

# Student Organization Handbook



Updated Fall 2024

## **Introduction**

Welcome to Student Engagement and Campus Life. We are excited that you have demonstrated an interest in programming, student organizations, and leadership. It brings us great joy to bring to this campus such a variety of programs as Homecoming, Family Weekend, Leadership Month, Greek Week, and service projects as well as an array of entertainment through the Campus Activity Board (CAB) such as movies, comedians, and concerts. Greek Life is also a great way to build lasting friendships, contribute to the campus and community through service, and encourage support for academic excellence. We are also excited about the wonderful opportunities for students to be immersed in international and multicultural programming through our office.

Student Engagement and Campus Life at Texas A&M University-Kingsville is committed to the social and academic growth of our students. We strive to provide a variety of programs that are cultural, educational, and entertaining for the TAMUK campus. Student Engagement and Campus Life also helps coordinate the activities and functions of more than 130 registered student organizations. We have departmental clubs, special interests clubs, honor societies, religious groups, Greek organizations, and sports clubs. It is our goal to bring together our diverse student population around fun activities that further the university's mission. In addition to the aforementioned activities we also provide the following;

- Miss TAMUK Scholarship Pageant
- Welcome Week
- Signature Events
- First Year & Family Engagement
- Leadership Programming
- Fraternity and Sorority Life

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## **Important Contact Information for Student Affairs and Student Engagement and Campus Life**

### **Vice President of Enrollment Services and Student Affairs**

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### **Assistant Vice President of Student Affairs and Dean of Students**

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### **Office of Student Engagement and Campus Life**

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### **Event Planning**

Memorial Student Union Building  
1050 W. Santa Gertrudis Ave  
(361) 593-4173  
[eventplanning@tamuk.edu](mailto:eventplanning@tamuk.edu)

### **Student Health and Wellness**

1210 N. Retama St  
(361) 593-3991  
[Jcastillo-alaniz@tamuk.edu](mailto:Jcastillo-alaniz@tamuk.edu)

### **University Police Department**

855 N. University Blvd  
(361) 593-2611  
[upd@tamuk.edu](mailto:upd@tamuk.edu)

## Important Dates for Fall 2024

\*\*\* Please Visit [Javelina Central](#) for more event information \*\*\*

August 24	Move-In Day
August 26	First Class Day
August 28	Hog Call & Late-Night Breakfast (Spirits & Traditional Rally)
September 2	Labor Day Holiday (no school)
September 3	Student Organization Fair
September 7	L.E.A.D. Summit( <b>must attend if organization wants to be registered for the 2022-2023 academic year.</b> )
September 7 – September 28	Fall Carnival Registration
September 15 – October 12	Hispanic Heritage Month
September 16	Hispanic Heritage Kickoff
September 27 & 28	Family Weekend
October 2	Student Org Registration Closes at 11:59 PM
October 8 & October 9	Fall Carnival Informational ( <b>must attend if organization wants to participate in Fall Carnival.</b> )
October 14 – 19	Homecoming Week
October 31	Trunk or Treat
November 28 & 29	Thanksgiving Holiday (no school)
December 4	Last Class Day
December 6-12	Final Examinations
December 13	Commencement

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# **Student Organizations**

## **Student Rights**

### *Affirmative Action Statement:*

Texas A&M University System is committed to and promotes equal opportunity for all.

### *Student Engagement Statement:*

All student led organizations and programming held at Texas A&M University-Kingsville is open to all University affiliated parties. By being granted official organization status, all organizations agree to abide by the “Open to all” policy held by Student Engagement and Campus Life.

## **Accessibility Statement**

Announcements of organizational activities should include the following statement:

*Participants with disabilities who need an accommodation for the activities listed in this announcement are encouraged to contact (insert name and phone number of a representative of the sponsoring organization)*

## **Use of Texas A&M University-Kingsville Name and Logo**

For information regarding the use of the name Texas A&M University-Kingsville and logo please see the website listed below. The university takes the use of its name and logo seriously so please be respectful and professional in the use of our name and logo as well. When wearing clothes with the name or logo and when representing the university please act professionally and be cognizant of how your actions or words may reflect on yourself, your organization, and the campus. <https://www.tamuk.edu/marcomm/branding/index.html>

## **Free Speech Area:**

The Pavilion on the north side of the Memorial Student Union Building is the primary reservable free speech area and will be reserved at the request of students and non-students for expressive activity. Other locations are available upon request. Requests to reserve this space may be made through Event Planning. More details can be found in the online Student Handbook under the “General Expressive Activity” section.

