

Registered Student Organization Handbook

2018-2019



Student Organizations Council

GET INVOLVED
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Preface

This *Registered Student Handbook* is designed to help students and advisors to become familiar with University policies and procedures related to student organizations and to provide suggestions and helpful recommendations for productive activities. For assistance call or stop by Student Involvement on the 4th floor in the LBJ Student Center.

This handbook was prepared on the basis of 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 Student Involvement and on <http://getinvolved.lbjsc.txstate.edu/>. This publication is for informational purposes only.

The Student Organizations Handbook is effective September 20, 2018.

If you require this information in an alternative format due to a disability, please contact Student Involvement at 512-245-3219.

Relationship Statement

Texas State University believes that freedom of thought, innovation and creativity are fundamental characteristics of a community of scholars. To promote a safe learning environment, the university has a special responsibility to build a diverse community, instill a global perspective in its students, and to nurture sensitivity, tolerance, and mutual respect. Discrimination against or harassment of individuals on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity or gender expression is inconsistent with the purposes of the university.

The Division of Student Affairs at Texas State University is committed to the recruitment and retention of a diverse and qualified student body, and to providing services that enhance their personal development and contribute to the fulfillment of their goals. The following procedures contribute to the implementation of these commitments.

Student organizations at Texas State University actively participate in and contribute to a vibrant university community by meeting these expectations. The 400+ registered student organizations at the university provide valuable experiences and opportunities for students to grow as individuals, leaders, and community members. Student Involvement staff, in conjunction with LBJ Student Center, work to be proactive in guiding student organizations by providing education, training, and consultation. The LBJ Student Center and Student Involvement partner with registered student organizations to continue to enhance the University community.

LBJ Student Center

Vision Statement

Making a difference in the lives of those we serve.

Mission Statement

The LBJ Student Center enriches the campus community by providing programs, services, and facilities that promote inclusion, provide leadership opportunities and enhance student success.

Core Values

- **Service** – being proactive, effective, reliable and responsive in helping others achieve their goals
- **Excellence** – looking to exceed the expectations of those we serve with integrity always in pursuit of a higher standard
- **Respect** – believing in the inherent worth of people, and with a positive outlook, we treat others with sensitivity and value their contributions to the community
- **Empowerment** – creating a student-centered environment where opportunity, openness, enthusiasm, accountability and a sense of purpose combine to provide a rewarding experience that promotes confidence to lead for change
- **Collaboration** – sharing knowledge, learning and building consensus, incorporating one's values and skills to create a dynamic structure for teaching and leading where we work jointly toward a common end
- **Stewardship** – the responsible oversight and protection of something considered worth caring for and preserving

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Student Involvement

Mission Statement

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

Motto

A sense of belonging. A community. An experience.

Hours

Academic Year

Monday – Thursday: 8:00am - 8:00pm

Friday: 8:00am - 5:00pm

Summer and Break Periods

Monday – Friday: 8:00am - 5:00pm

Physical & Mailing Address

Texas State University

LBJ Student Center 4-2.1

601 University Drive

San Marcos, TX 78666-4684

Phone: 512-245-3219

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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 400+ registered student organizations at the university provide valuable experiences and opportunities for students to grow as individuals, leaders, and community members. Student Involvement @ LBJSC staff members, in conjunction with LBJ Student Center staff, work to be proactive in guiding student organizations by providing education, training, and consultation. The LBJ Student Center and Student Involvement partner with registered student organizations to continue to enhance the university community.

Purpose

As a representative body and a chartered student organization recognized by Texas State University, the Student Organizations Council (SOC) provides direction and support for all registered student organizations at the university.

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Role of SOC Officers

President:

The President Serves as a liaison to Student Involvement, Texas State Administration, and Student Government and initiates projects and programs that are deemed necessary for the welfare of registered student organizations.

Vice President-Funding & Judicial Board:

Vice President of Funding enforces all tenants of the Student Organizations Handbook. The Vice President communicates funding procedures and regulations to all registered student organizations.

Vice President-Outreach; Orgs (#'s-Co)*:

Vice President of Outreach oversees the Outreach Coordinators and serve as the main contact for outreach presentations for registered student organizations. The Outreach Chair is responsible for communicating funding procedures and regulations to registered student organizations.

Outreach-Recognition; Orgs (Cr-Mc)*

The Outreach Coordinator is responsible for maintaining contact with registered student organizations and communicating regulations with designated registered student organizations. This position is responsible for overseeing the monthly Organization Leader and Organization of the Month Recognition Program.

Outreach-Marketing; Orgs (Me-Si)*

The Outreach Coordinator is responsible for maintaining contact with registered student organizations and communicating regulations with designated registered student organizations. This position is responsible for developing the monthly Outreach newsletter.

Outreach-Social Media; Orgs (So-Z)*

The Outreach Coordinator is responsible for maintaining contact with registered student organizations and communicating regulations with designated registered student organizations. This position is responsible for maintaining SOC's website and all SOC's social media channels to include the Bobcat Now social media requests.

Events

Event Coordinators are responsible for creating, planning, and executing SOC events including Involvement Fair, Org Olympics, Advisor Appreciation Day, and other related events.

*To request an Outreach Coordinator work with your organization, click [here](#).

SOC Events and Opportunities

Student Organizations Fair:

Each semester the Student Organizations Council (SOC) hosts the Student Organizations Fair to provide students with the opportunity to learn about student organizations, resources on campus, and volunteer opportunities.

The Student Organizations Fair is held in the LBJ Student Center Ballroom at the beginning of each semester. Both with a variety of organizations and activities planned.

Risk Management Training:

Risk Management training is mandatory for all Registered and Chartered Student Organizations per Texas House Bill 2639 which was enacted in May 2007. The president and an additional officer of each organization are required to attend. Two officers of each organization only need to attend one session individually. Upon sign in you will state which organization you are representing. Individuals can only represent two organizations.

Upon completion of training, organizations must complete the “[Risk Management Verification form](#)” to document that the information in the training session was disseminated to all members of the organization to be in compliance with HB 2639.

Advisor Meet & Greet:

Advisor Meet and Greets are a time to network with other advisors on campus and share ideas on different topics. Meet and Greets are conducted on a come-and-go basis with light refreshments provided.

President Meet & Greet:

Outreach Coordinators provide a once a semester Meet & Greet with opportunities for collaboration with fellow organization Presidents, activities and pertinent information. Meet and Greets are conducted on a come-and-go basis with light refreshments provided.

Advisor Appreciation:

The Student Organizations Council would like to celebrate and show gratitude for our faculty and staff members who advise organizations.

Boko Awards:

The Boko Awards ceremony held every spring semester has honored those who make a commitment to leadership, service, and excellence. Students of the university community are recognized as individuals and as a part of an organization for achievement in campus involvement and leadership.

SOC Funded Events:

The Student Organizations Council offers funding assistance to registered student organizations in good standing with Texas State and SOC. Certain requirements must be met, certain types of events are given priority, and dollar amounts vary. Each registered

student organization must request funding assistance by submitting an online application and providing all relevant information about the program or event.

Please note that SOC does not reimburse University departments. As a general rule, programming for fundraising purposes will not receive funding assistance from SOC.

Recognition Programs:

Organization Leader and Organization of the Month

Student Organizations and Student Leaders will be selected based on the LBJ Student Center core values of service, excellence, respect, empowerment and collaboration. SOC wishes to recognize those organizations and individual leaders who go above and beyond their duty as students, and who are positive role models for the campus community. Those recognized will have their name or organization's picture framed on our Texas State Recognition Wall on the fourth floor of the LBJ Student Center during the current academic year they are selected.

