



Student Organizations  
DIVISION OF STUDENT AFFAIRS

STUDENT  
ORGANIZATIONS  
HANDBOOK



## YOU BELONG HERE!

Student organizations are a fundamental part of the diverse and dynamic community that exists at The University of Texas at Arlington. We believe that active participation in clubs and organizations advances student success, complements scholastic endeavors, provides hands-on opportunities for learning and personal growth, hones professional skills, and builds enduring bonds of friendship and affinity for the UTA community. We are committed to helping students pursue a fulfilling and robust college experience.

Officers of student organizations will want to familiarize themselves with the responsibilities incumbent upon them by their role as leaders. To help, the Office of Student Organizations has published this handbook to help guide them through the most relevant organizational policies and resources. This information is also presented as an aid to advisors, organization members, and other on- and off-campus stakeholders of our community.

## INVOLVEMENT & ENGAGEMENT

In addition to this handbook, we also hope you will find useful the resources and information available online at [uta.edu/getinvolved](https://uta.edu/getinvolved). There, you can find more ways to become involved and engaged in campus life. Lastly, please let us know if there is anything we can do to make your time at UTA an unparalleled experience.

Student Activities  
[uta.edu/studentactivities](https://uta.edu/studentactivities)

Student Government  
[uta.edu/studentgovernance](https://uta.edu/studentgovernance)

Student Organizations  
[uta.edu/studentorganizations](https://uta.edu/studentorganizations)

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# **SECTION I: INTRODUCTION**

## About this Handbook

This handbook is published by The University of Texas at Arlington’s Office of Student Organizations and is intended to be a resource for students, faculty/staff advisors, and other stakeholders who belong to and support our community of student organizations.

To help navigate the many policies, rules, and resources of our institution, this handbook focuses on those items that are most commonly needed by leaders of student organizations. The policies of this handbook are derived primarily from UTA’s institutional policies and procedures (Handbook of Operating Procedures) which can be found and searched at <https://policy.uta.edu/> as well as the Rules and Regulations of the Board of Regents of The University of Texas System (Regents’ Rules). The contents of this manual are revised regularly and modified as needed. The most up-to-date edition, containing rules currently in force, is to be found in our [documents library](#). Registered student organizations are accountable for the information in this handbook.

## Office of Student Organizations

The Office of Student Organizations is an administrative unit within the Division of Student Affairs serving as UTA’s liaison with nearly 350 student clubs and organizations. The office is primarily responsible for the registration, support, and compliance of student organizations as they conduct their affairs.

Our office also manages the scheduling of activities which take place in the public outdoor and general pedestrian areas of campus, as well as managing the posting of signs and literature across campus, such as on the general campus bulletin boards and public areas. Our services provide skills-based training opportunities to help develop student leaders and faculty/staff advisors. We are also here to provide support with event planning and permitting at all stages in the process.

If you have any questions, please contact us.

Office Location	Address	Phone & Email
University Center Involvement & Engagement Lower Level – Suite B160	Box 19348 300 W. 1 <sup>st</sup> Street Arlington, TX 76019	(817) 272-2293 <a href="mailto:mavengage@uta.edu">mavengage@uta.edu</a>

## What is a Registered Student Organization (RSO)?

The freedoms of speech, expression, assembly, and association are fundamental rights of all and central to the mission of the university. In advancement of these principles, the university provides a process and structure by which groups of students may petition to become registered student organizations. RSOs (Registered Student Organization) have a unique status and are granted privileges in conducting their affairs on campus while also maintaining their own identity and representation that is distinct from that of the university.

Throughout the years, hundreds of organizations have been established at UTA and continue to serve the needs of one of the most diverse college campuses in the nation. RSOs are classified into eight different categories relating to the primary purpose of a particular group.

### **Academic Associations**

Connect those within a particular major or academic program

### **Cultural/International Organizations**

Appreciation or advocacy of cultural, national, racial, or ethnic identity group

### **Honorary/Recognition Societies**

Distinguish high scholarship and leadership in a broad or specialized field

### **Professional Societies**

Network within an industry or professional field

### **Recreation/Sport Clubs**

Participate or compete in an amateur athletic, fitness, or leisure activity

### **Social Fraternities/Sororities**

Promote social development and bonds for men and women

### **Special Interest**

Bring together individuals around various common interests, ideas, or identities

### **Spiritual/Faith-based Organizations**

Practice and nurture spirituality or faith



**SECTION II:  
REGISTERED STUDENT  
ORGANIZATION  
BASICS**

## Privileges of Registered Student Organizations

Student organizations at The University of Texas at Arlington that have been approved and registered to operate through the Student Organizations Office shall be defined as Registered Student Organizations, also referred to as RSOs.

RSOs in good standing are entitled to the following basic privileges:

- **Online Directory** - Each club is granted an account and page to maintain on Mavengage.uta.edu.
- **Limited Representation of UTA** - RSOs may represent themselves as student clubs at the institution and may use specified spirit emblems and trademarks in accordance with university communications guidelines, but they cannot use the name of the institution in their own name or in a way that suggests they speak for or on behalf of UTA (Policy [SL-SO-PO-03](#)).
- **Use of Facilities** - Organizations may reserve designated rooms, venues, and spaces on campus for the purposes of conducting legitimate organizational activities. However, an RSO may not jointly sponsor such activities with associations, corporations, groups, or individuals who are not students, faculty, staff, or registered organizations (Policy [CO-UF-PO-01](#) & [CO-UF-PO-07](#)).
- **Exercise speech** - Distribute non-commercial literature, host information booths, submit petitions, and organize peaceful assemblies as provided for in institutional policy (Policy [GA-PA-PR-01](#)).
- **Post signs** - Signs, flyers, banners, sidewalk chalking, display cases, table tents, and other approved postings may be put in designated areas of campus in accordance with the office's Posting Policy and institutional policies on solicitation (Policy [GA-PA-PR-01](#) & [CO-UF-PO-02](#)).
- **Present guest speakers** - Groups may invite guests who are not students or faculty/staff members to speak or perform in designated venues on campus with proper notice given (Policy [SL-SO-PO-04](#) & [GA-PA-PO-01](#) & [GA-PA-PR-01](#)).
- **Fundraising** - RSOs may raise funds for their group through limited solicitations and sales of goods or services as well as collect charitable donations for non-profit causes (Policy [SL-SO-PO-06](#) & [GA-PA-PR-01](#)).
- **Institutional support/aid** - These include the ability to apply for supplemental program assistance funding grants through student government and consultation with staff from the Office of Student Organizations.

## Basic Responsibilities of Registered Student Organizations

In order to maintain their registration and good standing with the institution, organizations are required to follow the following basic requirements and obligations.

### Limitation on Representation

The actions and words of an organization and its members are critical elements that characterize both its own reputation and reverberate in the campus and broader community. These messages should reflect the distinct values and mission of your group, recognizing that while it has a unique relationship with the university, it is not a legal agent of the university.

- Registered student organizations are associations of university students. An organization speaks on its own behalf; however, it may neither suggest nor imply that it acts or speaks with any agency or authority of The University of Texas at Arlington.

- Be careful when using the name/identity of the university. Avoid putting “UTA” or other versions of the university’s name in front of your club’s name in writing or multimedia.
- Registered organizations are not generally permitted to use the seal, institutional logo, or other official insignia/trademarks of the university. They may, where appropriate, use the "Mavericks" nickname mascot mark.

### **Re-registration and Organizational Updates**

Twice per year, each organization’s primary contact officer must renew its active status and provide the university with vital information updates—this process is called re-registration. Each calendar year is divided into two registration periods.

- **Fall Registration Period** - August through December
- **Spring/Summer Registration Period** - January through June
- **Re-registration Deadline** - Organizations have until the tenth (10th) day of classes during each fall and spring term’s regular session to re-register without experiencing an interruption to their ability to continue operating and conducting business on campus. If the deadline is missed, a hold will be placed on the club’s registration, and its MavEngage page and other university accounts may be temporarily deactivated (frozen) until a submission is received and approved. While on hold, organizations are prevented from sponsoring and participating in activities on campus.
- **Failure to Re-register** - Organizations that do not provide a valid re-registration update for three (3) consecutive registration periods will be referred to the Committee on Student Organizations and may be declared inactive.
- **Officer Listing** - An organization is expected to maintain an accurate listing of its officers on its roster on Mavengage.uta.edu. The officers provided during registration and maintained on the organization’s MavEngage roster shall be presumed to be authorized to speak for or represent the organization in its relations with the institution. These individuals will be the recipients of official notices, directives, and information from the institution. The organization is responsible for keeping these listings current and accurate throughout the semester.
- **Member Roster** - The organization should keep an accurate listing of its current membership on its MavEngage roster. Those who are no longer active members of the group should be removed. Every person’s MavEngage involvement is tracked in their co-curricular transcript, and that is available to them even after they are no longer on your roster.

### **Risk Management Training and Compliance**

In accordance with the Texas Education Code ([§ 51.9361](#)), the Office of Student Organizations has developed a risk management education program. All registered student organizations must meet the risk management training policy requirements in order to maintain their active status at the university. The training is required prior to a new organization being registered. To access the required training please visit the Risk Management for Officers & Advisors Module in the Student Organization Online Library via Canvas which can be found at the following link, <https://uta.instructure.com/courses/51265>.

- **Organizational Officers** - Each academic year, the president (or equivalent officer) must complete risk management training. The normal deadline for this occurs in advance of each fall semester and must be completed by the 10th class day.
- **Advisors** - Advisors to registered student organizations must also complete the risk management training annually.

- **Policy Implementation** - The president and officers, under the advisor's supervision, are expected to implement a risk management plan/policy within the organization in accordance with UTA's risk management training.

### **Advisement**

- **Advising Requirement** - All organizations must have the sponsorship of at least one UTA faculty/staff advisor. The advisor is to be kept aware of organizational activities and business. The advisor authorizes and approves meetings and events. The advisor also supervises the handling of funds and financial commitments of the organization. Selection of an advisor is at the discretion of the organization; however, the advisor's role must be confirmed by the Office of Student Organizations.
- **Changing Advisors** - If an organization wishes to change its advisor or add additional advisors, the current advisor or organization president must submit to the Office of Student Organizations a formal request via email to [mavengage@uta.edu](mailto:mavengage@uta.edu) prior to any change taking effect. The office will confirm the individual's eligibility to serve and update the organization's records accordingly. The faculty/staff advisor role on the organization's roster in MavEngage is restricted and can only be assigned by the Office of Student Organizations.
- To learn more about advisement, please visit the Advisor Essentials Module in the MavEngage eLearning Portal. To access the Student Organization Online Library via Canvas please follow the link provided, <https://uta.instructure.com/courses/51265>.

### **Membership Requirements**

- **Minimum of 3 Members** - Minimum Membership – Registered organizations shall work to maintain at least three (3) student members each semester. Should an organization fall below three members, it will have two additional re-registration periods (beyond the current period) in which to increase its membership to three.
- Failure to achieve three members within the allotted time may result in the revocation of its active status by the Committee on Student Organizations.
- **Minimum of 3 Officers** - Organizations shall have no fewer than three (3) student officers appointed and listed on their roster at all times. These must include a chief executive officer, a chief financial officer and at least one additional officer as provided by the organization's university-approved constitution/bylaws.
- **Membership Eligibility** - An organization may not have any person as a member who is neither an enrolled student nor a faculty/staff member of UTA. The privileges of members may vary from group to group, but only members shall have a vote in the official business of the organization or be eligible to hold an elected office (Policy [SL-SO-PO-04](#)).

### **Financial Management & Reporting**

- **University Debts** - An organization with financial debt to the university that is past due will have a hold placed on its activities until it can provide a record of payment in full. No organization or group, whether registered or not, may use the facilities of the university as long as it owes a monetary debt to the institution and the debt is considered delinquent by the Office of Student Accounts.
- **Accounting Procedures** - The receipt of dues, fees, and other income or property by registered student organizations and any disbursements shall be kept as records of the organization and under the supervision of the advisor of the organization. These records shall be subject to audit by officials of the university at any time (Policy [SL-SO-PO-06](#)).
- **Profit/Loss Reporting:**

- o If an organization has any campus activity for which there is a charge or income generated, it must be registered in advance with the Office of Student Organizations. Failure to do so will result in loss of privileges or sanction by the institution.
- o Each student organization shall submit a record of its fundraising activities prior to the end of each long semester. The record shall be a complete report showing total fundraising expenditures and income for that reporting period.
- o Organizations may access the Profit/Loss Report online at [mavengage.uta.edu](http://mavengage.uta.edu). It must contain thorough and accurate reporting of the organization's fundraising activities.
- o Reports must be submitted by the organization's chief financial officer (or designated officer) and reviewed by the faculty/staff advisor.
- o To learn more about financial management and reporting please visit the Financial Wellness, Management, and Responsibility Module in the MavEngage eLearning Portal. To access the Student Organization Online Library via Canvas please follow the link provided, <https://uta.instructure.com/courses/51265>

### **Constitutional and Institutional Regulations**

- o The university must review all constitutions or bylaws. Any proposed changes to an organization's constitution or bylaws must also be submitted for review to the Office of Student Organizations within 10 days of the change.
- o The university-approved and organizationally ratified constitution comprises an agreement between the organization, its members, and the institution. Officers, members, and advisors are to guarantee that the terms of their constitution are followed and upheld.
- o Officers and members must abide by and agree to follow all rules and regulations of the institution and the directives of their faculty/staff advisors or university administrators acting within the scope of their authority.
- o Maintain complete and accurate membership, leadership, and directory information on the [mavengage.uta.edu](http://mavengage.uta.edu) website.
- o Respect campus resources, including space, personnel, and supplies.