## **Students Right of Expression**

Texas A&M University- Kingsville is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. In fulfilling its mission as an institution of higher learning, it encourages the free exchange of ideas. The university will protect the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution. Texas A&M University- Kingsville maintains its right to regulate the reasonable time, place, and manner restrictions concerning acts of expression and dissent.

## **Leadership Development Opportunities**

### L.E.A.D. SUMMIT

Student Engagement and Campus Life sponsors a workshop for all student organizations annually every September. There is no fee for this program. This event is mandatory to receive official organization status.

### Student Organization Forum

Forums shall serve as a way for organizations to discuss issues, network, and receive important information among other things.

### Leadership Series

Series of events to help our student leaders become better leaders by presenting on a variety of topics including conflict resolution, community development, communication, and how to create an effective agenda among a multitude of other concerns.

### Advisor Training

An in person and online training is provided for all prospective student organization advisors in the Fall semester. This mandatory training is designed to familiarize advisors with Federal, State, and University policies as well as current events. Contact Student Engagement and Campus Life for a current schedule.

## **Student Organizations Benefits**

### **Recognition of Organizations**

Why be recognized? Recognition has its privileges. The following are University resources available to you as a recognized student organization at Texas A&M-Kingsville.

- Use of the Texas A&M University-Kingsville name to identify association with the University (Please be aware of ways this can be done as outlined later in this manual).
- Inclusion in the Official Roster of Recognized Organizations.
- Access to campus for recruiting, fundraising, and publicity purposes.
- Access to resources provided by University departments and offices.
- Use of University facilities (either free or at reduced rates) for meetings and events.
- Free banking in the University Business Office through an agency account.
- Access to publicity through University publications.
- Publicizing organizational activities on campus bulletin boards and kiosks.
- Opportunity to apply for student organization funding through SOFC (Student Organization Funding Committee), with the exception of Sponsored Organizations.
- Access to University-owned technical equipment (i.e. sound system) and assistance in the operation of that equipment for activities of the organization. Arrangements for such equipment may be made in Event Planning.

## Maintaining Recognition

Student organizations must complete the recognition process every fall semester in order to reserve rooms or facilities on campus, use University resources and possibly receive funding from the University. This process takes place on the University student involvement platform, [Javelina Central](#). To become a recognized student organization and to maintain recognized status, the following information must be submitted to Student Engagement and Campus Life:

1. Full Membership List- All organizations must have at least 10 members.
2. Organization Constitution: This must be submitted every registration year and must be signed by the president and advisor.
3. Summit Attendance: The annual leadership conference must be attended by 2 organization members.
4. Title IX and Risk Management Training/Documents: The online training must be attended by 1 organization member and shared with your organization. All sign up sheets will be submitted with online organization registration.
5. Follow all official Student Engagement Media: Important messages regarding meetings, opportunities, policies and deadlines will be communicated through emails and our social media channel, @tamukinvolved, on Instagram. Officers may join the official Officer GroupMe [here](#).
6. On Campus Advisor: Advisors must be listed on Javelina Central for an organization to be deemed official.
7. Advisor Training/Reports:  
*For a list of advisor duties and required trainings, please reference the Advisor Contract [here](#).*

**\*\* ONLY COMPLETE FORMS WILL BE REVIEWED \*\***

## Organization Responsibilities

No organization will be granted recognized privileges if the stated purpose violates state, local or federal laws and/or University rules and regulations. Any student who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. Provisions for membership outlined in a constitution should include eligibility, types of membership(s), standards for maintaining membership and any other applicable membership requirements.