Connect:

Search Organizations- Search our 400+ registered student organizations by entering a specific organization's name, keyword, or sort by category. Visit the Student Organizations Council website, scroll over the "Join an Organization" and select "Search Organization." Organizations can list meeting times, eligibility requirements, and a contact button. The information that appears is the information that is submitted via Annual Registration.

Bobcat Now- a resource for your student organization or department to market and advertise to students and Texas State community members in real time via social media outlets.

SOC Monthly Outreach Newsletter- a resource for your student organization to market and advertise to students and Texas State community members via a monthly newsletter sent to organization Presidents and Advisors.

Comments- The Student Organizations Council welcomes any feedback or questions from all students regarding any matter of student organization policies, resources or activities.

Request an Outreach Coordinator- The Student Organizations Council invites student organizations to request an Outreach Coordinator to come to your meeting to discuss anything related to student organizations, including, but not limited to, events, SOC funding, or suggestions to be the best student organization on campus.

Student Organizations

Registered Student Organizations are afforded access to campus resources and in turn agree to comply with regulations and procedures established for the governance of student groups (**SA/PPS 05.04**). Because the value of a co-curricular experience enhances the learning and development of the individual student and helps to create a sense of belonging to the University, the following policies for the registration and governance of student organizations have been established. The institution has established the following levels of organizational structure to more clearly define the status and benefits for various organizations.

Texas State has over 400 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 (from SOC)

Types of Organizations

Chartered Student Organizations (CSOs)

A university department may charter a student organization, meaning that the organization is a recognized partner with a specific department of the university.

Per SA/PPS 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. 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.”

Even though these organizations are extensions of their department, they are still required to register annually.

Registered Student Organizations (RSOs)

These organizations make up the majority of organizations on campus and are divided into thirteen categories. Any student has the opportunity to create/start an organization if they are interested by simply applying with our office.

Student organizations are divided into thirteen (13) [categories](#) according to their purpose and how the organization self identifies. The categories are described below:

- **Academic:** students organized to further study, discuss or experience an academic course, major, or field, through lectures, field trips, meetings or other related activity.
- **Chartered:** while also a registered student organization, these are groups which have been organized to support ongoing interests of the University. Such organizations serve to coordinate programs and services, or as umbrella

organizations for a large number of constituencies and are recognized as part of a university department or entity.

- **Greek:** social Greek-lettered organizations organized under one of the Chartered Greek Governing Councils at Texas State University. Greek organizations must belong to one (1) of the four (4) governing councils within [Greek Affairs](#):
 - Interfraternity Council (IFC)
 - Multicultural Greek Council (MGC)
 - National Pan-Hellenic Council (NPHC)
 - Panhellenic Council (PC)
- **Honors:** Nationally recognized honor organizations, typically affiliated with a specific academic major, department, or campus activity.
- **Multicultural:** Students organized to celebrate and support the interests of one or many different cultures, races, or ethnicities.
- **Political:** Students organized to promote affiliation with a political party or support of one or many various political issues.
- **Professional:** Students organized to pursue mutual career goals and prepare for the professional world.
- **Recreational:** Students organized to participate informally or through competition in one or many different recreational activities.
- **Religious:** Students organized to celebrate and support the interests of one or many different religions or religious studies.
- **Residence Hall:** Representative boards of student leaders for Texas State residence halls, recognized by the Department of Housing and Residential Life.
- **Service:** Students organized to provide community service and philanthropy to the campus, greater San Marcos community and other local, national or global initiatives.
- **Special Interest:** Students organized to pursue special interests pertaining to life-style, social or societal issues.
- **Sport Clubs:** Athletic clubs recognized by the Campus Recreation Office and organized under the Sports Clubs Advisory Council. Sport Clubs which compete with clubs from other colleges and universities must belong to the Sports Clubs Advisory Council.

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 number

Steps to Becoming a Registered Student Organization

Although, there are more than 400 student organizations on campus, Student Involvement and SOC allows and encourages students to create new student organizations that fit their interests.

To start an organization on the Texas State campus, you need five (5) interested members, a faculty/staff advisor, and three officers (president, vice president, and treasurer) with a Texas State GPA of 2.25 or higher.

In order to create a new student organization, students will need to complete the following application requirements:

- ☐ Complete the [Student Organization Online Registration Form](#)
 - a. Advisors and ALL officers must electronically sign the hazing and diversity agreements to complete the form. Hazing and Diversity agreements will be sent via email after submitting the online registration form.
- ☐ Submit the Student Organization's Constitution at the Student Involvement front desk in LBJ Student Center 4-2.1
- ☐ Have a minimum of five members
 - a. All officers must maintain a Texas State GPA of 2.25 or higher
 - b. A minimum of two officers of designated representatives of each student organization must attend the Risk Management Training Session each year
- ☐ Have a faculty or staff advisor

I. Online Registration Form

Step 1: Online registration form can be found on the SOC's website, lbjtc.txstate.edu/soc under the Organization Resources tab. Click New Student Organization Registration to access the form.

The screenshot displays the Texas State Student Organizations Council website. The header includes the Texas State logo and a search bar. The main navigation bar lists various resources, with 'Organization Resources' highlighted. A dropdown menu under 'Organization Resources' shows options like 'Start an Organization', 'Responsibilities of Organizations', 'Annual Registration', 'Student Organization Policies', 'Additional Resources', 'Policies and Forms', 'SOC Funding', and 'Risk Management'. A blue arrow points from the text 'Annual Registration' to the 'Annual Registration' link in the dropdown menu. Another blue arrow points from the text 'Access Online Form' to the 'New Student Organization Registration' link in the main content area. The main content area includes a 'Registration' section with a brief overview of the SOC and a 'New Student Organization Registration' section with detailed instructions. A footer note states 'Registration for 2017-2018 is now open. Click here to register.'

Step 2: Sign in with NET ID and Password.

Step 3: If creating a new student organization, please select “New Organization” in the drop down menu. If re-register, click the drop down menu and find the organization’s name.

Student Affairs Information System

Activities - Alerts - Organizations - People - Recognitions - Resources - iCAT - System -

Search... Find Log Out

Register Organization

Select organization name from this list or leave new organization.

New Organization

Select Organization

This Registration is being updated by Thomas Nguyen

Organization Name

Description

Election Month

Choose One

Meeting Location

Meeting Frequency

Meeting Time

Meeting Day

Sunday

Campus

San Marcos

Org type

Purpose

Email

Organization Phone

President Phone

President Address 1

President Address 2

President City

President Zip

Url

REQUIRED: Enter the Banner ID or Netid for each position

Advisor

President

Vice-president

Treasurer

Copresident

Coadvisor

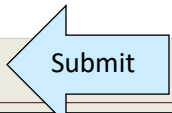
Step 4: Fill out all required fields:

- Organization Name
- Description
- Election Month
- Campus
- Org Type
- Purpose
- Email
- President Phone
- President Address
- Off Campus Affiliation Status (if applicable)
- Advisor – Enter Net ID
- President –Enter Net ID
- Vice President – Enter Net ID
- Treasurer – Enter Net ID
- Co-President and Co-Advisor are optional – Enter Net ID

Step 5: Click the Submit Button

This Registration is being updated by Thomas Nguyen

Organization Name <input type="text"/> Description <input type="text"/> Election Month Choose One ▾ Meeting Location <input type="text"/> Meeting Frequency <input type="text"/> Meeting Time <input type="text"/> Meeting Day Sunday ▾ Campus San Marcos ▾ Org type Choose One ▾ Membership Requirements <input type="text"/>	Purpose <input type="text"/> Email <input type="text"/> Organization Phone <input type="text"/> President Phone <input type="text"/> President Address 1 <input type="text"/> President Address 2 <input type="text"/> President City <input type="text"/> President Zip <input type="text"/> Url <input type="text"/> Physical Address <input type="text"/> Twitter <input type="text"/> Facebook Url <input type="text"/>	REQUIRED: Enter the Banner ID or Netid for each position Advisor <input type="text"/> President <input type="text"/> Vice-president <input type="text"/> Treasurer <input type="text"/> Copresident <input type="text"/> Coadvisor <input type="text"/>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Submit 

Step 6: Once you submit the form, the listed organization advisor and listed officers will receive an email from soc@txstate.edu with the hazing and diversity agreements. Advisors and all officers must electronically sign all the agreements to complete the online registration form.

