution of Literature, Informational Booths & Banners on Campus	<a href="#">UPPS No. 07.04.02</a>
Solicitation on Campus	<a href="#">UPPS No. 07.04.03</a>
Assembly Activities Involving Amplified Sound, Exhibits, and Erecting Symbolic Structures	<a href="#">UPPS No. 07.04.05</a>
Chartered Student Organizations	<a href="#">SS/PPS 07.04</a>

Student Organization Disciplinary Procedures	<a href="#">SS/PPS No. 07.06</a>
Fraternity and Sorority Life Policies	<a href="#">SS/PPS No. 07.08</a>
Conducting Outdoor Musical Events During the Evening Hours	<a href="#">SS/PPS No. 08.02</a>
Texas State University System Rules and Regulations	<a href="#">TSUS Rules and Regulations §6.2</a>