The privileges of becoming a recognized student organization at Texas A&M University-Kingsville are not extended without careful consideration. Once recognized, an organization carries the name of Texas A&M University-Kingsville; therefore, the events and activities presented by the organization should reflect the policies and standards of the University. In order to be recognized and retain official recognition, student organizations must meet certain expectations. These expectations include:

- Organization must attend the L.E.A.D. Summit in September.
- Applying for University recognition annually through Student Engagement and Campus Life by September. Recognition must be granted before the student organization may begin operating. Should an organization fail to do this, they will be issued a notice of

impending removal of recognition. The notice will be sent to the organization’s last listed president and advisor. The organization will be allotted two weeks, from the date of the notice, to respond prior to losing recognition.

- Having at least one designated faculty or staff advisor, who must be an A&M-Kingsville employee as defined by the Human Resources Department, and who must advise at a level consistent with the categorization (sponsored, registered, or Club Sports) of the organization he/she advises.
- Adhering to all municipal, state, and federal laws, the Texas A&M University-Kingsville Student Code of Conduct ([http://www.tamuk.edu/dean/dean\\_files/studenthandbook.pdf](http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf)) and all University policies and procedures.
- Remaining in good standing with the University, including full compliance with any conditions, stipulations, or restrictions placed upon organizational recognition.
- Keeping Student Engagement and Campus Life informed of changes to organization leadership or governing documents in a timely fashion.
- Demonstrating respect for the University community, Kingsville community and other student organizations.
- Operating in a manner consistent with the mission and goals of the University and the governing documents of the organization.
- Ensuring continuity in leadership from year to year by training newly selected leaders and maintaining good records.

## **Categorization of Organizations**

Each student organization granted recognition by Texas A&M University-Kingsville is classified either as sponsored, registered, or a Club Sport. The classification is determined by assessing the student organization’s relationship to the University, the scope of its activities, and the perceived potential risk to participants and the University. The categories privileges and responsibilities associated with each category are outlined below.

### **Types of Organizations**

Texas A&M University-Kingsville has established a system of typing organizations in order to help students identify the purpose & goal of the organizations. By understanding the organization type, one will gain a better understanding of the organization’s goals, the members’ interests, and how the organization fits in at Texas A&M-Kingsville. At times, groups may fall into more than one type. For our purposes, we focus on the group’s primary purpose.

Organization Type	Organization Purpose
Academic	Groups Associated with a department, major, or subject area, membership is open to all who are interested.
Campus Service	Groups interested in providing service to the University Community.
Community Service	Groups interest in providing service the community at large.
Cultural/International	Groups with interest in a particular culture or group of cultures.

Faith-based	Groups affiliated with a particulate denomination or belief system.
Fraternities/Sororities	Male and Female social/service fraternal organizations. These organizations are connected with the National Panhellenic Conference, The North American Interfraternity Council, The National Pan-Hellenic Council, The National Association of Latino Fraternal Organizations, The National Multicultural Greek Council, and the National APIDA Panhellenic Association.
Honor	Groups associated with a particular academic area. Membership is limited to those who meet certain academic requirements.
Performing and Visual Arts	Groups that assemble for performances in the area of fine or visual arts.
Professional	Organizations that exist to promote the professional development of its members. May be affiliated with an inter/national organization.
Social and Political	Groups affiliated with a particular political party or social action.
Special Interest	Variety of groups assembled to pursue a particular interest.
Spirits and Traditions	Groups that foster, create, and keep spirit and traditions alive.
Club Sports	Sport enthusiast competing, recreating and interacting on the non-divisional competition.
Student Governance	Governing council that represents all or part of the student body. Permission to form a governing council must be granted by the department which is vested in the interest of those being governed.
Campus Media	Student run, student-based media in a variety of formats ranging from printed mediums to web-based mediums.