Step 7: Registration must be renewed annually with Student Involvement at the end of each spring semester but no later than the end of the fourth week of fall classes. Failure to do so will result in no longer being registered and thus unable to utilize on campus resources or opportunities to include, but not limited to, ability to solicit or set up in the quad, hold fundraisers, request funding, or reserve meeting rooms on campus. Organizations must also keep a hard copy of their constitution with our office and update it at least every three years

II. Constitution:

Student Involvement must have the most recent student organization constitution on file. The constitution must be updated at a minimum of three years or when any updates occur. Each student organization needs to submit an updated constitution to the Student Involvement front desk on the fourth floor of LBJ Student Center (4-2.1).

SOC provides a Constitution guideline and checklist to assist student organization creating their constitution to meet Texas State standards. Please see the following pages for the Constitution guidelines and checklist.

Student Organization Constitution Guide

Please use the following outline as a guide to complete your constitution. Be sure to reflect the name change of the university in your constitution (Texas State or Texas State University-San Marcos). In addition, only Sports Clubs are allowed to use Texas State at the beginning of their name. Any other student organization that wishes to include Texas State in their name must use it at the end.

- Article I.** The official name of the organization
- Article II.** A detailed declaration of purpose of the proposed organization
- Article III.** A statement of affiliation with an external organization, national, regional and/or local (if appropriate)
- Article IV.** The criteria for selecting membership
- Article V.** The criteria for voting membership (only Texas State students, faculty and staff qualify as voting members, three-fourths of the voting membership must be students)
- Article VI.** The duties and privileges of membership
- Article VII.** The establishment of officers, their duties, and authority
- Article VIII.** The procedures for selection and removal of officers (All officers must be current, regularly enrolled students in good standing at Texas State; President, VP and Treasurer must have a 2.25 Texas State GPA)
- Article IX.** The frequency of meetings
- Article X.** Dues of the organization, including how they will be collected and a provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership (organizational dues are strongly encouraged)

- Article XI.** The procedures for decision-making (i.e., the use of parliamentary procedures and the process of voting) in the name of the organization (must include the definition of a quorum)
- Article XII.** Establishment of committees, if applicable
- Article XIII.** Provision for the selection and replacement of faculty/staff advisor
- Article XIV.** Provision of disbursal of organization assets, should the organization become defunct. Money can only go to program, activity or charity
- Article XV.** A process to consider and approve amendments to the constitution and/or to add By-Laws and additional rules
- Article XVI.** Statement of Ratification for this document
(i.e. by a 2/3 vote of the membership on date)

Constitution Checklist

Board of Regents Requirements

Chapter 6 Section 45, "Student Organizations, their officers, and sponsors are responsible for assuring that they comply with all applicable Texas State University System, State, and Federal Rules and Regulations, including tax code compliance."

- Y or N Is the organization's name formatted properly (Org Name @Texas State)
- Y or N Does the organization state they are a separate entity of the University
- Y or N Is there a nondiscrimination clause for protected classes (Federal)
- Y or N Is the organization open to all sexes of students unless protected by Title IX (Federal)
- Y or N Is there a statement regarding who is eligible to speak on behalf of the organization (BoR)
- Y or N Is there a statement that Student Involvement will be notified in writing of an advisor change (BoR)
- Y or N Is there a statement that an advisor is to not have control of the funds and financial records of the organization (BoR)

Constitution Recommendations

An * denotes that it is a constitution requirement as outlined above

Name

- Y or N Is the organization's name formatted properly*
- Y or N Does the organization's name include an affiliation with an outside entity
- Y or N Is there a statement concerning affiliation with an outside entity
- Y or N Does the organization state they are a separate entity of the University*

Purpose

Y or N Is the purpose of the organization stated

Membership

Y or N Is there a statement of who is eligible to be a member

Y or N Is there a nondiscrimination clause for protected classes*

Y or N Is the organization open to all sexes of students unless protected by Title IX*

Y or N Is there a selection process to gain membership

Y or N Is there a removal process for members

Officers

Y or N Is there a statement regarding who is eligible to speak on behalf of the organization*

Y or N Are requirements to be an officer stated

Y or N Are duties specified per officer

Y or N Is there an election process

Y or N Is there a removal process for officers

Y or N Is there a statement on how to fill officer vacancies

Advisors

Y or N Are requirements to be an advisor stated

Y or N Is there a statement that the organization is autonomous to the advisor

Y or N Is there a removal process for advisors

Y or N Is there a statement on how to fill an advisor vacancy

Y or N Is there a statement that Student Involvement will be notified in writing of an advisor change*

Meetings & Voting

Y or N Is quorum stated

Y or N Is there a statement on how often the organization meets

Y or N Is there a statement on how meetings are determined

Y or N Is there a statement about special meetings being called to order

Y or N Is there a statement about voting

Finances

Y or N Is there a statement on membership dues

Y or N Is there a statement on fundraising or the acceptance of donations

Y or N Is there a statement on how the money is deposited

Y or N Is there a statement on how the money is dispersed

Y or N Is there a statement on what happens to the money if the organization dissolves

Y or N Is there a statement that an advisor is to not have control of the funds and financial records of the organization*

Amendments & Revisions

Y or N Is there a procedure on how the constitution can be amended or revised

Y or N Is there a statement that the document must be submitted for review to Student Involvement every 3 years or when changes occur

Off Campus Affiliation Form

Registered Student Organizations who are affiliated with an off-campus organization are required to indicate off-campus affiliation status on their online registration form, Constitution and submit a hard copy to Student Involvement.



Off-Campus Affiliation for a Texas State Student Organization

Proposed Name of Organization: _____

Primary Purpose of the Organization: _____

Membership Requirements: _____

Name of Off-Campus Affiliation: _____

Contact Person: _____ Phone # _____

Mailing Address: _____

Email Address: _____

Student Filing for Affiliation: _____ Phone # _____

Local Address: _____

Phone # _____ Email Address: _____

Faculty/Staff Advisor: _____ Phone # _____

Campus Address: _____

Email Address: _____

A student group interested in organizing and applying for affiliated status may be granted a sixty (60) day permit to use campus facilities for the purpose of completing its organization and for recruiting members. This permit does not include the right to sponsor an all-campus event or use the name of the university.

It is understood and agreed that the proposed organization will adhere to conditions for affiliated student organizations listed in the Student Organization Handbook and understands its obligations to Texas State University.