### **MavEngage – [mavengage.uta.edu](http://mavengage.uta.edu)**

All registered organizations are given an online page to manage at [Mavengage.uta.edu](http://Mavengage.uta.edu), which is the official directory of registered organizations at UTA. MavEngage is powered by the Anthology® Engage platform and administered by the UTA Office of Student Organizations. The officers of each organization manage and update the content of its MavEngage page. Additionally, members are able to stay updated on important events and information as well as track their own organizational involvement during their time on campus.

MavEngage is a powerful tool that provides an efficient way for an organization to:

- o Maintain its official roster of members and officers
- o Publish information about the organization for the public
- o Register meetings, events, and activities
- o Gather attendance data via Event Pass
- o Conduct post-event feedback
- o Post news articles for the community
- o Maintain important documents (such as its official constitution, monthly statements, etc.)
- o Create web forms

- o Administer elections
- o Track and approve member service hours

## Starting a New Organization

### How to Get Started

Each academic year, new organizations are formed, which expand the breadth of our community. If you cannot find an organization that meets a need or interest, you are encouraged to form a new one; however, it is recommended that you do research on existing RSOs to avoid duplication. The University will not register more than one organization that serves the same substantial purpose. *There must be clear and significant differences between any existing organization and one that is proposed.* Students, faculty, and staff at UTA with similar interests are encouraged to collaborate through an RSO to share information, provide programs for the group and the University-at-large, and advance the interests of its members.

### Steps to Registration

During the organizational period, activities are generally limited to those necessary to organize and establish the group (Policy [SL-SO-PO-03](#)). The following steps outline what is necessary to complete an application to register a new organization. Steps 2-7 must be completed by the group in order to submit the online application.

- o Attend a New Student Organization Interest Session. These are offered regularly for those interested in learning the process, rules, and requirements for starting a new organization. Though it helps to have a basic concept of your organization (e.g., name, purpose, mission), you don't need to have anything else prepared in advance in order to attend one of these virtual sessions. Visit [uta.edu/studentorganizations](http://uta.edu/studentorganizations) for the session schedule.
- o Select a unique name for the organization that identifies its mission/purpose. Note that “a student organization shall not use the name of an institution or the name of The University of Texas System as a part of the name of the organization” ([Regents' Rule 50202, §3](#)) and “a registered student organization may not use the name of the University, its abbreviations, or the seal as part of its name” (Policy [SL-SO-PO-03](#)).
- o Secure an eligible faculty or staff member to serve as the organization’s advisor.
- o Schedule and hold at least one to three open organizational meetings to recruit members and inform the campus of the forming of this organization. At each of these meetings, a prescribed number of outside resource people may be present. These off-campus individuals are not permitted to vote or hold office. All such individuals must be identified with the director and/or assistant director, who may limit the number of such individuals.
- o Draft a constitution and ratify it amongst the petitioning membership of the organization to include in the online application.
- o Elect at least three (3) officers and submit their names as officers in the online application.
- o At least three (3) individuals must be included as members in the online application. No registered student organization or group may have any person as a member who is not either a student or a member of the faculty or staff ([Regents' Rule 50202 §6.2](#)).
- o Submit an online application, reviewed by the primary contact and faculty/staff.
- o Complete risk management compliance training. This is required for all presidents and advisors.
- o At least one representative from the organization must complete a New Organization Officer Orientation module.

**Status while an application is pending** - Upon completion of these steps, the Assistant Director of Student Organizations may grant limited privileges of conducting activities on a temporary basis to a group if, in their judgment, there appears to be no impediment to its approval by the Committee on Student Organizations. This temporary status may last until the committee's review but no longer than one semester.

### **Review by Committee on Student Organizations**

Completed organization applications are referred to the Committee on Student Organizations for review. This university administrative committee is comprised of three faculty members, three staff members, three students, and the director or delegate of the Office of Student Organizations. The committee meets regularly, at least once per long semester, and has jurisdiction over all student organizations. It is primarily responsible for recommending new organizations for permanent registration at the university, as well as the revocation of a registered organization's status in accordance with policy. The committee also reviews and grants final approval to all changes to an organization's constitution. Decisions of the committee may be appealed to the Vice President for Student Affairs and, ultimately, the University President (Policy [SL-SO-PO-02](#)).

### **Selecting a Faculty/Staff Advisor**

All organizations must always have the sponsorship of at least one faculty/staff advisor to maintain their registered status. An organization may elect to have multiple advisors.

**Eligibility** - To be eligible, a person must support the aims of the organization and hold an appointment to the faculty or staff of UTA; however, their position of employment must be a full time, benefits-eligible and must not require that they also be enrolled as a student.

#### **General Responsibilities:**

- o Ensure that the organization operates in accord with its university-approved constitution/bylaws and the university's policies
- o Review and approve all organizational meetings and events, including reviewing event registration, financial reports, and other required university forms
- o Meet with the officers on a regular basis as necessary and remain informed of organization activities
- o Know the officers, current members as well as the process for obtaining new members and selection of new officers
- o Establish with the student organization president to what extent the advisor will be involved in the planning of programs, the frequency of meetings, and scope of the advisor's role

#### **Financial Oversight**

- o Ensure that there are adequate internal controls and processes for the safe keeping of organizational funds
- o Supervise the collection of dues, fees, and other income/property, as well as the disbursement of funds to ensure regularity and proper usage in accordance with organizational and institutional rules
- o Review and approve in advance of all financial commitments made by the organization
- o Meet with treasurer (or equivalent officer) to ensure review and internal reporting of financial record

### **Consultants and Off-campus Advisors**

In addition to faculty/staff advisors, many organizations are supported and guided by others from the community who serve a special role in maintaining and supporting the group. These might include alumni/honorary affiliates, ministry personnel, professional consultants, coaches, trainers, advisory boards, and so forth. These individuals' roles are to be provided for in the organization's constitution or bylaws.

**Limited Role** - While these individuals are important and often necessary stakeholders in the group, they are not to be considered active members of the organization or hold distinctive member privileges such as a vote in organizational business or be eligible to hold an executive office within the group.

### **Membership Non-Discrimination Policies**

Organizations may specify their own specific qualifications and requirements necessary to gain and maintain membership. However, no student organization shall become or be allowed to continue as registered which denies membership or discriminates on any basis prohibited by applicable law. This includes refusing membership or treatment that is unfavorable or unfair to an otherwise qualified individual on the basis of certain characteristics called “protected classes” - protected classes include: race, color, sex, religion, national origin, age, disability, citizenship, and veteran status.

**Exemption for religious organizations** - An organization created primarily for religious purposes as stated in its constitution or bylaws may restrict membership privileges (i.e., the right to vote or hold office) to persons who subscribe to its statement of faith.

**Exempt single-sex organizations** - Title IX of the Educational Amendments Act of 1972 prohibits discrimination on the basis of sex in university activities with only narrowly defined exceptions. For example, recognized social fraternities and sororities to operate as single-sex organizations (see section on Special Classes of Organizations for more detail).

### **ADA Accommodations for Student Organizational Activities**

In compliance with the Americans with Disabilities Act of 1990 as amended and applicable to institutions of higher education, the university will provide a reasonable accommodation necessary for members of student organizations to participate in the sponsored campus activities of their organization. The student must provide the request with adequate advance notice, at least 10 university working days, but possibly longer depending on the nature of the activity and complexity of securing the accommodation. The student must be actively registered with the Student Access and Resource Center at the time of the request. The Office of Student Organizations will confirm that the student is a currently active or eligible member of the specified organization per the MavEngage roster.

### **Affiliated Organizations Charitable Status**

Within the scope of the university’s policies on commercial solicitation and joint sponsorship for the use of facilities, registered student organizations may only be affiliated with charitable/non-profit organizations. If a registered student organization wishes to operate under the auspices of an organization external to the university, evidence must be provided that the affiliated organization is charitable/tax-exempt under the U.S. Internal Revenue Code.

### **Special Classes of Organizations**

Two classes of registered student organizations must satisfy requirements beyond those outlined in this handbook in order to be recognized as a social fraternity/sorority or sport club. These groups have additional privileges and responsibilities derived from their unique relationship with the university.

### **Social Fraternities and Sororities**

Social fraternities and sororities are distinguished from other Greek-letter honorary societies in that they can limit membership on the basis of sex. The U.S. Department of Education has set criteria for what may constitute a social fraternity/sorority. The group should be able to answer “no” to all the following questions:

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

Additionally, to function as a social fraternity or sorority at UTA, an organization must be recognized and maintain its standing with the Office of Fraternity & Sorority Life and be admitted as a member organization of one of the appropriate governing councils.

If an organization loses recognition by the Office of Fraternity & Sorority Life or its governing council, the organization will become inactive for the time period as determined by F&SL or the governing council. Inactive organizations will not be allowed any privileges awarded to actively registered student organizations provided by UTA. Once the specified time period has passed, an organization shall petition F&SL and the appropriate governing council for recognition and/or readmission, provided university requirements are met through the Office of Student Organizations.

## Sport Clubs

Athletic or recreational student organizations may seek to be classified as a Sport Club. Should an organization wish to become a Sport Club, it must first be registered and in good standing with the Office of Student Organizations. Its leadership may then apply to the Department of Campus Recreation for recognition as a Sport Club. For specific questions regarding requirements and privileges, please email [campusrec@uta.edu](mailto:campusrec@uta.edu).

## Rules and Guidelines for Constitutions of Registered Student Organizations

Each registered organization shall have a university-approved constitution and/or bylaws outlining its purpose, mission, values, and organizational structure. This document is reviewed by the Committee on Student Organizations and is to be followed by the organization in conducting its business. Any changes to an RSO's constitution must be reported to the Office of Student Organizations within 10 days after adoption for administrative review (Policy [SL-SO-PO-03](#)). Constitution and bylaws templates and standards and guidelines document are available for use by your group in the document library at [uta.edu/studentorganizations](http://uta.edu/studentorganizations).

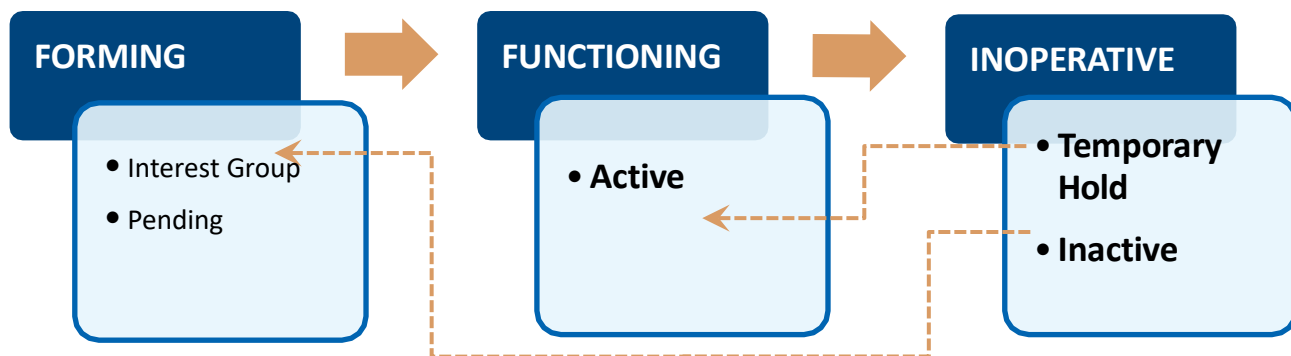
### Constitution or bylaws...what's the difference?

A constitution is an organization's most important document, providing the fundamental purpose, scope, and structure of an organization. Depending on the complexity of an organization, its constitution may range from two pages to more than twenty pages. All registered organizations must either draft a constitution to suit their own needs, or a constitution provided by the national/affiliated organization.

Some organizations are governed by both a constitution and a set of bylaws. This is especially common among college and university chapters of national associations or societies. In these instances, the constitution may be the same or similar from place to place, change infrequently, and deal with high-level/structural matters. Bylaws are the rules and operating procedures specific to the governance of the local chapter or organization. Bylaws typically function within the scope of a governing constitution or charter and contain rules and provisions that are more flexible and can be implemented by the local group. When in doubt about the need for bylaws, consult your advisor, the national organization, or the Office of Student Organizations.

## Statuses in an Organization's Life Cycle

As organizations are formed and function, they may progress or regress through various statuses, which determine the group's standing with the university and its ability to operate.



### Organization's Status

**Interest group** - Groups of students interested in forming a new club. These groups have attended a New Organization Interest Session, making them eligible to begin the application process.

**Pending** - Groups with complete applications may receive authorization to conduct activities on a temporary basis by the Assistant Director/delegate of Student Organizations while awaiting review of their application by the Committee on Student Organizations. This status may be granted if there are no apparent impediments to an organization's ultimate approval by the committee and lasts until the committee rules on an application.

**Active** - The Committee on Student Organizations shall meet once every long academic term and review organizational applications for registered status. Organizations granted full registration are permitted to continue their registration each long semester, provided they operate in good standing.

**Temporary Hold** - When an organization fails to meet a basic responsibility, standard, or obligation (such as outlined in this handbook or other university policy), they may have a hold placed on their activities until such time as they are able to remedy the circumstance. Their ability to conduct affairs on campus and act as an organization is suspended while the hold is in place.

**Inactive** - Organizations that fail to meet basic standards for successive terms, or which are sanctioned by the university are declared inactive by the Committee on Student Organizations. These groups lose the ability to automatically renew their registration during the current/upcoming re-registration periods. In order to restore an inactive group, the interested students may initiate a new organization application for consideration, provided that there is no sanction or impediment to its re-establishment.