## Sponsored Organizations

Sponsored organizations are those considered to be critical to the mission and culture of the University. These organizations are inherently linked to the University because of their role in representing the University or in presenting events that are considered to be an integral part of the University. Sponsored organizations routinely present events for the campus and broader community, and typically have a close relationship with a University department or office. The activities and events of these organizations are considered to involve a higher level of complexity because of their scope and perceived association to the University. A brief listing of sponsored organizations: Student Government, CAB, and the Interfraternity & College Panhellenic Councils (not individual Greek Chapters)

In addition to the University resources available to all recognized student organizations, sponsored organizations shall have:

- A full-time professional staff member whose job description designates them as the primary advisor to the sponsored organization.
- Designated office or workspace provided by the University.
- Access to funding from University departmental budgets.
- A University fiscal account and accounting support staff.
- Priority consideration for reserving University facilities, such as meeting rooms.
- Review of contracts by the A&M-Kingsville Purchasing Department.
- Benefits for student leaders, such as regular interaction with the Dean of Students or Vice President of Student Affairs, other key administrators and appointment to University committees.
- Priority consideration for participation in University publications and new student orientation programs.
- Ability to use the University name prior to their name (i.e. Texas A&M University-Kingsville Student Government Association).

### **Registered Organizations**

Registered organizations are all those that do not meet the sponsored organization requirements. Registered organizations play an important role in hosting events and providing an opportunity for members to actively engage in the mission and purposes of the organization.

In addition to the University resources available to all recognized student organizations, registered organizations shall:

- Select its own advisor provided that this person is a faculty member or professional staff member.
- Use the University's name following their name connected with the word 'at' (i.e. Geology Club at Texas A&M University-Kingsville).

In addition to the responsibilities of all recognized student organizations, registered organizations must also meet the following expectations:

- **Event Approval:** All events hosted by an organization, with the exception of regular meetings, must be submitted for review/approval on [Javelina Central](#) at least **5 business days** before the event date. Submissions placed after the deadline will be denied and not

allowed to take place.

## **Club Sports**

Club Sports are student organizations, which have been recognized by the university qualifying them for use of facilities and funding. Admission is voluntary and open to all eligible students. While Rec Sports assists clubs to secure needed funds, facilities, and equipment. The emphasis is on student leadership and involvement, so the success of each club depends on the efforts of its student leaders and members. Facility use and university funding will be available to aid students in their pursuit of club sustainability and growth. For basic renewal and club sports start up information please visit [Javelina Central](#) or contact Rec Sports.

## **Greek Organizations**

### **Council Affiliation and Recognition**

All Fraternities and sororities must belong to one of the governing councils listed below to be a recognized student organization at Texas A&M University-Kingsville.

1. Interfraternity Council (IFC): Membership in IFC Shall include all undergraduate chapters and colonies of male national or social fraternities recognized by the North-American Inter-Fraternity Conference.
2. College Panhellenic Council (CPC): Represents all National Panhellenic Conference (NPC) sororities and women's fraternities.
3. Multicultural Greek Council (MGC): Represents Fraternities and Sororities that historically represent the interest of minority groups. These organization may be affiliated with the National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), National APIDA Panhellenic Association (NAPA), or any similar organization.
4. Councils are established when 3 or more-member fraternities or sororities have installed undergraduate chapters of that accompanying council.
5. If no council has been established on campus for that respective affiliated membership, the chapter will join membership as an associate member with the active council on campus until the necessary number of chapters have installed to create the required council.

### **Interfraternity Expansion Rules**

1. All IFC member chapters will actively support the responsible growth of other NIC fraternities provided that each organization follows these Responsible Growth Protocols:
  - a. Proactively communicates with the campus administration and IFC in good faith prior to any expansion activity.
  - b. Considers any available readiness assessment, utilizing metrics determined in conjunction with the NIC before formally requesting the opportunity to join the campus IFC.
  - c. The group does not have any outstanding, documented campus health and safety violations.
  - d. Commit to responsibly colonizing chapters that enhance the campus community

by working collaboratively with other member organizations and the host institution and adhering to responsible access expectations.

2. **Open Invitation to Colonize:** In the event the IFC wishes to seek expansion opportunities, a formal invitation shall be sent to international organizations requesting Letters of Intent. The IFC President and Fraternity and Sorority Life Coordinator shall contact the North American Interfraternity Conference (NIC) for assistance with communicating with international organizations. If multiple international organizations submit Letters of Intent, the IFC President will coordinate with the international organizations and the NIC to establish an agreeable timeline for expansion.
3. **International Fraternity Colonization:** If an international fraternity petitions to join the IFC, a Letter of Intent shall be sent to the IFC President and Fraternity and Sorority Life Coordinator.
4. **Student Interest Group Colonization:** A group of enrolled students at Texas A&M University-Kingsville may choose to form a chapter that is affiliated with an international organization and may seek membership in the IFC as a result of that affiliation. The group of interested students shall submit a Letter of Intent that includes a Letter of Endorsement from the international organization.