Signatures:

Off-Campus Affiliation Contact Person

Date

Student Applicant

Date

Faculty/Staff Advisor

Date

Advisor Discharge Form

Serving as an advisor is a mutual relationship by the organization and the advisor. If the relationship concludes, please submit the form below to Student Involvement.

Advisor Discharge Form

This serves as notice that I, _____ will no
(advisor name)

longer be acting as the faculty/staff advisor to _____,
(student organization name)

effective _____. I discussed this with the student organization and
(date)

made them aware on they will need to secure another faculty/staff advisor, as it is required

for their registration status on _____.
(date)

Signatures

_____	_____
Advisor Signature	Date
_____	_____
President Signature	Date

If applicable, please provide the information for the interim or incoming advisor.

_____	_____
Name	Net ID

For Office Use Only

Received By Signature	Date Received
<i>To be filed with student organization records upon receipt.</i>	

Benefits and Privileges of 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 of the benefits and privileges.

1. To reserve LBJ Student Center facilities and mall outdoor spaces. Contact the LBJ Student Center Reservations or Campus Recreation for Outdoor Center for space, fees may apply.
2. To post authorized publicity in [approved](#) posting areas (bulletin boards, marquee, etc.) per [UPPS 07.04.02](#).
3. To reserve and use rooms in academic areas.
4. To reserve and use space in the approved areas in the Texas State University campus for the sale of goods or the distribution of literature.
5. To use "Texas State" as part of the organization name (Texas State University name may be used only for purposes generally consistent with the organization's purpose and only to identify affiliation as a student organization. Student organization may only use "Texas State" following the name of the organization, ex. *Student Organization at Texas State*).
6. To apply for and to be eligible to receive [funding](#) from the Student Organizations Council (SOC).
7. To receive mail at the Student Involvement @LBJSC desk.
8. To obtain Texas State student organization email address. To request, click [here](#).
9. To participate in both the Fall and Spring [Student Involvement Fair/Student Organizations Fair](#).
10. To be eligible to participate in [programs](#) hosted by Student Organizations Council (e.g. Boko Awards and Advisor Appreciation).
11. To receive help, advice, and assistance from the staff of Student Involvement @LBJSC.
12. To participate in all organizational workshops and training activities.
13. To participate in Texas State University sponsored events (e.g. Homecoming, Bobcat Build, Boko Awards, Leadership Conferences, Student Involvement Fair, etc.).

Responsibilities of a Registered Student Organization

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

- [Register](#) the student organization with Student Involvement @LBJSC annually. Registration is open throughout the year, but can only be confirmed by the organization president and one other member attending Student Organization Risk Management Training as well as submitting a Constitution to Student Involvement; LBJSC 4th floor.
- Must have a faculty/staff advisor who is employed by the University at least on a half-time basis.
- 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.
- Attend the State of Texas mandated [Risk Management Training](#) at the beginning of each semester.
- Manage itself and carry out its duties listed within its constitution, as well as follow local, state, federal laws and University Policies and Procedures Statements ([UPPS](#)).
- Immediately notify Student Involvement @LBJSC of any changes in the organization's officers, addresses, telephone numbers, or constitution updates.
- Must have a student emphasis and may only offer membership to currently enrolled students at Texas State University and Texas State faculty or staff.
- 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.
- Act in the best interest of its members and the university.
- To be accountable for the conduct, safety, and general welfare of its members and their guests whenever they represent the organization or participate in organizational activities.
- Hazing, at any level of membership in the organization, is prohibited.
- 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.
- Communicate with the Student Organizations Council or Student Involvement @LBJSC regarding any questions.
- Utilize Student Involvement @LBJSC for advice as you plan and implement activities and events.

Single-Sex Organization

[Title IX of the Education Amendments of 1972](#) prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights has evolved a clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. These criteria are as follows:

1. The organization must have tax-exempt status under Section 105 of the Internal Revenue Code;
2. Members must be limited to student, staff or faculty at Texas State University;
3. The organization must be a “social fraternity” as defined by the Department of Education.

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

1. Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
2. Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
3. Are the members permitted to hold membership in other fraternities or sororities at the university?

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.

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, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. The term includes but is not limited to:

- A. 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. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other 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. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- D. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
- E. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

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

- 1. Engages in hazing;
- 2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- 3. Intentionally, knowingly, or recklessly permits hazing to occur; or
- 4. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said 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 AVAILABLE. 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. Any person reporting a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution may be immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith, after the fact or with malice is not protected by this section. Per the Texas Education Code, Chapter 37: Subchapter

Naming of Student Organizations

- A. The name of the student organization must be unique – the name cannot duplicate the name of an existing student organization or a national/international organization without documented approval from the aforementioned.
- B. A student organization may state that its membership is composed of Texas State University students or a combination of students, faculty, and/or staff, but it shall not suggest or imply that it is acting with authority or as an agency of the University. Student organizations are not official entities of the University and may not represent themselves as such.
- C. Organizations cannot have the university name prior to the organization name; e.g. Chemistry Club at Texas State is allowable however, Texas State Chemistry Club is not an allowable use of the university name. Student organizations may indicate existence at the university as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization by adding the phrase “at Texas State University (or TX State, etc.)”
- D. Chartered Student Organizations and Sport Clubs recognized by a University Department may incorporate the university’s name into the name of the organization.

Use of University Trademarks and Logos

Official Use of University Logos

- A. The name of the student organization must be unique – the name cannot duplicate the name of an existing student organization or a national/international organization without documented approval from the aforementioned.
- B. A student organization may state that its membership is composed of Texas State University students or a combination of students, faculty, and/or staff, but it shall not suggest or imply that it is acting with authority or as an agency of the University. Student organizations are not official entities of the University and may not represent themselves as such.
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- D. Chartered Student Organizations and Sport Clubs recognized by a University Department may incorporate the university’s name into the name of the organization
- E. Per [UPPS 01-04-11](#) Section 07; Registered student organizations may use the university logo on approved materials if the following conditions are met:
 - The Director of the University Marketing received and approves a formal written request to use the logo
 - When usage is in question, the Director will forward the request through approval channels, which may include the Dean of Students (DOS).
 - All student organizations using the logo will follow the same precise usage guidelines stated in this [UPPS Policy 01.04.11](#), including addition of the system statement.
 - Student organizations that do not follow the logo guidelines may have their right to use the logo revoked.

Texas State University Athletics *Additional Logo Approval Information*

- A. Student organizations desiring to sell or distribute t-shirts or other products on campus must obtain written approval by filling out an [internal request form](#). Additional approvals may be required as outlined below. Designs and messages on all products must be in good taste; student organizations may not sell or distribute any product that would embarrass the University. Permission to sell products may be given to student organizations and departments that adhere to the following policy and complete the request form.
- B. Licensing approval for the use of registered Texas State University marks on any product for sale or distribution by student organizations will be subject to the following restrictions and requirements:

- Written approval must be obtained through the Assistant Athletic Director of Marketing & Promotions
- Written approval must be obtained from the Athletic Marketing & Licensing Office prior to the production of any product using registered Texas State University marks.
- Distribution of the product is generally restricted to selling/giving to members of the department/organization for a particular function. Based on the event and the campus-wide impact, exceptions can be made for the sponsors of events such as Homecoming, and Parents Weekend.
- Use of Texas State University marks on the products must be confined to standard registered marks. Such marks can be incorporated into a custom design on the product with appropriate approval from the Office of Collegiate Licensing.
- No reference can be made, either directly or indirectly, to any individual athlete, athletic squad, athletic team, or athletic event that the University participates in as a competitive representative of the Sun Belt Conference under NCAA rules and regulations.
- Compliance with Texas State University Guidelines for Product/Art Approval will apply to all student organizations and departments.
- All designs must be submitted for approval along with the Internal Request Form prior to production of the item.
- A current, licensed vendor must be used to produce the item. Licensed vendors are approved by the Office of Collegiate Licensing to produce items featuring registered marks of Texas State University. Using unlicensed vendors is not permitted. Licensed vendors exist for almost every item typically produced. ([See List of Licensed Vendors](#)). In select cases a waiver may be granted to allow an unlicensed vendor to produce a specialty item. Granting of this waiver is at the discretion of the collegiate licensing office.
- Once the design and form is approved you will be allowed to proceed to production of the item.
- Violators of the established policy may be subject to further action.