### Student Organization Resources & Services

Registered student organizations are entitled to utilize several special services offered by campus departments.

**Complimentary Printing** - The Office of Student Organizations provides a printing allowance for all registered student organizations in good standing. At the start of each academic year, each organization is granted a printing allowance of \$100. This amount does not represent any actual cash value. Printing privileges are non-transferable and cannot be used for private or university/departmental purposes. The printing request form can be accessed online at [uta.edu/studentorganizations](http://uta.edu/studentorganizations).

**Student Organization Awards** - This award program recognizes organizations that have shown excellence in serving their members, the University, and the community. Each organization is considered on the basis of its

merits and unique qualities. These awards are given in the Spring semester and come with a plaque and monetary award.

**RSO Allocation Fund** – The RSO Allocation Fund, overseen by Student Government, is supplemental funding available to registered student organizations to assist in their programming efforts to the University community. Funds are also available to assist student organization members in traveling to state/regional/national conferences. Visit [uta.edu/studentgovernance](http://uta.edu/studentgovernance) for more information.

**MavEngage eLearning Portal** - The Office of Student Organizations has developed a self-paced Canvas module available to any member, officer, or advisor to orient them to the information found in this handbook. The self-enroll link to that module can be found at [uta.edu/studentorganizations](http://uta.edu/studentorganizations).

## Branding and Marketing Guidelines

Registered student organizations may use certain logos and trademarks of the university as specified by University Communications. Specific and up-to-date rules can be found online at <https://resources.uta.edu/mme/identity/brand/index.php>. The institutional name and brand marks should not be used in a way that would harm or defame the reputation of the university.

Student organizations are permitted to use the **signature and wordmark**, where appropriate, in authorized configurations. These trademarks represent the distinct identity of UTA and cannot be altered in form or color except as permitted. Also, except for organizations funded and sponsored by the university through one of its departments, the use of the institutional signature logos or the seal is not permitted.

### UTA Branded Apparel and Merchandise

If your group would like to order shirts, merchandise, promotional items, or apparel using one of the university's brandmarks, it must be sourced from a vendor who has been licensed to reproduce the trademarked graphics. Visit <https://trademarks.utexas.edu/ut-system-institutions> in order to see a current list of authorized vendors from which you can order UTA branded items.

Registered student organizations must not preface the name of the organization with the university but rather put the name after (Policy [SL-SO-PO-03](#)):

Incorrect	UTA Baking Club
Acceptable	Baking Club at UTA
Acceptable	Baking Club of The University of Texas at Arlington

For consultation and advice on the use of the university's logos or branding, please consult the Office of Student Organizations before ordering your merchandise.

## Social Media

### *Naming Restrictions*

Organizations are prohibited from beginning their social media handles with "UTA" or any variation that may imply official university affiliation (e.g., @UTAClubName, @UTAXYZ, @UTA.ABC, @UTA\_DEF, etc.). Organizations should instead use alternative identifiers that distinguish them as independent student groups.

### *Disclaimer Requirement*

Recognized student organizations are required to include the following statement in their bio on all social media accounts to clarify their independent status:

*"Views expressed are our own and do not reflect those of UTA"*

This disclaimer ensures transparency regarding the organization's affiliation with the institution.

If you have any questions regarding the social media guidelines for organizations, please contact the Office of Student Organizations.

## Registered Student Organization Discipline Suspension

If an organization violates the Regents' Rules and Regulations, University regulation, administrative order, or federal, state, or local law or regulation, it is subject to disciplinary action according to the Discipline of Student Organization Policy (Policy [SL-SO-PO-07](#)). Before a hearing is conducted for an alleged violation, the Office of Student Conduct must notify a registered student organization in writing of the date, time, and place for the hearing. If after the hearing, the organization is found to have violated the Regents' Rules and Regulations, University regulations, administrative order, or a federal, state, or local law or regulation, the Office of Student Organizations or Office of Student Conduct may:

- o suspend the organization's privilege to publicly post signs, set up a booth, publicly assemble or demonstrate in the name of the organization, present activities, publicly raise funds, reserve the use of university facilities, or participate in other university-sponsored events;
- o place the organization on probation for a specific period;
- o place the organization on suspension for a specific period;
- o cancel the registration of the organization permanently; or,
- o enact other sanctions as deemed appropriate under the circumstances.



**SECTION III:  
MANAGING A  
SUCCESSFUL  
ORGANIZATION**

## Student Organization Training and Leadership Development

The Office of Student Organizations is available to offer consultation to your organization. Student Organizations staff can assist you with group dynamics, organizational development, paperwork, conflict mediation, and much more. Student Organizations also offers a semi-annual Training Day designed to aid in the development of student organizations. These aim to educate student organizations on processes, procedures, event programming, and basic organizational activities, covering topics such as event planning, paperwork, officer transitions, finances, building relationships, MavEngage, and more.

These dates are included in the Student Organizations e-newsletter titled The MavEngage Bulletin, posted via flyers around campus, and advertised on [mavengage.uta.edu](https://mavengage.uta.edu) and at [events.uta.edu](https://events.uta.edu).

For more opportunities on training and development within your organization please visit the MavEngage eLearning Portal which can be accessed via Canvas in the Student Organization Online Library or by following this link, <https://uta.instructure.com/courses/51265>.

## Student Organizations Newsletter

To keep student organizations in the loop about important announcements, Student Organizations sends out The MavEngage Bulletin, a regular e-newsletter, to faculty/staff advisors and students listed as Executive Officers in their MavEngage roster. The newsletter contains important messages from Student Organizations, opportunities & announcements, and upcoming campus events. It is important for officers to share this information with the rest of their organization.

Not receiving The MavEngage Bulletin? Subscribe here: <https://lp.constantcontactpages.com/su/SkP6BdY>.

## Membership Recruitment & Retention

Strong membership is important for any organization to continue and succeed. You should make it a priority to recruit high-quality individuals for your organization who share similar values and goals. Remember, it is vital to prepare new and seasoned members for future leadership.

## Self-Governance

Registered organizations are largely responsible for managing their own affairs. While the university promulgates rules and guidelines for constitutions, each organization is responsible for implementing its own procedures as necessary to accomplish its mission. These procedures are to be outlined primarily in the organization's university-approved constitution/bylaws as well as other established/written rules. It is the responsibility of the officers, advisor(s), and even the members to ensure these rules are enforced and evenly applied.

It is recommended that an organization's constitution be reviewed annually and updated at least every 5 years to be sure it is relevant for the organization and that it meets the current standards and guidelines that can be provided by the Office of Student Organizations.

An organization that operates in a manner contrary to its approved constitution/bylaws may be sanctioned by the Office of Student Organizations or the Committee on Student Organizations.

Organizations are also accountable to the university's policies including, but not limited to, those outlined in the Handbook of Operating Procedures with regard to discipline and conduct.

## Officer Transition & Evaluation

The key to continued organizational success is the proper transition of new officers. Graduating or outgoing officers should plan an intentional transitional workshop and/or retreat for new officers to offer guidance and pass along information and tips for success. Here are some potential topics to discuss at this meeting:

- o Historical perspectives of the organization
- o Constitution and bylaws
- o Policies and procedures
- o Officers' job descriptions / background information
- o Meeting minutes, historical records
- o Previous years' goals, projects, and activities
- o Preview years' budget
- o Financial records
- o Suggested improvements
- o Roles and responsibilities
- o Contact lists of important people
- o Roles and expectations of officers and advisor for the coming year
- o Leadership/skill-building sessions – can be facilitated by advisors, outgoing officers, or outside resources and may include delegation, recruitment ideas, communication, etc.
- o Closure - ask for feedback and questions
- o Shared passwords, email address information, social media, etc.

### **Other helpful hints before outgoing officers depart:**

**Officer Essentials Training** - Encourage incoming officers to complete the Officer Essentials module offered virtually in Canvas. The self-enroll link can be found at [uta.edu/studentorganizations](https://uta.edu/studentorganizations).

**Account Signature Card** - Be sure to inform your new officers of on-campus account processes. You will need to have them fill out a signature change on your organization's Account Signature Card to grant account access to the new officers. This process is initiated in person at the Office of Student Organizations.

**MavEngage Roster** - Be sure incoming officers are assigned the correct position and outgoing officers are removed from their positions. Your roster, including officers, should always be current and up to date. This is especially important as you prepare to submit the required re-registration every semester.

**MavEngage eLearning Portal** - To learn more about officer transitions please visit the Effective Officer and Selection Best Practices Module in the MavEngage eLearning Portal. To access the Student Organization Online Library via Canvas please follow the link provided, <https://uta.instructure.com/courses/51265>.



**SECTION IV:  
RISK MANAGEMENT**

## What is Risk Management?

Risk management is an ongoing process of considering the risks of organizational activities, providing education about how to mitigate these risks, and taking intentional steps to minimize the chance of harm, injury, or loss. By acknowledging these factors and being proactive, you can help mitigate risk within the organization and promote a safe and positive experience for those involved. For questions, more information, or to create your organization's own risk management plan, please contact our office.

### Implementation of [House Bill No. 2639 \(2007\)](#)

The Texas Education Code ([§51.9361](#)) mandates risk management education for members and advisors of student organizations registered at postsecondary educational institutions addressing:

- o possession and use of alcoholic beverages and illegal drugs;
- o hazing;
- o sexual abuse and harassment;
- o fire and other safety issues;
- o travel to a destination outside the area in which the institution is located;
- o behavior at parties and other events held by a student organization;
- o adoption by a student organization of a risk management policy; and
- o issues regarding persons with disabilities

In accordance with the law, the Office of Student Organizations has developed a risk management education program. All registered student organizations must meet the risk management training policy requirements in order to maintain their active status at the university. The training is required prior to a new organization being registered. Continuing organizations must complete the training each academic year to remain active. Faculty/staff advisors must complete the training prior to serving in their role with the organization.

Each academic year, the Office of Student Organizations shall require that all faculty/staff advisors and presidents must complete training on behalf of the organization. Organizations that do not complete the risk management training requirement by the given deadline will have a hold placed on their active/registered status until such time as they are in compliance.

To access the required training please visit the Risk Management for Officers & Advisors Module in the Student Organization Online Library via Canvas which can be found at the following link, <https://uta.instructure.com/courses/51265>.

## Hazing

The University of Texas at Arlington (UTA) is committed to building a safe and cohesive campus culture, fostering a sense of belonging and mutual respect among its students, faculty, and staff. Hazing is forbidden at UTA and is antithetical to the values of UTA, including collaboration, excellence, and integrity.

In accordance with applicable law and University policy, this statement of policy describes the methods utilized by UTA for hazing awareness, reporting, investigations, education, and prevention. Additional details regarding UTA's hazing prevention strategies and reporting can be found at [Hazing Prevention/Community Standards/University of Texas at Arlington](#).

Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them, regardless of a person's willingness to participate. Hazing is prohibited by the Texas

Education Code ([§51.936](#) & [§37.151](#) *et seq.*), and individuals or groups engaging in hazing may be subject to criminal charges and penalties. Additionally, the university imposes its own sanctions upon those individuals and organizations which are responsible for engaging in hazing activity. The Office of Student Organizations staff is prepared to assist with a review of organizational activities to promote an environment free from hazing.

**Individuals** – A person commits an offense if the person:

- o Engages in hazing;
- o Solicits, encourages, directs, aids, or attempts to aid another engaging in hazing;
- o Recklessly permits hazing to occur; or
- o 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

**Organizations** – An organization and/or an officer, or any of its members, new/associate members, or alumni who commit or assist in incidents of hazing may also be charged with violation of the hazing laws and may also incur significant financial consequences.

An organization creates 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. To learn more about organizational conduct, visit the [Office of Community Standards Website](#).

## UTA's Policy on Hazing

The university's Handbook of Operating Procedures (Policy [SL-SC-PO-01](#)) defines hazing as...

*...any intentional, knowing, or reckless act, occurring on or off 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 to, affiliating with, holding office in, or maintaining membership in any university student organization, group, or team whose members are or include students at an educational institution.*

*The term hazing includes, but is not limited to any type of physical brutality, physical activity, activity involving consumption of food, liquid, drugs, or alcohol, activity that intimidates or threatens the student, or any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Texas Education Code Section [§51.936](#);*

*Hazing with or without the consent of a student, whether on or off campus, is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Knowingly failing to report hazing can subject one to discipline. Initiations or activities of organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals.*

The following activities generally constitute hazing and are prohibited

- o forced calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- o unwanted exposure to nudity or pornographic media;
- o eating or ingestion of any unwanted substance;
- o the wearing or carrying of any obscene or physically burdensome article;
- o paddle swats, including the trading of swats;

- o pushing, shoving, tackling, or any other physical contact;
- o throwing oil, syrup, flour, or any harmful substance on a person;
- o rat court, kangaroo court, or other individual interrogation;
- o forced consumption of alcohol either by threats or peer pressure;
- o line-ups intended to demean or intimidate;
- o transportation and abandonment (road trips, walks, rides, drops);
- o confining individuals in an area that is uncomfortable or dangerous (e.g., hot box effect, high temperature, too small);
- o any type of personal servitude that is demeaning or of personal benefit to the individual members;
- o wearing of embarrassing or uncomfortable clothing;
- o assigning pranks such as stealing, painting objects;
- o harassing other organizations;
- o intentionally messing up the house or room for clean up;
- o demeaning names, yelling, and screaming;
- o requiring boxing matches or fights for entertainment.