The IFC will honor all organizational return agreements negotiated as part of a campus or IFC conduct process. Any organization returning to campus based on a return agreement will not be required to participate in any IFC or campus expansion process.

***\*For more information regarding IFC Expansion, please contact the Coordinator for Greek Life and/or visit NIC's following link and review their section on Responsible Growth.***

***<https://nicfraternity.org/wp-content/uploads/2019/11/IFC-SOP-Final.pdf>***

### **Panhellenic Extension Rules**

1. When all NPC chapters at Texas A&M University-Kingsville are close to or over Total the Panhellenic Council shall consider raising Total or adding another chapter. Raising total entails a vote in which chapters consult with their respective National Panhellenic Conference Delegate.
2. Expansion requires the formation of an exploratory committee.
3. Such a chapter shall be organized through colonization by an NPC sorority or women's fraternity.
4. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities, which have filed letters expressing an interest in the campus.
5. Interests shall only be a member of a national sorority/fraternity council.
6. The Panhellenic Council is not limited to only NPC sororities, as the council represents the associate members as well.
7. All extension requests and decisions must be approved through Student Engagement and Campus Life.

***\*For more information regarding Panhellenic Extension, please contact the Coordinator for Greek Life and/or visit NPC's following link: <https://www.npcwomen.org/wp-content/uploads/sites/2037/2017/10/Extension-College-Panhellenic-Steps.pdf>***



## **Commitment to Greek Organizations**

Student Engagement and Campus Life will provide education, counseling, programming support and administration for the activities of the Greek governing councils and the individual student leaders of these councils. Texas A&M-Kingsville will provide office and meeting space, administrative supplies and equipment and administrative guidance and support, as available.

Each Greek governing council shall maintain an approved constitution, by-laws and rules, which must be reviewed and approved by the Greek Advisor each time they are changed.

Student Engagement and Campus Life will decide the structure and membership of each council. Input will be solicited and considered from the chapters.

## **Javelina Central**

Javelina Central is a multifunctional website that allows the Student Engagement and Campus Life and student organizations to accomplish several ways of communicating, publishing events, voting and meetings <https://tamuk.presence.io/>

## **Marketing on Campus**

### **University Bulletin Board Rules and Regulations**

Limited public forums have limited open access for public expression, or they may be limited to particular groups or to particular topics. These include areas that are not by tradition or designation forums for public communication. These forums will be restricted to use for their intended purpose and are not available for public expressive activity. Examples include, but are not limited to, classrooms, residence hall rooms, faculty and staff offices, academic buildings, administration buildings, libraries, and research and computer laboratories. Commercial speech in limited public forums are limited to designated locations, such as designated bulletin boards or tables designated for distribution of commercial activity.

- No signage postings on the outside of buildings on campus.
- Do not post signs over another organization's posting.
- Use thumbtacks, not staples.
- No postings will be allowed to be placed on any trashcans, windows, doors, or walls on any building on campus.
- Each academic department will have a designated bulletin board for postings.
- All postings must have a date, location, time, and name of sponsoring group.
- Special University events will be reviewed on an individual basis to assist in promoting the event.
- Any questions pertaining to posting can be directed to Student Engagement and Campus Life.

- Information: How much information is needed? How little? Is the information perfectly clear? Accurate? What, Where, When (date and time), for Who, Why?
- Coordination: Who will be responsible for doing what and when?
- Anticipated Response: Is printed material graphically strong enough to attract attention? Will it stick in people's minds?
- The most effective approach to publicizing a program is through a variety of methods that will complement each other. These methods would include very straight, readable forms; interesting, eye catching forms; and a fresh, new, creative approach. These may exist in the way of graphics, displays, live exhibitions, and objects not usually used for publicity, but related in some way to the program.
- Enthusiasm and interest are much more easily generated if a creative approach to publicity is used. unique, fresh, and clever methods of promotion are usually more fun, will rally more support, and if done in a sophisticated manner, will sell almost any program.