Sample Budget

[illegible]

2018 – 2019 SOC Funding Guidelines

I. Purpose:

The Student Organizations Council (SOC) provides financial assistance to registered student organizations who meet the requirements set forth by the SOC Constitution and By Laws for programming or travel purposes that benefit or engage the university community.

II. Eligibility:

1. To apply for funding from SOC, the student organization must be [registered](#) with Student Involvement @LBJSC, complete the mandatory [risk management-training session](#), submit verification of presenting risk management training to respective organizations, and be in good standing with Texas State University.
2. A registered student organization must be an active organization, registered for a minimum of one (1) long semester before applying prior to submitting an application for funding assistance from SOC*
3. Registered student organization must read the funding guidelines and application process in its entirety and have at least one officer sign them.

*Available funds will be released to all registered student organizations 4 weeks before the last class day of spring semester. Retroactive applications will be considered.

III. Funding Amount per Organization*

TIER ONE		
AMOUNT**	FUNDING	DESCRIPTION
\$1,000.00	University Wide Event Funding	On-campus, university-wide program/event that embodies Texas State University's values and/or Common Experience program.
TIER TWO		
\$ 500.00	Collaboration Funding	On-campus event involving the collaboration of two more organizations while embodying the values of Texas State University. Collaboration is defined that all organizations contribute financially. Student organizations that collaborate must submit a separate Collaboration Funding application for the co-sponsored event. Please note – only one organization will receive \$500.
\$ 500.00	Organization Specific Funding	Funding is for a student organization's program/event that will benefit the progress and quantifiable success for the organization. The program/event

		may be only open for student members of the organization.
\$ 500.00	Conference Registration Funding	Attending or presenting at an off-campus or on-campus conference/workshop that will benefit the student organization. Please see bullet VIII. for Conference Registration Funding regulation.
\$ 200.00	New Student Organization Funding	Funding is only eligible for new student organizations that were created during the 2018-2019 academic year. Funding will only be for programming or general supplies
TIER THREE		
\$ 150.00	Supply Funding	Funding for general meetings: food, beverages, t-shirts, office/art supplies.

*A maximum of TWO applications from different tiers can be submitted by each student organization to SOC per academic year.

**The following amount represents the maximum amount allocated per tier.

IV. Funding Priorities

- SOC funding is distributed to organizations planning leadership development programs, cocurricular educational events, and campus wide activities.
- Funding for conference registrations must demonstrate having a potential benefit to the organization and university.
- SOC funding is on a first-come, first-serve basis.

V. Funding Restrictions

The following restrictions apply:

- SOC will **NOT** reimburse for the following expenses:
 - o Events/programs not open to the Texas State students, unless otherwise described within the funding guidelines
 - o Gas, airfare, rental car expenses for travel
 - o Lodging/Hotel expenses
 - o **ANY** alcoholic beverages or receipts that include alcoholic beverages
 - o Gratuities (tips)
 - o State of Texas sales tax
 - o Gift cards
 - o **ANY** personal expenses
- **A maximum of ONE application from each of the 3 different tiers** can be submitted by each student organization to SOC per academic year.
- All contracts must be reviewed by the Institution at least 30 university days prior to services being rendered

- Programs or events intended for or resulting in a profit for the organization will **NOT** receive funding (i.e., benefits, fundraisers, charity events.)
- SOC **DOES NOT** reimburse university departments or organization advisors per regulations derived from the Texas State University System.

VII. Notification

SOC funding approval/denial letters will be sent via email to the student organization's president, treasurer, and advisors within **10 university days** of the decision. Any further instructions will be provided in the letter.

VIII. Additional Information Request.

SOC may request additional information prior to making a decision. Below are common factors to consider:

- ☐ Approximate number of Texas State participants?
- ☐ Describe target audience.
- ☐ If there is a selection process for participations; how do applicants qualify to participate?
- ☐ What benefits will accrue to participants as a result of participation in the activity/project?
- ☐ What benefits will accrue to Texas State as a result of the activity/project?
- ☐ If this committee does not grant sufficient funding, how will organization be affected?
- ☐ Are there any other factors you would like the SOC committee to consider?

IX. Regulations for Conference Registration Funding

SOC does not reimburse for travel; SOC only reimburses for registration to participate in a conference and meals (not covered by registration). Assistance will not be approved for the cost of traveling to the event or lodging.

When you receive funding for registration expenses, travel paperwork must be conducted according to all Texas State policies and procedures, particularly the Student Travel Policy [UPPS No. 05.06.03](#). The following items must be submitted with requests for funds related to travel.

1. Complete the **Student Travel Form** and obtain the appropriate signatures. Each trip participant along with the proposal must submit a signed copy of the Travel Release and Indemnity Form to Student Involvement front desk.
2. The student organization must submit a **Student Group Travel List** of **all** conference/travel participants along with the request.

X. Reimbursement

SOC Funding is on a reimbursement basis. A reimbursement is a repayment for money your organization has already spent. Once the student organization is approved for funding, student officers must meet schedule an one-on-one with LBSJC Business Services to discuss in detail the reimbursement process.

No reimbursement will be processed after July 31st of each fiscal year. All funds allocated within a fiscal year, must be reimbursed within that fiscal year.

1. **Itemized invoices with a zero balance or original receipts** must be submitted to the Student Involvement front desk within **10 university days** of the event/program/travel or else funding will be forfeited.
2. Reimbursements will only be issued to the payee on invoice or receipt.

3. Attach supporting documents, such as fliers, for on campus events or programs.
4. If attending a conference, attach the agenda/schedule of events and a copy of the conference registration forms for all participants.
5. All vendors/individuals to be paid for goods and services must have a vendor code assigned by Texas State University. In order to ensure that the vendor has been assigned a code, a Vendor Maintenance Agreement form must be submitted in addition to funding request.

XI. Pre-Payments

Student Organizations may request funding on a pre-payment basis.

If **pre-payment** is required for an approved expense, the organization must contact and meet with the Assistant Director of Student Involvement, Kimberly Ashley-Duncan at least **30 university days in advance** of required payment.

XI. Appeal Process for Funding Decisions

Student Organizations may appeal SOC's funding decision. The student organization must email the reason for requesting the SOC decision appeal to Assistant Director of Student Involvement, Student Organizations Council, within **5 University business days** after the Student Organization Council's decision.

If a second appeal is requested, the organization will meet with the Associate Director of Student Involvement within **5 University business days** after the Assistant Director's decision.