To learn more about hazing at UTA, please visit the [UTA Hazing Website](#).

## Immunity

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the Dean of Students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report ([UTA Student Conduct](#)). Additionally, a doctor or other medical practitioner who treats a student who may have been subject to hazing may make a good faith report of the suspected hazing activities to the police or other law enforcement officials and is immune from civil or other liability that may otherwise be imposed or incurred as a result of the report.

The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from \$500 to \$10,000 and/or confinement for up to two years (Policy [SL-SC-PO-01](#)).

**Recent Hazing Sanctions/Penalties** – A list of organizations that have been found responsible by the university for hazing violations within the past three years can be found at [uta.edu/community-standards](http://uta.edu/community-standards). If you have any questions related to hazing or to make a report, please contact the Office of Community Standards at 817.272.2354 or [conduct@uta.edu](mailto:conduct@uta.edu).

## Alcohol Beverage Regulations

In accordance with UTA Rules and Regulations (Policy [CO-CF-PO-01](#)), registered student organizations may not host on campus events and activities where alcohol will be available. The following are some best practices for any event where alcohol is present.

- o The minimum age for purchasing and possessing alcohol in the State of Texas is 21 years of age. Do not serve or provide alcohol to underage people.
- o Provide sober monitors and designated drivers at the venue and make them identifiable and available.
- o Charter group transportation to/from an event when possible.

- o Make available alternative nonalcoholic beverages (soft drinks) and non-salty food whenever alcohol is served.
- o Do not engage in drinking games or rapid “binge” drinking.
- o Intervene when you are aware that someone is intoxicated beyond a reasonable degree and should not be served more alcohol.
- o If you suspect severe alcohol impairment, call for help immediately.

Additionally, some classes of organizations, including but not necessarily limited to social fraternities and sororities and sport clubs may have additional rules and restrictions on the use of alcohol. If you are a chapter or affiliate of an organization external to the university, there may be additional rules to those set forth by the university. Consult with your faculty/staff advisor or the Office of Student Organizations if you are unsure if additional restrictions on alcohol use may apply.

### **Events with Alcohol**

Student Organizations are not permitted to host or sponsor an event on campus where alcohol is present or consumed. It is the responsibility of UTA to maintain an environment that is conducive to teaching and learning and to personal and professional growth. It is the intent of the University to establish practices and procedures that discourage irresponsible use of alcoholic beverages and to ensure compliance with state laws by all individuals on university property or property under the control of the University. In furtherance of this responsibility and intent, the consumption, possession, service, and sale of alcoholic beverages on university property is prohibited except in approved circumstances.

## **Travel**

Student organizations may choose to travel for several purposes, including conferences, competitions, retreats, and team-building activities. These excursions can prove to be of immense value to an organization, helping them to strengthen relationships among members, learn more about their particular area of interest, develop leadership skills, accomplish goals, represent UT Arlington to the outside community, and much more; however, traveling can be a risky activity. UT Arlington’s travel policy is in place to decrease these risks ([Policy BF-T-PR-04](#) & [SL-G-PO-03](#)).

A registered student organization that requires its members to travel more than twenty-five miles from the University to an activity or event covered by this policy must obtain prior written approval for the proposed travel by an authorized University administrator.

Prior to travel, the following steps must be completed:

- o Submit the University authorization [Student/Group Travel Form](#) and the University Request for Travel Authorization Form, if applicable, to the appropriate administrator at least ten days prior to date of travel.
- o Secure travel approval. Ensure that all regulations of the Student Travel Policy are followed.
- o Have each trip participant complete a waiver of liability form and file those forms with the appropriate administrative office.
- o Forms may be accessed from the Office of the Vice President for Student Affairs or the University website.

If organization members wish to request a letter for university-authorized absences, you may visit the [VPSA website](#) to submit the request (must be submitted to instructor at least one week prior to start of absence).

All forms and additional information are available in the Office of Student Organizations and online. It is highly suggested that, prior to travelling outside of these parameters, student organizations visit the Office of Student Organizations to receive information about liability and to consider using waivers that are available online.

### **Safety Rules**

- **Seat Belts** - Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
- **Alcohol and Illegal Substance Prohibited** - Occupants of motor vehicles shall not consume, possess or transport any alcoholic beverages or illegal substances.
- **Passenger Capacity** - The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity or the number specified in applicable University policies, federal or state law, or regulation, whichever is lower.
- **License and Training** - Each operator of a motor vehicle shall have a valid operator's license and be trained as required by law to drive the vehicle that will be used.
- **Proof of Insurance, Inspection, and Safety Devices** - Each motor vehicle must have a current proof of liability insurance card and state inspection certification, be equipped with all safety devices or equipment required by federal or state law or regulation and comply with all other applicable requirements of federal or state law or regulation.
- **Legal Operation of Vehicles and Driving Schedule** - Operators of motor vehicles shall comply with all laws, regulations, and posted signs regarding speed and traffic control and shall not operate the vehicle for a continuous period that is longer than three (3) hours without at least a fifteen-minute rest stop. There shall be no driving between the hours of 11:00 p.m. and 6:00 a.m. without prior approval of the appropriate administrative official.
- **Operators of Vehicles** - All operators of vehicles owned or leased by the University shall be employees of the University and shall have a valid operator's license for the operation of the particular vehicle. In addition, the operator shall have a current Motor Vehicle Record on file with the Environmental Health & Safety Office and must be authorized to drive a University vehicle in accordance with the policies of the University (Policy [CO-CV-PO-02](#)). University-owned vehicles may not be driven by registered student organization members or officers, even if they are student employees.
- However, a registered student organization's faculty/staff advisor may request and drive a university owned vehicle on behalf of the registered student organization for their activities.

To learn more about traveling safely with your organization, please visit the Student Organization Travel Module in the MavEngage eLearning Portal. To access the Student Organization Online Library via Canvas please follow the link provided, <https://uta.instructure.com/courses/51265>.

### **Waivers**

In order to help protect your organization, it is necessary that participants are warned of the inherent dangers that might be involved in your event/activity. It is recommended that all participants of potentially hazardous activities sponsored by your student organization sign a document stating they understand the involved danger(s) and assume the responsibility for any loss or injury that could occur as a result of participating. You are also strongly encouraged to clearly present the dangers/risks present at your event or activity with all participants so as to ensure all persons are participating freely and knowledgeably. The University has a standard waiver that can be adapted for use by your organization for a specific event or activity.



**SECTION V:  
EVENT PLANNING**

## Registering Student Organization Events/Activities

Event registration is an application process whereby an organization informs the Office of Student Organizations of its intent to hold a meeting or activity. By registering its meetings, events, and activities, an organization can ensure that it will be able to carry out these activities within the scope of the university's policies and that they will be permitted to occur as planned without due cause for interruption or cancellation. It is recommended that all official activities—both on and off campus—be registered; however, it is required in the following instances.

Activities that require registration approval	Deadline
Reserve a room or space on campus	5 class days in advance
Present a guest speaker/performer	5 class days in advance
Use amplified sound (outdoors)	5 class days in advance
Sell items, fundraise, or solicit donations	5 class days in advance
Serve or cook food on campus	14 class days in advance
Serve alcoholic beverages	10 class days in advance
Travel more than 25 mi. from campus	10 class days in advance (domestic) 30 calendar days in advance (international)
Need police security	30 calendar days in advance

Definition of an organization activity: The above policy refers to any activity (including but not limited to meetings, fundraisers, promotional campaigns, social events, assemblies, excursions, exhibits, and other programs) that is planned/executed on behalf of or for the benefit of an organization by its members or officers as a function at which members or other persons may be invited to, or in attendance.

Instructions on how to register your organization's activities can be found at [uta.edu/studentorganizations](http://uta.edu/studentorganizations).

## General Rules on Means of Speech and Expression

Freedoms of speech, expression and assembly are fundamental rights of all persons and are central to the mission of the University. Students, faculty, staff, and members of the public have the right to assemble, to speak, and to attempt to attract the attention of others and corresponding rights to hear the speech of others when they choose to listen and to ignore the speech of others when they choose not to listen.

Students, faculty, staff, and members of the public are free to express their views, individually or in organized groups, orally or in writing or by other symbols, on any topic in all parts of the campus, subject to the University Policy on Free Speech, Expression and Assembly (Policy [GA-PA-PO-01](#)). It should be noted that events reserved and scheduled through the Office of Student Organizations take precedence over non-reserved/spontaneous rallies, gatherings, and other forms of free speech conducted by an individual, student organization, or member of the public.

## Event Planning Tips

The most crucial element of any program is planning that precedes the actual event. Planning, more often than not, is the element that determines the success or failure of a given event. Some general guidelines that might prove helpful:

- o Secure an event location before you plan
- o Begin planning well in advance to ensure a quality program
- o Student organizations may make advance requests according to the annual cycle below
- o **Fall (August 1-December 31):** Monday after Spring Break in March
- o Spring/Summer (January 1-July 31): Third Monday of October
- o Classrooms will not be available until approximately 10 class days after the start of each academic term (fall, spring, summer)
- o If the event is to take place outdoors, have a rain plan
- o Co-sponsorship with other student organizations and departments reduces financial risk and may lead to better attendance

Student Organizations are required to comply with all University Policies, Regents' Rules and Regulations of the University of Texas System and must be up to date with all forms and unpaid debts. "No organization or group, whether registered or not, may use the facilities of any institution as long as it owes a monetary debt to the institution and the debt is considered delinquent by the crediting institutional agency" (Regents' Rules Chapter [50202 §6.4](#)).

## Reserving Space

### Steps to Event Registration

Ensure anyone in your organization needing access to submit event requests has access to do so from the MavEngage roster.

1. Have available all details of the event, including date, time, desired location, detailed description, audience, expected attendance, and, if applicable, fundraising and guest speaker information, along with any other details pertinent to your planning or requested in the online form.
  - o Submit event requests in MavEngage for advisor and Office of Student Organizations review.
  - o Event consultation with staff from the office is available if needed and may be required for complex events.
  - o Requests will not be approved if there is a hold on your organization, your organization is not in good standing, or the forms are incomplete.
  - o Advisor review is required for all submissions.
  - o Upon approval in MavEngage, the Office of Student Organizations will route your request to the major campus venues for space review and confirmation (University Center, Commons, Maverick Activity Center, Physical Education Building, Academic Classrooms, Brazos Park, and all other public outdoor space).
  - o If your event is not being requested in one of these venues, the organization must confirm space reservation directly with the venue manager. You should be prepared to provide the PDF of your approved event request.
2. Track the status of your reservation.
  - o Approval in MavEngage does not guarantee that your event has received a space or the desired space.

- o The Submitter of the request must be aware of notifications from MavEngage and/or the venue manager related to the request.

## University Center & Commons

This department manages space in the University Center, Commons, and Maverick Circle. The spaces include pre-set conference rooms for a small group up to large ballrooms in which setup can be customized for your event. There is no cost to registered student organizations for use of the room and many audio/visual packages are free of charge. However, events in these venues may incur additional charges that your group is responsible for paying. Visit [uta.edu/campus-ops/uc/](http://uta.edu/campus-ops/uc/) for details, including policies and procedures for events in these spaces.

## Academic Space

Student organizations may reserve general academic classrooms and lecture halls. Academic spaces are available during the current academic term and may be reserved after the add/drop period of the current semester has passed.

## General Outdoor Spaces

Pedestrian Malls, Quads and Common Areas

- When you register your event with the Office of Student Organizations, your outdoor space reservation will be reserved in the same office
- o If you need a couple of tables, chairs, an extension cord, fire extinguisher, or other small equipment, you must request that in your MavEngage event request, and it will be provided as available by the UC Operations Office.
- Individuals or organizations must have a sign or pieces of literature available identifying the organization sponsoring the table/event. Tables may not be placed on bridges, in parking lots, on streets, or within 25 feet of the entrance to a building. No tables are allowed in a library, classroom, lab, performance hall, stadium, dining facility, lounge, office, or hall less than 10 feet wide.
- o All outdoor temporary structures (bedding, sleeping bag, mattress, tent (pop-up, camping, etc.), free-standing umbrella, sleeping equipment, etc.) must be noted in your event registration submission via MavEngage. All outdoor temporary structures over 400 sq ft and overnight temporary structures must be registered with EH&S (Environmental Health & Safety) office via [Outdoor Temporary Structure Permit Request](#) at least 5 business days prior to the event.

## Vehicle Access - Campus Interior/Pedestrian Areas

In order to protect students, faculty, staff, property, and landscape, the operation of motorized vehicles on pedestrian areas is generally prohibited; however, permission can be granted to the campus interior for approved functions. Events that require loading and unloading on the campus interior need to be registered at least 5 days prior to the event. Load/Unload permissions allow a vehicle to drive to a specific location on campus, pick up or discharge cargo within a predetermined period of time.

If you need vehicle access to a mall area to set up for your organization's event, you must make the request with the UTA Police Department online at <https://www.uta.edu/campus-ops/police/services/mall-access>.

## Other University Facilities

<b>Maverick Activities Center</b>	Campus Recreation 500 W. Nedderman Drive, 817-272-3277
<b>Recreation/Intramural Fields</b>	Campus Recreation 500 W. Nedderman Drive, 817-272-3277
<b>The Green at College Park</b>	Office of Student Organizations 300 W. First Street, 817-272-2293
<b>Central Library</b>	Library Administration 614 Library, 817-272-3391
<b>Parking Lots</b>	Parking & Transportation Services 710 S. Davis Dr, 817-272-3907
<b>Texas Hall</b>	Texas Hall Operations 817-272-3331
<b>Swimming Pools</b>	Campus Recreation 500 W. Nedderman Drive, 817-272-3277
<b>Brazos Park</b>	Student Organizations 300 W. First Street, 817-272-2293
<b>College Park Center</b>	College Park Center Operations 601 S. Pecan Street, 817-272-5584

## Building Usage Policies

In order to keep University facilities in the best condition possible for the next group using them, building policies have been established to ensure that everyone benefits equally from the facilities. Each area determines its own policies; therefore, any questions should be directed to the persons in charge of specific facilities.