### **Promotional Ideas**

- Advertisements - in local newspaper, in South Texan or KTAI Radio
- Alumni newsletter/magazine
- Announcements - read in class, of upcoming events made before other programs, printed on Student Government or other meeting agendas
- Banners - hanging in the SUB (reserve space from Student Union Office)
- Bookmarks
- Brochures
- Bulletin boards -see section on University Bulletin Boards
- Bumper stickers
- Business cards
- Buttons
- Calendars
- Candy with flyers attached
- Carnival booth game
- Chalk ads on sidewalk
- Direct mail - mailing list of former patrons, to freshmen, to commuters, to high schools, to day care centers and elementary principals for children's events
- Distribute free popcorn and flyers for program event
- Electronic message boards
- Flyers - in orientation packets, in bookstore bags, in weight room and on gym lockers
- Footprints leading to an event
- Free samples with promo
- Friends! (word of mouth)
- Giveaways at event - free food, door prizes
- Hand out flyers
- Hang posters

- Helium balloons
- Imprinted - book covers, cups, mugs, frisbees or balls to throw into crowd, pencils, highlighters, pens
- Letters through campus mail to faculty and staff
- Letters to student organizations
- Message - on chalkboards of classrooms, attached to candy, masks or other things, on e-mail
- Mobiles (think kid's mobiles)
- Odd-shaped posters
- Pennants
- Person walking around campus in costume and/or with sandwich board
- Post card invitations
- Press releases (about several aspects of the event)
- Road signs: posters shaped like traffic signs (stop for this event, yield to your urge to go)
- School mascot to hand out flyers
- School's calendar of events
- Solicitation table - in SUB
- Stickers
- T-shirts
- Table tents – in SUB, at events promoting next event
- Wallet size schedules/calendars

### **Social Event Policy**

Student organizations are permitted to have social functions where alcohol is served. However, because of the University's interest in the intellectual, physical and psychological well-being of the campus community, it is important that the University take steps to curtail the abusive or illegal use of alcoholic beverages. The following sections provide more detail regarding events where alcohol is served. *This policy applies to events when both members AND non-members of the sponsoring organization are present. **It applies regardless of the location of the event (on or off campus).***

### **What Constitutes an Organization Event**

In order to assist you in understanding what could be considered an organization event by a court of law or the University, consider the following. The first four are the biggest indicators of a sponsored event and the others will contribute to the decision, but alone may not be enough to consider the event as sponsored.

1. Were organization funds used in any way? (i.e. entertainment, publicity, transportation, food, beverages, decorations, etc.)
2. Was it pre-planned? Were flyers or handouts distributed?
3. Did the organization officers help plan the event?
4. Was it discussed during the meeting?
5. Would an outsider (non-member) perceive the event as being sponsored by the organization?
6. Did the majority of the organization know about the event?

7. Were a significant number of members present at the event? (Probably greater than 50% of the organization.)
8. Were a significant portion of those who attended the event invited by members?

### **Legal Liability**

Student organizations are liable for the actions of their guests before, during and after the event. Liability may be to the University, city, county, state or federal government. It is expected that all laws governing the consumption and sale of alcohol be strictly followed. includes University risk management guidelines, city, county, state and federal laws/regulations.

### **Open and closed events**

An open event is one where there is no guest list. The most common open events on campus are dances that are open to the entire campus. Closed events are those at which specific people are invited and only those who are invited may attend.

Completion of the Social Event Notification form must be done for all open events. Open events may ONLY be held on campus, preferably in the MSUB or similar facility. An appeal for an exception may be made to Student Engagement and Campus Life. On campus events may ONLY utilize a cash bar for service of alcohol.

They must be carefully planned so that the safety of attendees is considered. The event organizers must meet with Student Engagement and Campus Life at least three weeks prior to the event to begin discussions of appropriate safety and security measures to be taken. Alcohol may or may not be served at the event. If alcohol will be served, all applicable policies must be followed, with the exception of the guest list. If alcohol will not be served, the event will need basic security and event monitors. When meeting with Student Engagement and Campus Life, more details will be discussed.