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[INSERT PRE-PAYMENTS DESCRIPTION]

XII. 2018-2019 Funding Deadlines

Fall 2018

Tuesday, September 4th, 2018: Fall Semester Funding Opens

Monday, November 12th, 2018: Fall Semester Funding closes in order to process all approved fall requests

Spring 2019

Monday, February 4th, 2018: Spring Semester Funding Opens

Monday, April 8th, 2018: Spring Semester Funding closes in order to process all approved spring requests

I acknowledge and agree to abide by the aforementioned steps in order to complete the funding process.

Printed Name

Net ID

Signature

Date

2018 – 2019 SOC Application Process

Step 1: Complete and Submit Funding Application

Only president or designated officer of registered student organization must submit funding application via the SOC website. Application will only be accepted through the SOC website and if all of the following requirements have been met:

- Funding application must be submitted a minimum of **six (6) weeks prior to the event date**.
- Funding application initial contact is either the organization president or designated officer identified by president.
- A completed funding application must have the following items:
 - Completion of online application
 - Attached Itemized budget (can be in a word or excel document)
 - Attached Price quotes and/or invoices
 - Signed advisor approval form
 - Signed 2018-2019 SOC Funding Guidelines and Application Process

Step 2: Preliminary Review

SOC Vice President of Funding will initially review the application and verify the organization's eligibility for funding through SOC Funding Guidelines and status as a registered student organization. Please see Part II. in SOC Funding Guidelines for SOC funding eligibility requirements.

If the organization is found to be preliminarily eligible, the SOC Vice President of Funding will send an email to the treasurer, president, and advisor of the student organization with the date, time, and location of the funding presentation at a mutually reasonable time to not exceed ten University days. Advisors are not required to attend and cannot speak on behalf of the organization.

If the student organization is not preliminarily eligible, the student organization President, and designated officer, and Advisor will receive notification with steps to complete and resubmit the application.

Step 3: Presentation

At least one officer on file from the student organization requesting SOC funding must be available to present the funding request to SOC and answer any questions from the council. Failure to attend the presentation or show up more than 5 minutes late will forfeit the funding application. The organization must repeat the funding application process if the organization so chooses.

Presentation and Q&A should not exceed 5 minutes.

Step 4: Voting Process and Results

Upon the presentation, each SOC officer present must deliberate and vote whether to (1) approve the funding application as presented, (2) approve funding application with modifications, (3) or deny the funding application.

SOC can only vote what appears in the submitted application and presentation. Per quorum set in the constitution, there must be a majority vote of the Student Organization Council officers present to approve the funding request. If a SOC officer is a member of the organization, they are recused from participating in the voting process.

Step 5: Notifying the Student Organization

The SOC Vice President of Funding will notify, in writing, the treasurer, president, and advisor of the student organization the final decision no later than ten (10) university days.

If funding request is approved, SOC Vice President of Funding will provide details of the next steps in the funding process.

If the funding request is denied, SOC Vice President of Funding will explain the reason for the denied application based on the SOC Funding Guidelines. There will be an appeal process, please see guidelines, section XI.

Step 6: One-on-One Funding Consultation

In order to receive SOC funding, the president or designated officer of the student organization must meet with the LBJSC Business Office and SOC Advisor concurrently at least once during the SOC funding process for a funding consultation. The consultation will be an overview of how the reimbursement process works and what forms will be required for the completion of reimbursement. Student organizations are responsible to attend the consultation and complete all necessary forms to receive funding. Failure to attend the consultation will forfeit their funding application.

I acknowledge and agree to abide by the aforementioned steps in order to complete the funding process.

Printed Name

Net ID

Signature

Date

Additional Funding Sources at Texas State

Student Involvement @ LBJSC

- Chartered Org: SOC
 - Programming
 - Common Experience

- Supply

<http://www.lbjsc.txstate.edu/soc/organization-resources/funding.html>

Student Government

- Rising S.T.A.R Grant (Scholarly Travel Activity & Research Program)
<http://www.txstate.edu/undergraduateresearch/resources/funding.html>
(Located under Resources tab)

Student Diversity & Inclusion

- USAC
<http://www.sdi.txstate.edu/Support-and-Empowerment/USAC/Funding.html>
- Multicultural Programs Committee (MPC)

<http://www.sdi.txstate.edu/Funding-and-Scholarships/MulticulturalProgramsCommittee.html>

Hispanic Policy Network Funding

<http://www.txstate.edu/hpn/Sponsorship-Request.html>

Office of Equity and Access

- One-time Diversity Funding
<http://www.sdi.txstate.edu/Funding-and-Scholarships/Scholarships.html>

Student Recreation Center (for Sports Clubs Only)

- Travel Request <https://www.campusrecreation.txstate.edu/sport-clubs/Club-Documents.html>
- Gas Card Request <https://www.campusrecreation.txstate.edu/sport-clubs/Club-Documents.html>

Colleges-Departments:

Speak to individual Deans about available funds

Obtaining an EIN for your Student Organization

Please note that for the most accurate information and guidance directly contact the IRS and use this as reference only. They can be reached at 1-800-829-4933

What is a Federal Tax ID Number/EIN?

The Federal Tax ID Number (also known as the Employer Identification Number or EIN) is a number used to identify a business or other organization.

Student organizations wishing to open a bank account must apply for an Employee Identification Number (EIN). Organizations should not open a checking account using an individual's social security number. The financial burden of that account then rests with that individual and they become responsible for claiming any interest accrued on that account on their own taxes. They also become responsible for the account if there is a problem with it.

Why do I need a Federal Tax ID Number?

If your organization applies for funding through any university granting body, including the UC, or you do a fundraiser with an outside business like a restaurant, you need a tax ID number to receive money or in-kind donations. You will also need this number to open a bank account with the Credit Union. Additionally, obtaining an EIN helps to ensure the IRS will not make any of an organization's members personally responsible for taxes on revenue that the organization has earned.

Can we just use the University's EIN?

Being a registered student organization at Texas State does not imply tax-exempt status and student organizations are not allowed to use the University's EIN number or non-profit status. Student organizations are independent entities responsible for their own finances and establishing and maintaining their tax status with the IRS.

Is the Federal Tax ID Number the same as being a non-profit organization?

No. Student organizations are not Federally Tax-Exempt Non-profit Organizations. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c)(3) status) is a lengthy legal procedure that commits the organization to the rigorous annual reporting procedures required by the IRS. Because of the annual reporting requirements and the frequent turnover of student leadership, we do not encourage student organizations to file for charitable status.

How do I get a Federal Tax ID Number?

The easiest way to apply is online through the IRS website. You will be walked through the application and receive your number immediately. You can also apply by mail or over the phone.

To apply online:

1. Go to the IRS' Apply for an Employer Identification Number (EIN) [Online Web site](#)
2. Click the APPLY ONLINE NOW link at the bottom of the page.
3. Once you have read the instructions on the page, click the Begin Application button.
4. Select the **View Additional Types, Including Tax-Exempt and Governmental Organizations** option for the "What type of legal structure is applying for an EIN?" question and then click the Continue button.

5. Any of the following options may describe your type of organization: 1) Political Organization; 2) Church-Controlled Organization; 3) Community or Volunteer Group; 4) Social or Savings Club; or 5) Sports Teams (community). Once your selection is made, click on the Continue button.

6. To confirm your selection click the Continue button.

7. Enter your first name, last name, and SSN/ITIN. While the online SS-4 form requires the individual to enter his/her Social Security Number (SSN), it is still the EIN that is used to open a checking account, not any individual's SSN.