### Classroom Door Access Policy

Upon reservation of a classroom space, access to open the door is processed by the Office of Student Organizations. There are two types of door locks:

- **Card Swipe Access** – Access via MavExpress ID card and individual PIN. This requires the MavID# field of the event registration form to be completed by the submitter for any officers needing access to the room.
- **Key Access** – If the room requires a physical key to open the door, the Office of Student Organizations will request information from your faculty/staff advisor and submit a request to Key Control on their behalf. Keys are not issued to students or non-university users.

## Budgeting & Paying for Your Event

Many student organizations make the mistake of apportioning the entire event budget to the cost of the speaker/artist/performer. There are most often other expenses involved with an event that are crucial to consider when planning:

- o Production Costs (A/V packages, staging, etc.)
- o Advertising & Promotions
- o Supplies (such as paper for flyers, posters, & programs)
- o Food
- o Honorarium/Performance Fee (travel, lodging, gift, etc.)
- o Hospitality (food & amenities for the artist)

Make sure to include all expenses for the event when budgeting so you can predict the entire cost.

## RSO Allocation Fund

Student Government has funding available for registered student organizations. These are supplemental funds that organizations may apply for in two areas: educational programs/activities or travel. Applications and more information are available online at [uta.edu/studentgovernance](http://uta.edu/studentgovernance).

## Serving Food

Campus Dining Services has the responsibility to provide food and beverage service on campus. However, if you choose to source food for your event from another restaurant or caterer, authorization must be requested in advance by submitting an Outside Food Verification Form to the UC Operations Office at least fourteen (14) class days in advance of your event (except for bake sales and potlucks). The restaurant or caterer you select to provide the food must be approved in advance. Visit [uta.edu/campus-ops/uc/food-vendors](http://uta.edu/campus-ops/uc/food-vendors) to view a list of authorized food vendors.

## Security

Student organizations hosting on-campus events that have been advertised to the community at large as an open event may be responsible for providing security staffing at the event. The Office of Student Organizations and university administrators will determine the nature and extent of security required for each event. Generally speaking, those events in which a charge or admission may be levied, that is a dance or social event, that involves alcohol, that is held on a Friday, Saturday, or Sunday, or that may involve non-university entities as guest speakers or event co-participants are subject to this guideline. The cost associated with event security (provided by UTA Police) varies and, in most instances, will be incurred by the student organization. If you believe your event may require security, please submit online event registration via MavEngage at least 30 days in advance to ensure adequate time to make arrangements.

## Amplified Sound on Campus

The Office of Student Organizations may limit the frequency of reservations for each person or organization to ensure reasonable access for all persons and organizations desiring to use amplified sound on weekdays (Policy

[GA-PA-PO-01](#)). Volume level restrictions may apply for all amplified sound. Use of amplified sound on evenings and weekends requires advance permission from Student Organizations.

The Office of Student Organizations reserves the right to prescribe rules concerning scheduling, sound levels, the location of speakers and direction in which they are pointed, and other rules to facilitate the use of weekday, weekend, and evening amplified sound areas, to mediate any conflict with University functions and other nearby activities, and to manage environmental impact. All such rules shall be reasonable and nondiscriminatory. Persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic through the area.

Location	Typical Schedule	Details
<b>General Rule</b>	12:00 – 1:00 p.m. Monday, Wednesday, and Friday	
<b>Library Mall All Zones</b>	12:00 – 1:00 p.m. Monday, Wednesday, and Friday	Boundaries include the space between the Central Library, Cooper Steet, University Hall, and Science Building
<b>University Center Mall Center Zone</b>	12:00 – 1:00 p.m. Monday, Wednesday, and Friday 8:00 a.m. – 11:00 p.m. Weekends	
<b>University Center Mall East Zone</b>	12:00 – 1:00 p.m. Monday, Wednesday, and Fridays 5:00 – 10:00 p.m. Daily 8:00 a.m. – 11:00 p.m. Weekends	
<b>University Center Mall West Zone</b>	12:00 – 1:00 p.m. Monday, Wednesday, and Fridays 8:00 a.m. – 11:00 p.m. Weekends	
<b>Brazos Park</b>	12:00 – 11:00 p.m. Weekdays 8:00 a.m. – 11:00 p.m. Weekends	
<b>Engineering Mall</b>	12:00 – 1:00 p.m. Monday, Wednesday, and Fridays 8:00 a.m. – 11:00 p.m. Weekends	
<b>Commons Mall</b>	12:00 – 1:00 p.m. Weekdays 8:00 a.m. – 11:00 p.m. Weekends	Between the Commons and the Maverick Activities Center
<b>Maverick Activities Center West Lawn</b>	8:00 a.m. – 11:00 p.m. Daily	Grassy area between the Maverick Activities Center and tennis courts
<b>College Park Center Green</b>	8:00 a.m. – 11:00 p.m. Daily	
<b>Indoors</b>		Sufficient to be heard throughout the room however may not be disruptive outside the room

## Notes on Specific Types of Events

## Fundraising and Solicitation

Registered student organizations often need to raise funds on campus. It is important that organizations realize the importance of being recognized as educational entities and the need to direct their solicitations toward charitable causes—either inside the organization, the University, or the community-at-large. A registered student organization may advertise or sell merchandise, publications, food, or nonalcoholic beverages, or request contributions for the benefit of the organization, for the benefit of another registered student, faculty, or staff organization, or for the benefit of a non-profit 501(c)(3) organization. UTA has specific rules regarding solicitation on campus (*Policy [SL-SO-PO-03](#) & [CO-UF-PO-02](#)*). If an organization contacts you to solicit on campus, please do not hesitate to contact the Office of Student Organizations.

*NOTE: Student organizations may not serve as a joint sponsor with outside entities for fundraising activities. See section on Banking & Funding for more information on off-campus co-sponsorships.*

While planning an activity, organizations should take care to note that the event must not:

- o Disturb or interfere with the regular academic or institutional programs being conducted in campus buildings.
- o Interfere with the free and unimpeded flow of pedestrian or vehicular traffic on sidewalks, streets, and places of entrance and exit from buildings.
- o Harass, embarrass, or intimidate the person or persons being solicited.
- o The University reserves the right to regulate the time, manner, and place of all solicitations.

### **Traditional Fundraisers**

These events are great ways to bring in extra funds and promote your organization. Many organizations host traditional fundraisers such as cook-out/barbeques, car washes, bake sales, requesting donations, or ticket sales for an event. The Office of Student Organizations limits the number of simultaneous sales taking place in any on-campus location.

#### **Tax-Free Sales**

*Texas Tax Code [§151-321](#)*

Texas law allows a registered student organization to be relieved from state sales tax liability for one fundraising sale per calendar month. The sales must be for the benefit of the registered organization or a non-profit organization. The items offered for sale may not be items that the organization has obtained on consignment.

#### **Hot/Cold Food Sales**

Campus Dining Services has the primary responsibility to provide food and beverage service on the campus; however, it is understood that from time to time, registered student organizations may wish to conduct food sales as fundraising activities.

Individual organizations may conduct such sales for a maximum of (10) ten days each long semester. Events involving the sale of any outside food items must be approved in advance. Outside Food Verification forms must be completed two weeks (14 days) before the event.

#### **Baked/Prepackaged Food Sales**

All sales must be registered with the Office of Student Organizations. Sales of shelf-stable prepackaged food items do not require an Outside Food Verification Form, provided they are otherwise authorized.

## Demonstrations or Rallies

Freedoms of speech, expression and assembly are fundamental rights of all persons and are central to the mission of the University. Students, faculty, and staff have the right to assemble, to speak, and to attempt to attract the attention of others and corresponding rights to hear the speech of others when they choose to listen and to ignore the speech of others when they choose not to listen. To ensure that such activity does not disrupt the regular academic and institutional programs, we request that notification of the intended use of a mall area be given to the Office of Student Organizations. Any person using or occupying a room or space without a reservation must yield control of the room or space in time to permit any organization with a reservation to begin using the space promptly at the beginning of its reserved time. Events at which amplified sound will be present require a reservation of University space (Policy [GA-PA-PO-01](#) & [CO-UF-PO-01](#)).

University persons and organizations may respond to the speech, expression, or assembly of others.

1. Responders may not damage or deface signs or exhibits, disrupt public assemblies, block the view of participants, or prevent speakers from being heard.
2. Means of response that are permitted in many locations and without advance permission or reservation, distribution of literature, and public assembly without amplified sound may be used immediately and in any location authorized in this policy.
3. Means of response that require advance permission or reservation, such as banners, A-frames, exhibits, and amplified sound, may be used as soon as the needed permission or reservation may be arranged. Banner space and some amplified sound areas may be unavailable on short notice because of earlier reservations, but the Office of Student Organizations shall expedite approval of A-frames and available banner space and amplified sound areas where necessary to permit appropriate responses to other speech, assembly, or expression.
4. Means of response that are confined to authorized locations, such as banners and amplified sound, may be used only in those locations. It is not possible to respond to amplified sound with amplified sound in the same location; similarly, if an exhibit or public assembly is in a location where amplified sound is not permitted, it is not possible to respond with amplified sound in that location. In either case, it is possible to respond with amplified sound in another location and to use signs or distribution of literature to advertise the response at the other location.

## **Gambling, Raffles, and Gaming**

Student organizations are expected to abide by all State of Texas laws. Gambling as a form of organizational fundraising is not permitted. Types of gambling include:

- o **Gaming** - where the outcome is decided largely by chance. Examples include bingo, raffles, and card games including blackjack.
- o **Betting or wagering** - on the outcome of a future event. Examples include horse racing, Sports betting, and Internet betting.
- o **Speculation** - such as gambling on the stock market.

Adapted from: Better Health Channel. Copyright State Government of Victoria, Australia <http://www.betterhealth.vic.gov.au/>

### **Raffles or “Chance Drawings”**

A student organization can conduct these activities twice per calendar year (according to the Charitable Raffle Enabling Act, effective January 1, 1990.) The raffle tickets should have the name of the organization, the price of the ticket, contact information, and a general description of the prize (if the prize to be awarded is over \$10.) The prize cannot be money. Only members of the organization can sell the tickets. Visit the Attorney General of Texas’ website for more tips and information: <https://www.oag.state.tx.us/consumer/raffle.shtml>

### **Poker/Casino Nights**

Poker and/or Casino night events are only permitted if each participant has an equal chance to win—it cannot be a “pay-per-play” set up and the outcome cannot be based on the participants’ skill or performance. To conduct this type of event in keeping with state laws and University policy, your organization would need to charge a one-price admission fee to all participants. Prizes can be awarded to those that are participating; however, these prizes cannot be cash.

If your organization is planning an event such as a casino night, raffle “chance drawing,” or poker tournament, you must meet with the Office of Student Organizations.

## Exhibits

Exhibits include an object or collection of related objects, designed to stand on the ground or on a raised surface, that is not a table and that is designed for temporary display and is not permanently attached to the ground. An A-frame sign is an exhibit (Policy [GA-PA-PO-01](#)).

- o Online event registration via MavEngage should be submitted (department requests made directly in Mazevo), indicating the exhibit’s purpose and description must be completed in order to reserve space for an exhibit. Plans for the exhibit including materials, dimensions, and/or diagrams and method of construction must be provided to the Office of Student Organizations at least five (5) class days in advance of the exhibit.
- 1. The location of an exhibit must not interfere with the free and unimpeded flow of pedestrian or vehicular traffic (including those with visual impairments) on sidewalks, streets, and places of entrance and exit from buildings. In order to guarantee adequate space and to reduce potential hazards/obstructions, the Office of Student Organizations may specify the location of an exhibit based on its size, materials, and structural quality.
- 2. The name of the organization or university unit sponsoring the exhibit must be clearly and conspicuously labeled at all times. Additionally, the exhibit must be attended to at all times by members or delegated representatives of the sponsoring organization.
- 3. Exhibits are to be removed at the end of each day and may be re-erected each morning for a specified number of days up to a maximum of fourteen (14) days. University academic and administrative departments may request special permission for an exhibit to remain standing overnight or to be unattended. The organization is responsible for cleaning up all litter or materials from the exhibit by the end of each day.

## Guest Speakers

One of the most common types of events sponsored by student organizations, as well as faculty and staff organizations, involves an off-campus speaker. This individual is either used to address group membership or the campus-at-large. Individuals may not host guest speakers.

Guest speakers may be presented at an indoor or fixed outdoor location as permitted by venue rules and restrictions (Policy [GA-PA-PO-01](#)). The speaker event, including the name of the speaker and the purpose of the speech, must be registered with the Office of Student Organizations at least five (5) class days prior to the event.

Some Important Points to Remember:

- o Registered student organizations may sponsor a specific candidate for public office. The speaker may not be co-sponsored with an off-campus interest, and the audience must be limited to members of the organization or their personally invited guests.
- o No person shall be permitted to engage in speech, either orally or in writing, which is directed to incite or produce imminent lawless action and is likely to result in such action.

- o The speaker represents his own views and not those of the university.
- o A registered student organization may reserve either outdoor or indoor space and invite a specific speaker. Sponsoring speakers at an outdoor location requires at least one member of the organization to be present at all times. The organization must post its sponsorship of the speaker/event.
- o The speaker may distribute literature to those attending the event only and may not accost potential listeners or help staff a table or exhibit.

## Movie Screenings

If your organization is planning to show a movie outside of a home environment, permission from the filmmaker and/or a license is required. Proof should be included in online event registration when submitted to the Office of Student Organizations.

*The following is excerpted from <https://www.swank.com/copyright-homepage/> (retrieved June 2023). The Federal Copyright Act specifies copyrighted materials like movies can be used publicly if properly licensed. However, neither the rental nor purchase of a movie carries the right to exhibit it outside of one's home. The good news is that Swank can properly license movies for a copyright compliant exhibition.*

### **What exactly is a public performance?**

*A public performance is the exhibition of a movie that is shown outside of someone's home.*

### **Why should I obey copyright law?**

*Violating copyright law through unauthorized use of a movie:*

- o Leaves individuals open to embarrassing publicity, possible jail time, and hundreds of thousands of dollars in fines.
- o Prevents those who worked hard on a film from receiving their just compensation.
- o Essentially robs motivation to create from authors, computer programmers, playwrights, musicians, inventors, movie producers, and more.

*A public performance licensing fee includes money paid to the entire cast and crew who worked on the film from start to finish. If these men and women do not receive this hard-earned revenue through sources like licensing fees, they may no longer invest their time, research, and development costs to create new movies.*

### **Who does copyright law apply to?**

*This law applies to everyone, regardless of whether admission is charged, whether the institution is commercial or nonprofit, or whether a federal, state, or local agency is involved.*

*This means businesses, colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, and more all must properly license movies to show them publicly.*

If a license for a film is not obtained, the organization bears the ultimate responsibility and consequences of copyright infringement. Fines for copyright infringement range from \$200 to \$150,000 for each work infringed, and the infringer could possibly go to jail. Swank Motion Pictures is a film distributing company that works with college environments and handles most commercial-grade film titles. For pricing and availability, visit [www.swank.com](http://www.swank.com).

## Insurance and Contract Procedure

At times, registered student organizations might want to coordinate or work with an outside vendor to bring activities, events, performers, or speakers to campus. When that is the case, there is often a need to address contracts and liability related to that activity. In some situations, a contract might be involved to schedule a novelty game, activity, DJ, performer, or equipment on campus for an organization's program or event.

The student organization should confirm with its governing documents or organization constitution who has the authority to enter a contract on the organization's behalf. When registering for the event through MavEngage, the organization should also submit a copy of the contract to [legal@uta.edu](mailto:legal@uta.edu) and cc [mavengage@uta.edu](mailto:mavengage@uta.edu).

The registered student organization will need to ensure that UTA is included in the indemnification provisions of the contract and that a one-million-dollar general liability insurance policy is provided that lists UTA and the Student Organization as additional insureds. The student or representative of the organization signing the contract is legally responsible for this contracted service.

To learn more about this topic please visit the Advisor Essentials Module in the MavEngage eLearning Portal. To access the Student Organization Online Library via Canvas please follow the link provided, <https://uta.instructure.com/courses/51265>.

To learn more about this entire section, please visit the MavEngage eLearning Portal. To access the Student Organization Online Library via Canvas please follow the link provided, <https://uta.instructure.com/courses/51265>.



**SECTION VI:  
ADVERTISING WITH  
SIGNS AND  
LITERATURE**

## Advertising & Promotion

Publicity is often the key to the success of programs planned by organizations. Due to the frequency of programs on campus, the following rules are provided in order to allow all departments and organizations adequate space to advertise. These rules constitute the Sign Implementation Policy pursuant to the university's Handbook of Operating Procedures (§11-501 et seq.).

**General Rules on Signs** - A "Sign" is any method of displaying a visual message to others, except that transferring possession of a copy of the message is a distribution of literature and not a sign. Subject to rules on prohibited content and means of expression (Policy [GA-PA-PO-01](#)), a University person or organization may display a sign by holding or carrying it, by displaying it at a table (Policy [CO-UF-PO-01](#)) or by posting on a bulletin board or other designated location. Signs may not be posted in any other location unless an exception is granted by the Director of Student Organizations. The University will remove unstamped or improperly located signs on campus. The University will not reimburse or replace materials that are removed and discarded due to a violation of this policy.

An organization may be held monetarily responsible for repeated violations of the sign policy, or any damage caused by improperly posted materials (Policy [GA-PA-PO-01](#) & [CO-UF-PO-01](#)).

**Proscribed Content** - No one may post a sign, flyer, or banner that involves unauthorized commercial solicitation; contains obscene or libelous material; or directed to inciting or producing imminent lawless action and is likely to incite or produce such action; advocates the deliberate violation of any federal, state, or local law (Policy [GA-PA-PO-01](#)). No sign will be authorized for posting with another person's name, image, or likeness without express permission of the person. The exception to this shall be when an event is registered in MavEngage with the person properly listed as a guest speaker for the upcoming event.

### Posting of Signs

All signs that are to be posted on a bulletin board or other designated location that is not administered by a university academic or administrative department must be date-stamped by the Office of Student Organizations. A Posting Location Guide document outlining approved posting locations for signs and banners can be found online and in the Office of Student Organizations.

Posted signs must:

- Display the full name of the sponsoring/endorsing university department or organization.
- Bear a posting approval date stamp of the Office of Student Organizations (leave a blank/content-free area of 2 × 2 inches at the bottom-right- corner).
- Contain information pertaining to a sponsored event, activity, or useful service.

However, the following classes of signs may be posted without the Office of Student Organizations' approval stamp under the following conditions:

- Academic and administrative units of the university may post signs to bulletin boards in academic buildings which they manage provided that the name of the sponsoring unit appears on the sign.
- Signs posted to bulletin boards administered by a university academic or administrative unit. The controlling unit shall post on or near each bulletin board or other designated location that it administers (1) either the rules applicable to that bulletin board or location or (2) a particular office or web site where the rules applicable to that bulletin board or location may conveniently be found.
- Students running for office during a student election may post signs in designated locations as specified in the Student Government election code.

**Sign Specifications** - The following specifications shall be authorized for posted signs unless otherwise accepted by the director of student organizations.

	Size Specifications	Maximum Quantity	Maximum Posting Period
<b>Flyers</b>	Standard flyer size for display on campus is 8½ × 11 in. Any sign smaller than or equal to 11 × 17 in. is considered a flyer.	Flyers to be displayed on campus will be limited to fifty (50*) per event.	Ten (10) class days for RSOs Thirty (30) calendar days for UTA academic or administrative units
<b>Outdoor Banners</b>	Outdoor banners must be at least 12 × 14 in. in scale but no larger than 4 × 6 ft. and affixed with removable tape to designated locations. Banners in excess of these sizes require special permission from the Officer of Student Organizations.	A maximum of six (6) are permitted per event.	Ten (10) class days for RSOs Thirty (30) calendar days for UTA academic or administrative units
<b>Personal Notices</b>	Standard size is an 8 × 5 in. card (or a half-sheet of letter paper) but no larger than 8½ × 11 in.	A maximum of ten (10) cards or half-sheets are permitted or up to two (2) letter sheets	Thirty (30) calendar days

\*Additional flyers may be posted in residential buildings if authorized by the Department of Apartment & Residence Life.

### Table Tents

Placement of literature on dining tables in the University Center and The Commons must be approved by the Office of Student Organizations. In general, the following guidelines apply:

Only registered organizations and university departments may place table tents on University Center tables.

- o They must bear the approval date-stamp of the Office of Student Organizations; up to ten (10) class days for student organizations and up to thirty (30) class days for departments.
- o They must be constructed of substantially sturdy material and able to remain in decent condition for the duration of the posting period and should be no taller than 6 inches in height.
- o Table tents will be limited to fifty (25) per event. No more than one tent should be placed on a table at a time. This may necessitate a reduction in the number of table tents. Outdated literature will be removed promptly.

### Yard Signs

A department or registered organization may post up to 25-yard signs. These signs may be placed in authorized grassy areas adjacent to pedestrian areas but may not obstruct walkways or interfere with daily University activity. They may not be placed within 25 feet of the entrance to any building. The posting limits for yard signs are to be considered inclusive of sidewalk decals. The combined total of both types of posting may not exceed 25. In order to gain approval for the use of yard signs/stakes, the specific purpose, sizes, and number of signs, as well as their locations, must be specific on the Posting Authorization Form submitted to the Office of Student Organizations.

## University Center Plaza Banners

There are twelve (12) banner locations in The Plaza Food Court dining area of the University Center. The intent of the Plaza Banners is to provide a large and visible space where registered student organizations and university departments can communicate information of a significant nature to the campus community. The dimensions for these banners are 36 × 24 inches.

### Use of Plaza Banners:

- An organization or department must display only its activities, may not assign its banner to another group, and may have a banner up to two (2) times per academic term.
- In order for all to have fair access, each reservation lasts two (2) weeks.
- Banners will be reserved on a first-come, first-served basis. Reservations for banners open on the same day as all University Center and outdoor space—approximately the first week of November (for Spring and Summer semester) and the last week of March (for Fall semester).
- Reservation requests must be submitted online through MavEngage: <https://www.uta.edu/student-affairs/student-organizations/officer-resources/posting-policy>. Confirmation will be provided if the request can be accommodated.
- Organizations and departments must submit their printed Plaza Banner to the Office of Student Organizations at least one (1) day before the reservation period begins. If a banner is not provided by the organization or department by 3 p.m. on the first day of the reservation, the reservation may be given to another organization or department.
- The Office of Student Organizations will put up and take down all Plaza Banners. Banners advertising events that have passed will be discarded. Other banners will be kept in the Office of Student Organizations for a period of five (5) days for retrieval before being discarded.

## University Center Display Cases

There are five display cases located on the main level of the University Center available to be reserved for organizations and departments. The intent of the display cases is to provide a large, visible, and locked space where registered student organizations and University Departments can communicate information of a significant nature to the campus community. Dimensions - Display cases 1-4 are 8 ft. wide × 4 ft. high × 15 in. deep. Display case #5 is 5½ ft. wide × 4 ft. high × 15 in. deep.

### Use of Display Cases:

- Reservations begin each semester with the opening days for UC/outdoor space reservations. Student organization reservations shall open two (2) weeks in advance of departments.
- Each group may reserve up to two (2) non-consecutive displays per academic term.
- If a display is not set up by the second day, the reservation may be forfeited to another group.
- An organization or department must put in a display covering only its activities, may not assign its case to another group, and may only have the case two (2) times per semester.
- Reservation requests must be submitted online through MavEngage: <https://www.uta.edu/student-affairs/student-organizations/officer-resources/posting-policy>. Confirmation will be provided if the request can be accommodated.
- In order for all to have fair access, each reservation lasts two (2) weeks.
- Persons requesting a key to unlock their case will need to provide and leave some form of identification with the Office of Student Organizations. Identification will be returned when the display case key is returned to the office. Keys must be returned before 5 p.m. and may not be kept overnight.

## Sidewalk Chalking & Decals

In accordance with the general rules on signs (Policy [GA-PA-PR-01](#)), university departments (not including registered student organizations) may request to post decals on the surface of concrete sidewalk areas of the campus malls and general outdoor spaces reserved through Student Organizations.

The decal material must be quality-rated for outdoor ground usage, anti-slip surfaced, and not a safety hazard to pedestrian or vehicular traffic. Signs must be of a peel-and-stick application that can be securely adhered to and removed without leaving a mark or deteriorating substantially in the weather. The requesting department will be responsible for the complete removal of the signage once its posting approval has expired.

The approval of the posting content is subject to the following criteria unless otherwise expressly permitted:

- o Message must be advertising an upcoming university-sponsored event.
- o Signage may be posted no more than 30 days prior to the event date.
- o Limit of 25 sidewalk decals in no more than 5 campus locations\*.
- o Posting allowed on concrete sidewalks only, generally limited to the interior mall areas of campus.
- o No posting on buildings, bridges, or steps, nor within twenty-five (25) feet of entrance to the building.

\*The posting limits for sidewalk decals are to be considered inclusive of yard signs. The combined total of sidewalk decals and yard signs may not exceed 25.

Departments must submit the Posting Authorization Form with a design sample and placement locations at least ten (10) class days in advance of the requested posting date. The Office of Student Organizations may limit or further specify the posting locations in order to accommodate other activities taking place in commonly used areas.

Special permission for placement of decals indoors must be requested from the Office of Student Organizations and the particular facility; specifications on number and size will be determined independently of the preceding rules on outdoor posting.

### **Use of Sidewalk Chalk & Decals:**

- o All sidewalk writing must be registered in advance via the Posting Authorization Form at the Office of Student Organizations.
- o Each organization will be allowed to request up to five campus sidewalk areas for chalking.
- o Sidewalk writing must be done with water-soluble chalk only. The sponsoring organization will be held monetarily responsible for damage or if additional cleanup is required.
- o Sidewalk writing must advertise upcoming campus events.
- o Sidewalk writing will be limited to sidewalks only.
- o No writing will be allowed on buildings, bridges, or steps.
- o No chalk writing will be allowed in any building or within twenty-five (25) feet of the entrance to any building.
- o All other sign policy regulations will apply to sidewalk writing.

## Removal of Signs

All signs and other forms of advertising may be removed the day after the event by the sponsoring organizations or once the date stamp has expired. No person shall remove a sign posted or attached in an unauthorized manner by a student organization without permission from the Office of Student Organizations.