8. Select whether you are an officer or member of the organization or whether you are applying for the EIN as a third party on behalf of the organization and then click the Continue button.

9. Enter the address information for your organization and click the Continue button when you are done.

10. Enter the requested information about your organization and click the Continue button when you are done. Repeat this step for the next screen requesting additional organizational information.

11. Select the **Other** option for the question "What does your business or organization do?" and click the Continue button.

12. Select the **Organization** option for the question regarding your business activity and click the Continue button.

13. From the list of organizational activities select the activity that best describes what your organization does and click the Continue button.

14. Select whether you would like to receive your EIN confirmation letter online or by mail and click the Continue button.

15. Once you receive the information, retain it in your student organization files for current and future leadership.

Who do I contact if I have questions or have trouble filling out the online form?
For assistance you should contact the IRS directly. They can be reached at 1-800-829-4933.

Vendor Maintenance Form (Substitute W-9)

After you have obtained an EIN, student organizations, individuals, or vendors must complete the [Vendor Maintenance form](#) to receive reimbursement/payment. The Vendor Maintenance form will require your EIN.

Bank Accounts

A registered student organization may choose to open a checking or savings account at a local bank or credit union. A bank account gives the student organization the option to write checks and have instant access to account funds. Most financial institutions will require the organization to have an EIN.

Caution should be taken if a checking account is used. Systems should be put in place by the student organization to ensure that no member has the ability to withdraw funds from the account without approval from the student organization and/or the Advisor.

The student organization should also determine from the outset what would happen with the funds if the organization becomes defunct. For example, donating to a charity that is closely related to the student organization's mission.

Event Planning

Student organizations have the opportunity to plan events for Texas State students to learn and build community on campus. No matter the size of the event, it is important to plan ahead and develop a flexible plan of action.

Reservations

LBJ Student Center offers a variety of meeting spaces, including the LBJ teaching theater, George's, and several different styles of meeting rooms. Reservations can be made through LBJ Student Center Conference Services by submitting a [reservations request form](#). To provide the utmost customer service to you when scheduling facility usage in the LBJ Student Center an [Event Intake form](#) is the preliminary step in assisting your event planning process. Student Involvement staff will guide you with understanding university policies and procedures, in addition to assisting you with meeting with other campus departments, if applicable.

Academic Space. Texas State University encourages student organizations to meet and host their events at the LBJ Student Center. If no room is available, student organizations can [reserve an academic classroom](#) through the Registrar's office. Reservations can only be made after the twelfth day of classes and with proper documentation from the LBJ Student Center Reservations office.

Outdoor Recreation. Texas State University owned Sewell Park, University Camp, the Adventure Trip Program, the GOAL-Challenge Course Program, and the Rockwall Climbing Center may be [reserved through the Outdoor Center](#). Located in Sewell Park, the Outdoor

Center provides student organizations positive outdoor education, recreation, and adventure activities and facilities.

Indoor Recreation. Student Recreation Center reservations are made by completing a [reservation request form](#) at the main office. Please submit two weeks prior to date of requested reservation. The Assistant Director for Informal Recreation will review and confirm all reservations (72 hours minimum confirmation time).

Catering

Student organizations who wish to host catered events on campus must only use caterers who have been pre-approved by the Office of Auxiliary Services ([UPPS 05.03.02](#)). The university encourages student organizations to take advantage of Chartwell's catering for on campus convenience. Texas State University also provides [Coca-Cola products](#) for events on campus that are being sponsored by a student organization. If a student organization hosts an event with food in the LBJ Student Center, the LBJ Student Center Reservations Office requires the student organization to submit a [Food Waiver](#) with reservation. The Food Waiver can also be found at the Student Involvement Desk (Located on the 4th floor of LBJ).

Food Safety

Departments, faculty/staff organizations, and/or registered student organizations planning an event that will consist of preparing and/or serving food for sale or give away on Texas State University property must complete a Food Handler Course to ensure safe food handling practices are followed. Safe food handling practices and inspections are in accordance with the Texas Food Establishment Rules. The TFER provides the rules for which inspections are based upon to prevent foodborne illness. In addition, organizations serving food must comply with the [Food Safety for Temporary Food Establishments on Campus](#) policy. [Training sessions](#) are held throughout the semester and open to all organizations free of charge.

Risk Management

Student organizations must be aware of and plan ahead to reduce risk for all events that they choose to host. Student Involvement @LBJSC provides student organizations with information to help reduce risk. It is the responsibility of the student organization to read through the [Risk Management PowerPoint](#) and use when planning/hosting an event.

[Alcoholic Beverages Policy](#)

The Dean of Students Office is responsible for ensuring that the sale, service and consumption of alcoholic beverages at events held on campus, which includes Sewell Park, Aquarena Springs and the University Camp, are done in accordance with Regent and University Policies and State law.

Date Auctions

Student organizations are prohibited from holding date auctions according to the [UPPS Policy 07.04.03](#), Section 02.02, which discusses solicitation on campus and explains that

any activities or booths that harass, embarrass, or intimidate the person or persons being solicited is not allowed.

Raffles

While raffles are not prohibited, only qualified non-profit organizations recognized by the State of Texas are allowed to conduct a raffle. Approved organizations must meet specific ticket format and follow policies and procedures found in the [UPPS Policy 07.04.03](#) Section 03 "Procedures for Conducting Raffles on Campus."

Reporting Community Service Hours

Many student organizations host community service events on campus and in the community. The [Student Volunteer Connection](#) hosts a database to find community service opportunities and to report your individual and student organizations service hours through iCAT. Students are encouraged to report their hours through the Individualized Co-Curricular Activity Transcript, [iCAT](#). To submit hours, log in to iCAT and complete the "New Self-Reported Activity" form, selecting Civic Engagement as the iCAT Learning Dimension.

Travel Guidelines

The purpose of [University Policy & Procedures Statement 05-06-03](#) is to provide the university community and specifically, students and student organizations, with procedures and safety guidelines for student, student organization, and sponsored program participant travel that is 25 or more miles away from campus. Student travel is an important activity in the course of a student experience at Texas State University. This policy addresses the following three types of student travel at the university: university-sanctioned student travel, student travel regarding registered student organizations, and international travel for students.

All student organizations must complete the appropriate [Student Travel Forms](#), and return the form to Student Involvement @ LBJSC at minimum of ten (10) working days prior to departure. Along with the initial first [Request for Authorization](#) form, organizations must also fill out the [Student Travel Group List](#) and [Student Travel Activity Release and Indemnity Forms](#). These forms are also expected to be turned in the ten (10) working days prior to departure. For any organization member under the age of 18, an [Authorization for Medical Treatment](#) will need to be signed by a legal guardian in case of emergency. Copies of all attachments should be submitted to the department authorizing travel and the organization should maintain copies of these forms.

Campus Access

All applicable policies and forms regarding Campus Access can be found:

<http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Campus-Access-Forms.html>

UPPS 07.04.05 Assembly Activities Involving Amplified Sound, Exhibits, and Erecting Symbolic Structures.

UPPS 07.04.02 Posting/Distribution of Literatures, Informational Booths & Banners on Campus

UPPS 07.04.03 Solicitation on Campus

Information & Recruitment

Any student organization or department wishing to request space on campus in order to provide information or recruit for membership must fill out this [form](#). Please use the Solicitation Request form if selling, fundraising, or co-sponsoring.