## Hand-Held Signs

- o Students, faculty, and staff may display a sign on campus by holding, carrying it by hand, or attaching it to their person. No advance permission is required.
- o No signs, flags or other materials may be attached to poles, stakes, or the like.
- o Any person holding or carrying a sign shall exercise due care to avoid bumping, hitting, or injuring any other person.
- o Any person holding or carrying a sign at a speech, performance, or other event shall exercise due care to avoid blocking the view of any other person observing the speech, performance, or event. Depending on the venue, this may mean that signs may be displayed only around the perimeter of a room or an audience.
- o A law enforcement officer or an usher or other University employee if authorized by officials responsible for managing the venue, may warn any person that his or her sign is being handled in violation of sections 2 and 3 above. If the violation persists after a clear warning, the law enforcement officer, authorized usher, or other authorized employee may appropriately respond to the violation (Policy [CO-UF-PO-01](#)).

## Distribution of Literature

Literature means any printed material, including any newspaper, magazine or other publication, and any leaflet, flyer or other informal matter that is produced in multiple copies for distribution to potential readers.

Registered students, faculty and staff organizations, and academic and administrative units may sell (non-commercial) or distribute literature on campus. Individual students, faculty members and staff members may distribute or display literature but may not sell it. Subject to these rules no advance permission is required to distribute literature (Policy [GA-PA-PO-01](#) & [CO-UF-PO-01](#)).

**Not-for-Profit Literature Only** - Except as expressly authorized by the Regents' Rules and Regulations or by contract with the University, no person or organization may sell, distribute, or display on campus any publication operated for profit. A publication is operated for profit if any part of the net earnings of the publication, or of its distribution, inures to the benefit of any private shareholder or individual. A registered student, faculty or staff organization may sell publications operated for profit as part of an authorized fundraiser.

**Limits on Advertising** - Literature distributed on campus may contain the following advertising:

- o Advertising for a registered student, faculty, or staff organization, or an academic or administrative unit.
- o Advertising for an organization that is tax exempt under Section 501(c) of the Internal Revenue Code.
- o Paid advertising in a publication primarily devoted to promoting the views of a not-for-profit organization or to other bona fide editorial content distinct from the paid advertising.
- o Other advertising expressly authorized by the Regents' Rules and Regulations or by contract with the University.

All other advertising in literature distributed on campus is prohibited.

**Clean Up of Abandoned Literature** - Any person or organization distributing literature on campus shall pick up all copies dropped on the ground in the area where the literature was distributed.

To learn more about these topics please visit the Marketing, Branding, and Accessibility Module in the MavEngage eLearning Portal. To access the Student Organization Online Library via Canvas please follow the link provided, <https://uta.instructure.com/courses/51265>.



**SECTION VII:  
FORMS**

## List of Forms

University regulations require that registered student organizations inform the Office of Student Organizations of various aspects of their activities. The following section is composed of those forms which student organizations are most likely to use. Please take time to acquaint yourself and the other organizational officers who transact business for your organization with these forms and their use. “Submit to” notes the initial office a form should be submitted to. However, the forms may need to be routed elsewhere to complete the registration of the event or reservation of space.

<b>Form:</b>	<b>Description:</b>	<b>Submit To:</b>	<b>Due:</b>
<b>Online Event Registration</b>	Process in MavEngage used to register organizational meetings, activities, and events (on-/off-campus). This process is required to reserve space on campus.	Student Organizations via MavEngage	Minimum five (5) class days prior to event.
<b>Posting Authorization Request</b>	Used to request authorization to post a sign on campus. Turn it in with all the signs you would like to have posted. Please provide an English translation along for material distributed in another language.	Office of Student Organizations	Most materials can be stamped while you wait during office hours.
<b>Profit/Loss Report</b>	This required report must detail an organization’s revenue and expenses for the semester, ultimately showing what their net profit/loss is. Membership dues, admission fees collected, sales, donations, etc. must be included.	Student Organizations via MavEngage	By the last day of classes in both December and May.
<b>Outside Food Verification</b>	Required for all events at which an organization is selling or distributing food and not using UTA Dining Services’ catering services, with the exception of bake sales.	University Center Operations	Two weeks (14 days) prior to event.
<b>Account Signature Card</b>	Form that contains signatures of student organization officers/advisors authorized to make purchases and withdraw monies from an on-campus student organizations account.	Office of Student Organizations	Immediately after officer turnover.
<b>Payment Approval Voucher</b>	Must be completed when withdrawing cash from a student organization account or when an organization needs to transfer money to a department or pay a debt owed to the university. Organizations may also request a check be sent to a vendor. Detailed instructions on completing this form can be found in the Student Organization Office in UC, B160.	Student Accounts - University Administration Building	However long is needed to complete the transaction; If a check is needed, due two (2) weeks prior.
<b>Student/Group Travel Form</b>	A registered student organization, or university department that requests or requires its members to travel more than 25 miles from the University to an activity or event covered by this policy must obtain prior written approval for the proposed travel by an authorized University administrator.	Office of Student Organizations	Ten (10) class days prior to travel departure date.



**SECTION VIII:  
MANAGING FINANCES**

## Accounting and Safekeeping of Funds

Organizations are responsible for generating and maintaining their finances, and financial activities must comply with university rules and all applicable state and federal regulations. The organization's finances and assets are to be collectively held in the name of the organization under the supervision of the treasurer, president, and faculty/staff advisor.

**Not-for-profit Requirement** - Funds of the club are to be used for purposes that support the stated mission of the organization. The organization may not operate for private or commercial gain and the organization's earnings may not inure to the benefit of any person having a personal and private interest in its activities. The faculty/staff advisor has the responsibility of supervising the organization's management of its finances and helping to see that the organization's and university's fiscal procedures are enforced. Financial commitments should only be made with the advisor's approval (Policy [SL-SO-PO-06](#)).

**Establishing Fiscal Controls** - The organization, under its advisor's supervision, is to implement processes and procedures that ensure monies are received and spent for authorized purposes and without irregularities. These controls include separating key financial duties among two or more officers; developing program budgets; depositing all funds into an account; avoiding cash transactions where possible; requiring co-signatures on all checks; reconciling bank/bursar statements against transaction logs; periodic reporting of finances to the leadership and membership; and auditing the organization's financial records each time there is a change in treasurer/president.

**Financial Recordkeeping** - An organization is to maintain an accurate and complete record of all income and expenses. This should include supporting documentation for all transactions, such as receipts, invoices, balance sheets, and account statements. These records are subject to audit or inspection by the university at any time. Whenever there is a change in leadership or advisement of an organization, financial records need to be passed on to whoever will be responsible for maintaining the records.

**Profit/Loss Reporting to UTA** - Each student organization must submit a complete and accurate record of its fundraising operations and activities at the end of each fall and spring term to the Office of Student Organizations (Policy [SL-SO-PO-06](#)). The record shall be a complete report showing total fundraising expenditures and income for that reporting period. Organizations must submit the Profit/Loss Report to the Office of Student Organizations via MavEngage. Reports must be submitted by the organization's treasurer (or other equivalent/designated officer) and reviewed by the faculty/staff advisor.

**Dissolution of Assets** - Should the organization disband or cease to exist, its money and assets may be donated to another non-profit/charitable organization; however, they may not be given to any individual, group of individuals or business. Organizations are encouraged to state in their constitution how residual funds are to be disbursed or file a written agreement filed with the Office of Student Organizations.

**Organization Debts** - The university is not responsible for debts contracted by registered student organizations. However, organizations are expected to conduct themselves honorably in all commercial transactions ([Regents' Rule 50303, Sec. 1](#) & Policy [SL-G-PO-02](#)). An organization with a past-due debt due to the university shall have a hold placed on its registered status and be suspended from activity until the Office of Student Organizations receives confirmation that the delinquent bills are paid.

## Banking and Financial Merchant Services

**Student Accounts (On-campus)** - The recommended method of keeping funds is to have them in an account with the university's business office. While not a bank in the traditional sense, the Office of Student Accounts (bursar) offers basic services to registered student organizations free of charge. These include receiving

deposits, issuing payments (university checks), cash withdrawals, and periodic statements of account activity. The university requires the advisor and at least one authorized officer to co-sign all withdrawals from a student organization account.

**Off-campus Banking** - If the organization wishes to establish a commercial bank account, additional factors need to be taken into consideration. The advisor must consent to the organization's holding of funds off-campus and be willing to supervise financial activities to ensure that they are in accordance with university rules.

Commercial banks may assess service fees or usage conditions that can impact the organization's budget or access to funds; the organization ought to consider the impact of these costs carefully before proceeding. The organization will need to have a federal tax identification number (EIN), which can be obtained through the Internal Revenue Service. Organizations are not permitted to use UTA's tax ID. *See the section on Taxes for more information.*

It is important to note that organizational funds should not be deposited in a personal or other private account, nor should they be set up under the auspices of an individual's personal taxpayer ID (e.g., a social security number). Commingling organizational assets with personal or other non-organizational assets is prohibited.

## Fundraising

Holding fundraising events on campus can be a helpful way to defray operating expenses. These activities must be registered with the Office of Student Organizations and approved in advance. The sales must be for the benefit of the registered student organization and may not involve another entity that is not a registered student organization ([Policy SL-SO-PO-06](#)).

**Member dues, fees, fines** - Organizations may collect dues or member fees/fines in accordance with its university-approved constitution or bylaws.

## Selling Items

The sale of merchandise, publications, food, and nonalcoholic beverages is permitted in approved campus locations.

The sale of items obtained on consignment is also prohibited (Policy [CO-UF-PO-02](#)). Organizations are allowed a one-day, tax-free sale each month. In consideration of this rule and also to reasonably moderate on-campus solicitation, the Office of Student Organizations normally limits the frequency of public, on-campus sales fundraising activities for each organization to once per month (Also consult the "Sales Tax at Fundraisers" section under Taxes).

## Credit/debit cards and online payment services

In order to accept payments via debit/credit cards, an organization must utilize a merchant account provider. Although there are multiple companies that provide these services, as with other types of financial services, student organizations must ensure that these accounts are set up using the organization's tax ID and not under the ownership of an individual. It may be required that these accounts be linked to a bank account that can accept deposits, in which case the organization must have its own off-campus bank account. Money received via card payments should never be deposited into or comingled with a personal bank account.

## Raising Money for Charity

Your group may wish to support a particular charitable cause outside of the group. Organizations may sell items or solicit donations on campus for up to 14 days (whether continuous or intermittent) each academic year. In

order to do so, you must pick a charity that has been granted 501(c)(3) charitable status by the Internal Revenue Service. The fundraising timing and location of the fundraising must be registered and approved in advance by the Office of Student Organizations. The name of the student organization as well as the beneficiary of the funds raised must be made visible through signage or display materials at all on-campus fundraising activities. In the case of special drives for disaster relief, the Office of Student Organizations may approve of limited fundraising activities (Policy [CO-UF-PO-02](#)). The organization's treasurer or responsible financial officer must keep receipts and other necessary records documenting the funds collected and donated as evidence of the fundraiser. This information should be included in the Profit/Loss Report.

## Prize Drawings and Raffles

Any organization may conduct a *free drawing*, at which no purchase is necessary in order to win. Organizations may solicit donations at events where a drawing occurs; however, no contribution may be required of someone wanting to enter the drawing. The terms for winning drawing prizes should be predetermined, fair, impartial, and made known to all persons wishing to participate.

As opposed to a drawing, a raffle involves selling a chance to win something of value. It is defined as the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. In order to conduct a raffle for its own benefit, an organization must qualify to do so under the Charitable Raffle Enabling Act (See info from the [Texas Attorney General](#)). Most registered student organizations would not qualify under this law to conduct raffles on their own behalf. However, organizations can sell charitable raffle tickets on behalf of an organization that is authorized to conduct such a raffle. Authorized raffles are subject to the rules on solicitation; the student organization will need to register the sale and conduct it in areas designated by the Office of Student Organizations (Policy [CO-UF-PO-02](#)) and for no more than one day each month.

## Receiving Donations and Private/Corporate Sponsorships

Under certain conditions, organizations may receive contributions from individuals, businesses, or agencies. If your organization is holding an event at which a significant amount of the funds are being donated, consult with the Office of Student Organizations for procedures regarding acceptance and recognition.

Donors are to be made aware that their contribution is toward the organization and not to the university. Further, the organization must provide its own, not the university's, tax ID number (EIN) on W-9 forms and other tax forms. Donations to the organization are usually *not tax-deductible* unless the organization has been granted tax-exempt status by the IRS under section 501(c)(3) of the Internal Revenue Code. The Office of Student Organizations can provide a letter explaining the registered status/standing of the organization upon request. See additional information below on Non-Profit and Tax-Exempt Status.

## Taxes

In addition to abiding by all university rules, it is the responsibility of each group to comply with all applicable state and federal laws. The following is a brief summary of some rules that apply to student organizations.

**Establishing a Tax ID** - Student organizations that collect and keep funds should have their own federal tax ID, known as an Employer Identification Number (EIN). Government, financial institutions, and others use this number to identify the organization as a distinct entity with the Internal Revenue Service. Registered student organizations cannot use the university's tax ID for their own finances. Additionally, personal taxpayer identification numbers, such as one's social security number, should not be used for conducting business on behalf of the organization.

When applying online ([www.irs.gov](http://www.irs.gov)) for an EIN, you must identify the type of legal structure pertaining to your organization. Unless the organization has been incorporated with the State of Texas (this is rare), RSOs should

normally select the option “View Additional Types, Including Tax-Exempt and Governmental Organizations” and then the most appropriate of the following: Social or Savings Club, Community or Volunteer Group, Church-Controlled Organization, Political Organization, Sports Teams (community), Other Non-Profit/Tax-Exempt Organizations. The organization and its leadership are responsible for maintaining up-to-date records with the government where applicable and filing the necessary annual returns.

**Federal Non-Profit and Tax-Exempt Status** - Although registered student organizations operate not-for-profit and are exempt from federal income taxation, they are not automatically granted the same 501(c)(3) status as the university or other charitable organizations as defined by the U.S. Internal Revenue Code. Practically speaking, this generally means that:

1. sales tax must be paid on the organization’s purchases, and
2. donations the organization receives from individuals or businesses are not tax deductible

In order to obtain 501(c)(3) tax-exempt status, an organization would need to receive its own exemption from the government. This involves some intricate legal steps and processes with both the state and federal governments that are beyond the scope and needs of the typical student organization.

**Filing Annual Tax Returns** - Registered student organizations should normally be exempt from the requirement to pay federal income tax under the IRS rules for non-profits. However, these types of clubs are still generally required to file annual returns of their income and expenses with the IRS. Most student organizations whose annual gross receipts are ≤ \$50,000 per year should qualify to file their return using an IRS Form 990-N (e-Postcard). For more information on how to file your group’s annual tax return, please visit the IRS webpage on annual reporting and filing for non-profits: <https://www.irs.gov/charities-non-profits/annual-reporting-and-filing>.

**Sales Tax at Fundraisers** - In order to raise funds, organizations may wish to sell goods or services (such as holding a car wash, bake sale, or selling t-shirts or club merchandise); these sales are subject to state regulations concerning sales and use tax. The Texas Comptroller of Public Accounts permits organizations to **hold a monthly one-day, tax-free sale**. The organization must have a primary purpose other than engaging in business or performing an activity designed to make a profit, and the purpose of the sale must be to raise funds for the organization. This exemption does not apply to items sold for more than \$5,000 unless the item is manufactured by the organization, or the item is donated to the organization and not sold back to the donor. If the organization holds more than one sale per month (off-campus), it is responsible for the collection/remittance of sales tax. More information is available from the [Texas Comptroller of Public Accounts](#).

## RSO Allocation Fund

Looking for a way to fund travel to a conference or your next campus-wide event? Student Government has funding available for registered student organizations. These are supplemental funds that organizations may apply for in three areas: educational programs, activities, or travel. More information is available online at [uta.edu/studentgovernance](http://uta.edu/studentgovernance).



**SECTION IX:  
ADVISORS**

## Advisor Roles

An advisor is an educator in a "non-traditional classroom" (Schuh, 1984, p. 47). Advisors are essential for student organizations at UTA. They may have a variety of roles within an organization, including serving as mentors, teachers, leaders, and followers. The advisor and students must have regular communication for them to advise the organization on its day-to-day operations and activities. Ideally, the advisor assists the organization members and officers in staying in compliance with the organizational constitution or bylaws, institutional policies as well as the law. Advisors also assist student leaders in developing critical thinking skills in the areas of event planning, risk management, organization management, group processes, ethical decision making, and many other areas for personal development. A student organization may have more than one advisor. At times, having multiple advisors may prove advantageous to a student organization.

Schuh, J.H. (Ed.) (1984). A handbook for student group advisors. Carbondale, IL: American College Personnel Association

## Qualifications and Responsibilities of Advisors

To serve as an advisor, an individual must:

- o be a full time, benefits-eligible faculty or staff employee whose appointment does not require concurrent enrollment as a student,
- o support the aims of the organization, and
- o be eligible under any specific qualifications of the organization's constitution or bylaws.

Advisors will reaffirm their role each academic year by completing the risk management training module. The selection of the advisor(s) is at the discretion of the student organization, provided he or she is qualified and affirms willingness and ability to provide the following supervision.

### General Supervision Responsibilities

- o Affirm that the organization operates in accordance with its university-approved constitution/bylaws and the university's policies.
- o Understand the university's risk management policies for student organizations and assist with its application within the organization.
- o Approve organizational meetings and events, including reviewing event registration documents, financial reports, and other university forms.
- o Meet with student officers often enough to remain informed of organizational operations and activities.
- o Be familiar and accessible to members as well as the process for obtaining new members and selection of new officers.
- o Establish with the student organization president to what extent the advisor will be involved in planning of programs, the frequency of meetings, and scope of advisor's role.

### Financial Oversight

- o Ensure that there are adequate internal controls and processes for the safekeeping of organizational funds.
- o Supervise the collection of dues, fees, and other income/property, as well as the disbursement of funds to ensure regularity and proper usage in accordance with organizational and institutional rules.
- o Review and approve in advance of all financial commitments made by the organization.

- o Meet with treasurer (or equivalent officer) to ensure regular review and reporting of financial records.

## Advisor Resources

The Office of Student Organizations values the time, effort, and expertise that faculty and staff members devote to their role as an advisor to a student organization. Student organizations could not exist without the dedication of these individuals. Thus, the Office of Student Organizations strives to provide advisors with support and resources to aid in their advisement efforts, including:

- o Advisor Workshops – Offered throughout the academic year, these workshops will provide enhanced resources and guidance in areas that include registration, event planning, risk management, MavEngage, and more.
- o MavEngage Bulletin – an electronic newsletter that provides student officers and advisors with upcoming dates, information, relevant articles, and professional development opportunities throughout the year.
- o One-on-One Meetings – Student Organizations staff members are happy to meet with new or returning advisors by appointment whenever necessary.
- o MavEngage eLearning Portal – To learn more about advisement, please visit the Advisor Essentials Module in the MavEngage eLearning Portal. To access the Student Organization Online Library via Canvas please follow the link provided, <https://uta.instructure.com/courses/51265>.

## Liability

Student organization leaders and advisors should understand how a court of law may establish liability on the part of an individual or organization. With this general knowledge, student group leaders can create a framework in which they proactively manage their risks and effectively resolve problem situations. There are two main theories of liability under which students and their organizations may be held liable: tort law and contract law. A "tort" is a civil wrong in which someone either intentionally or negligently causes harm to another person, and that person seeks compensation for their injuries. The most common tort is "negligence," which occurs when someone breaches a duty that they have to another person, and the person to whom the duty is owed suffers an injury or damages because of the breach.

## Waivers

To help protect your organization, it is necessary that participants are warned of the inherent dangers that might be involved in your event/activity. The Office of Student Organizations highly suggests that all participants of potentially hazardous activities sponsored by your student organization sign a document stating they understand the involved danger(s) and assume the responsibility for any loss or injury that could occur as a result of participating. You are also strongly encouraged to clearly present the dangers/risks at your event or activity to all participants to ensure all persons are participating freely and knowledgeably.

The University has a standard waiver that can be adapted for use by your organization for a specific event or activity. Blank waivers can be downloaded from the [Documents Library](#).



**SECTION X:  
CAMPUS  
DEPARTMENTS**

## Directory of Commonly Utilized Campus Departments

Student organizations may need to work with various campus partners for various needs and purposes. The following are some of the most commonly utilized departments.

### University Center and Commons (Operations and Guest Services)

[uta.edu/campus-ops/uc/](http://uta.edu/campus-ops/uc/) | 817-272-2929 | B130 University Center

UC Operations & Guest Services handles reservation and support for meeting rooms and event spaces of the University Center (UTA's student union since 1953), and Commons (UTA's west campus dining and student center opened in 2018). They can provide audio/visual and technical event support for outdoor events at Brazos Park and the UC Mall. Their office also provides authorization to serve food not provided by UTA's Dining Services.

### Environmental Health & Safety

[uta.edu/campus-ops/ehs](http://uta.edu/campus-ops/ehs) | 817-272-2185 | 500 Summit Avenue

EH&S strives to promote a safe and healthful working, learning, and living environment for the campus community. They provide supportive technical consultation, training, investigation, and inspection to ensure compliance with guidelines set forth by federal, state, and local laws and regulations. If your organizational activities involve hazardous chemicals, materials, or equipment, a meeting with EH&S will be necessary before approval. The office also oversees food safety and handling for food and bake sales on campus.

### Police Department

[police.uta.edu](http://police.uta.edu) | 817-272-3381 | 700 S. Davis Street

The UTA Police Department serves the students, faculty, staff, and visitors to the campus 24 hours a day, 365 days per year. The university's police are peace officers licensed by the Texas Commission on Law Enforcement and provide various services in addition to university policy and law enforcement. UTAPD has jurisdiction to provide security for student organization events and activities which will take place on campus. If your event involves large crowds, high-profile guest speakers, or other factors that necessitate security, you should meet with the police department at least 30 days prior to the event to make these arrangements. Your organization will be financially responsible for services provided by UTA PD whether they are coordinated in advance by your group or if they are deemed necessary by UTA PD to maintain safety and security.

### Maverick Catering

[uta.catertrax.com](http://uta.catertrax.com) | 817-272-2304 | University Center

Maverick Catering, powered by Chartwell's, is UTA's dining services provider. Whether planning a simple breakfast, lunch buffet, or even a fully staffed upscale banquet, they can provide for your on-campus food needs across campus. They offer plated meals, buffets, casual catering, and pick-up orders.

### Campus Recreation

[uta.edu/campusrec](http://uta.edu/campusrec) | 817-272-3277 | Maverick Activities Center

Campus Recreation manages reservations of the following campus venues: Maverick Activities Center, P.E. Building (pools and gymnasiums), intramural and recreational sports fields, and Doug Russel Park. Sport clubs must be recognized and advised by Campus Recreation.

## Parking & Transportation Services

[uta.edu/pats](http://uta.edu/pats) | 817-272-3907 | 710 S. Davis Drive

If your event requires reserved parking or will in some way affect parking on campus, you must coordinate your planning with Parking and Transportation Services. They can help you prepare for special events held on campus. The [Special Event Parking Form](#) should be submitted as soon as possible before the event, but it must be submitted at least five (5) business days prior. Parking arrangements for chartered buses and large vehicles that will impact traffic must also be coordinated with Parking and Transportation Services and UTA Police.

## Intercultural Student Engagement Center

[uta.edu/student-affairs/cultural-engagement-social-change](http://uta.edu/student-affairs/cultural-engagement-social-change) | 817-272-2099 | B120 University Center

The Intercultural Student Engagement Center supports student retention and completion for the many cultural, religious/spiritual, and identity groups reflected within the UTA community through belonging and engagement initiatives and academic support. At the core, the center creates opportunities for students to build social connections, engage with academic support resources, and engage in leadership development through student organization support. The mission of this office is to cultivate a comprehensive approach to student retention and completion through intercultural education and academic support. While holding space for the holistic experience, the center promotes belonging and embraces the cultural richness of the UTA community. Their staff is available to meet with your organization and assist with education and outreach to help your organization provide a welcoming experience for a diverse student community.

## Advocacy Services

[uta.edu/student-affairs/dos/advocacy](http://uta.edu/student-affairs/dos/advocacy) | 817-272-7862 | B150 University Center

Advocacy for every Maverick, striving to bring you support and resources when you most need them. You are now a part of a community that wants to see you overcome barriers and address any challenges that come your way. Advocacy Services within the Dean of Students Office include the Emergency Assistance, Emergency Housing, Relationship Violence and Sexual Assault Prevention program, Dreamers Council, and Behavior Intervention Team. Ensure you know the support offered through each area for yourself and your organization members. You may consult with each area or request a presentation for your group.

## Student Publications – The Shorthorn

[uta.edu/studentpubs](http://uta.edu/studentpubs) | [theshorthorn.com](http://theshorthorn.com) | 817-272-3661 | B110 University Center

The Shorthorn has been the university's student-run newspaper since 1919, publishing online daily and weekly in print. They report regularly on student organization activities. Organizations can submit events to their online calendar as well as purchase advertisements.

## Student Governance

[uta.edu/studentgovernance](http://uta.edu/studentgovernance) | 817-272-2963 | B160 University Center

Student Government is UTA's elected representative body for students. Members work to implement change on campus, solicit concerns, and propose resolutions to solve problems. The group serves as the major link between students and the administration. Student government oversees the RSO Allocation Fund which is supplemental funding available to registered student organizations to assist in their programming efforts to the university community. Funds are also available to assist student organization members in traveling to state/regional/national conferences.

## Follet Student Leadership Center

[uta.edu/leadership](http://uta.edu/leadership) | 817-272-9220 | 180 University Center

The Leadership Center is happy to come out to work with your group. They will provide team-building activities, workshops on leadership topics, presentations, and consultations to connect you with resources to help you improve the effectiveness of your organization. The FSLC is home to the following programs: Freshman Leaders on Campus, UTA Volunteers, Alternative Breaks, and the Leadership Honors Program.

### **EXCEL Campus Activities**

[uta.edu/excel](http://uta.edu/excel) | 817-272-2963 | B140 University Center

EXCEL is UTA's student programming board and exists to enrich student life and student engagement on campus by offering a wide variety of student-coordinated events and activities throughout the year. These include artistic and entertainment performances, cultural and educational programs, social and traditional programs that have broad appeal to the student community.

### **Fraternity & Sorority Life**

[uta.edu/greek](http://uta.edu/greek) | 817-272-9234 | B120 University Center

F&SL fosters a fraternal experience that enhances student success and development by promoting community values of integrity and learning in a diverse and inclusive setting. Fraternity and Sorority Life promotes member academic support, philanthropy and community service opportunities, leadership development, and lifelong friendship. Social fraternities and sororities are subject to the rules and governance of an F&SL council in addition to the Student Organizations Handbook.