Solicitation

Any student organization or department wishing to request space on campus in order to sell, fundraise, or co-sponsor a vendor (departments and chartered organizations only) must complete this [form](#). Please use the Informational Space Request Form if only providing information or to recruit for membership.

Event Intake

To provide the utmost customer service to you when scheduling facility usage in the LBJ Student Center an [Event Intake form](#) is to assist you in your event planning process. Student Involvement staff will guide you with understanding university policies and procedures, in addition to assisting you with meeting with other campus departments, if applicable.

Off-Campus Solicitation

Any student organization or department wishing to solicit funds off campus must complete this [form](#). [UPPS 03.06.01](#) sets the guidelines for Off Campus Solicitation by Registered and Chartered Student Organizations.

Vendor Agreement

When an outside business or vendor wishes to solicit on campus they must be sponsored by a Chartered Student Organization or university department. The sponsoring chartered student organization or department must fill out the all applicable campus access forms and turn it in with the [Vendor Agreement Form](#), which the vendor initials and signs.

Special Event

Any student organization or department wishing to request space on campus that is not information or solely solicitation (i.e.: exhibit, fun run, concert) must submit this [form](#) and schedule a meeting to discuss the event with Student Involvement.

Amplified Sound

Amplified sound is only allowed in the LBJSC Mall and Amphitheatre area between 11 a.m. and 1 p.m. and 5 p.m. and 10 p.m. Amplified sound is permitted in Sewell Park from 8 a.m. to 10 p.m. Prior approval is required. Please submit this [form](#) with applicable campus access form(s).

Food Waiver, Food Safety, And Personal Hygiene

Student Organizations are responsible for following proper food handling guidelines. If at any time a health/safety issue is determined to exist, Risk Management, Auxiliary Services, Physical Plant, or Student Involvement personnel will be consulted to determine appropriate action. This may include shutting down your food/beverage activity. Please complete and submit the [Food Indemnification Form](#) if providing or selling food.

Table Tents

Table Tents are allowed in the LBJ Student Center Lair. To be approved, several conditions listed on the form must be met. Table tents are posted for one week. Please complete this [form](#).

Electioneering

Within 60 days of an election date, all candidates for public office have access to the campus grounds for the purpose of electioneering. Individuals may be located outside in the LBJ Student Center Mall, Quad, and Bobcat Trail areas. We recommend that any individuals that will be on campus inform Student Involvement @ LBJSC by submitting an [Electioneering Request Form](#) in order to ensure a designated space as per the

Electioneering Request Form and subject to availability. The policies in [UPPS 07.04.02](#) apply to signs and electioneering near these polling places during early voting periods and on election days.

Reservation Process for Scheduling Meetings & Events in LBJSC

Please complete the following steps to reserve space in LBJSC:

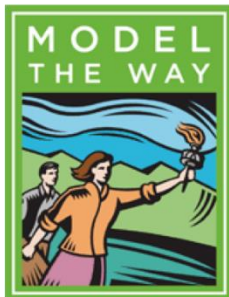
- 1) Complete and turn in your [Reservation Request Form](#) (for single events) or [Recurring Reservation Form](#) (for weekly/monthly meetings) to the Conference Services Office. [Forms are available in Conference Services LBJSC 2-12.1 or the Conference Services [website](#).
- 2) Fill out the online [Event Intake Form](#).
- 3) Student Involvement will review intake forms and depending on the format or complexity of your event, Student Involvement may schedule a meeting with you to request further information and review policies and procedures pertinent to your event.
- 4) Each registered student organizations reservation requires the online Event Intake Form and will be routed to Conference Services upon a completed review.
- 5) You should receive a confirmation email from Conference Services within 10 days of the submission of your reservation form and the completed review of your Event Intake Form.

For more information regarding the process or the status of your reservation contact Conference Services at 512-245-2264 or in room 2-12.1.

The Five Practices of Exemplary Leadership Model

Adapted from [The Leadership Challenge](#)

Leadership is a relationship between those who aspire to lead and those who choose to follow. Those who exemplify great leadership tend to demonstrate The Five Practices of Exemplary Leadership:



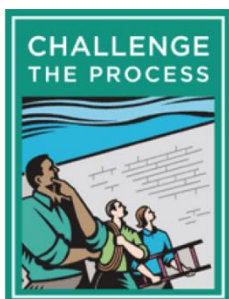
Model the Way

Leaders establish principles concerning the way people (constituents, peers, colleagues, and customers alike) should be treated and the way goals should be pursued. They create standards of excellence and then set an example for others to follow.



Inspire A Shared Vision

Leaders passionately believe that they can make a difference. They envision the future, creating an ideal and unique image of what the organization can become. Through their magnetism and quiet persuasion, leaders enlist others in their dreams. They breathe life into their visions and get people to see exciting possibilities for the future.



Challenge the Process

Leaders search for opportunities to change the status quo. They look for innovative ways to improve the organization. In doing so, they experiment and take risks. And because leaders know that risk taking involves mistakes and failures, they accept the inevitable disappointments as learning opportunities.



Enable Others to Act

Leaders foster collaboration and build spirited teams. They actively involve others. Leaders understand that mutual respect is what sustains extraordinary efforts; they strive to create an atmosphere of trust and human dignity. They strengthen others, making each person feel capable and powerful.



Encourage the Heart

Accomplishing extraordinary things in organizations is hard work. To keep hope and determination alive, leaders recognize contributions that individuals make. In every winning team, the members need to share in the rewards of their efforts, so leaders celebrate accomplishments. They make people feel like heroes.

Motivation/ Advice

Adapted from the [ACPA Advisor Manual](#)

What do others want?

Students join organization for many reasons. They volunteer their time and energy to an organization, usually without any personal monetary gain. They want intrinsic satisfaction. Students will work harder for intrinsic satisfaction than they will for monetary income. The following are some ways that you as an advisor can help students satisfy those intrinsic needs:

Students Need to Feel Important

See members as worthwhile human beings loaded with untapped potential; as a leader of your organization go out of your way to express this attitude.

Give Praise

Reinforce for continual achievement. All people need praise and appreciation. Get into the habit of being "praise-minded." Give public recognition when it is due.

Give Members Status

The more status and prestige you can build into a committee or an organization, the more motivated the members become. There are many status symbols you can use to make others feel important. For example, develop a "Member of the Week/Month" Award or "Committee Chairperson of the Month" Award. In addition, simply treating

members with courtesy is a way of giving them status.

Communicate

Members like to know what is going on in the organization. They want to be told about problems, objectives, and “inside information.” They feel recognized and important when they are kept informed. Two-way communication within the organization is necessary in order to achieve a mutual understanding. Mutual understanding leads to motivation!

Give Security

Students will look to the leadership of the organization for intrinsic security. For example, they must know that you like them, respect them, understand them and accept them not only for their strong points, but also for their challenges.

Develop Purpose

Always explain why. Instill in the members that their assistance is vital for success. Share ways that participation can encourage personal growth.

Encourage Participation in Group Goal Development

Include all members when planning goals. Consider and follow through on members’ suggestions. Remember that we support that which we help to create.

Develop a Sense of Belonging

People like to belong. Those who feel like they belong will more likely invest themselves.

Icebreakers/Team Builders Resources¹

Ice breakers are a great tool to welcome and warm up new members to the student organization. Any event that requires people to comfortably interact with each other is an opportunity to use an ice breaker. Click icon below to access over a hundred pages of ice breakers.²

¹ <https://www.thebalance.com/what-is-an-ice-breaker-1918156>

² www.flordiahsht.org