*Closed events* may be held at locations on and off-campus, such as restaurants, rental halls, etc. It is suggested that residential houses not be used due to the added liability to the homeowner/renter, as a courtesy to neighbors and because it will be more difficult to watch out for the safety of the attendees. Closed events without alcohol do not need to be registered with Student Engagement and Campus Life, nor do end of year banquets. Please see “Guidelines for Events Not Involving Alcoholic Beverages” on the last page. Closed events with alcohol must follow the guidelines below and they may be either a cash bar or BYOB.

### **Guidelines for Events Not Involving Alcoholic Beverages**

Organizations hosting events without alcohol that are social in nature and involve people other than organization members do not need to notify Student Engagement and Campus Life of the event. It is strongly recommended that organizations not have more than three times the organization size of people at the event, and one security guard should be present for every 100 people attending. If less than 100 attendees, one security guard should be hired. Security guards are not required if the event is held on campus; the University Police will be notified of the event.

## **Notification of Social Events with Alcohol**

All student organizations must register their social events when alcohol is being served with Student Engagement and Campus Life at least 5 business days before the event. Complete and submit the Social Event Notification form and Third-Party Vendor Contract at least 5 business days before the event. Submit a guest list at least 2 business days before the event.

All organizations that are sponsoring the event must agree to follow all University and/or the organization's risk management guidelines regarding alcohol at events, whichever is stricter.

### **Advertising Guidelines for Events with Alcohol**

Advertisements for open events with alcohol must follow the guidelines below. Closed events may not be advertised to the public, but invitations may be given to the invitees. The invitations must also follow these guidelines. The promotions/invitations shall not:

1. Encourage the misuse/abuse of alcohol.
2. Promote drinking as the purpose of the event.
3. Refer to the amount of alcohol that will be available (i.e.: 5 keg party)
4. Portray drinking as solutions to problems.

### **Guidelines for service of alcohol at all events (applies to BYOB and Cash Bar)**

1. The possession, sale, use or consumption of alcoholic beverages, while on organizational premises or during an organizational event, in any situation sponsored or endorsed by the organization, or in any event an observer would associate with the organization, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education and must comply with the third-party vendor guidelines. **(See 3rd Party Vendor Contract).**
2. The possession, sale or use of any illegal drugs or controlled substances while on organizational premises or during an organizational event or at any event that an observer would associate with the organization is strictly prohibited.
3. **No organization may co-sponsor an event with an alcohol distributor**, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided for free to those present. Co-sponsorship is defined as the tavern offering money or other incentives to the organization for promotion of an event or using the organization's name on promotional items. Organizations may have events in a tavern as long as they have a separate area reserved (banquet or party room) and follow all other policies.
4. No organization may co-sponsor or co-finance a function where alcohol is purchased or provided for free by any of the host groups or organizations.
5. Alcohol may not be given away as a prize.
6. No member or guest shall permit, tolerate, encourage or participate in drinking games.
7. No alcohol shall be present at any new member/associate/novice program, activity or ritual of the organization.
8. **All recruitment activities associated with all organizations will be alcohol free.**
9. Organizations **cannot** have **more than three times** the **organization size** of people at the event.
  - a. *Example:* Organization has **30** members; each member can invite **2** people for a **total of 90 guests** (30 members plus 60 guests).
10. If two organizations co-sponsor an event, each member in each group can only invite two

other people to be put on the guest list.

11. A **guest list with first and last names** (*not nicknames*) must be turned in to Student Engagement and Campus Life no later than **two business days** before the event. The list must have the member's name and their guest's names
  - a. *Example:* Member John Smith – guests are Jane Doe and Joe Smith.
  - b. Members should not list any other names as guests unless they agree to be responsible for the actions of that guest.
12. **Only invited guests may attend.** Events may not be open to the public. If the name is not on the list, the person does not gain admittance.
13. All members and guests must be checked in to the event. It is important to keep an accurate record of who actually attended the event. These records should be kept for three years.
14. Attendees of legal drinking age must be marked. The use of wristbands is strongly encouraged to mark those 21 and up. Permanent markers should be used to mark minors with an "m" or "x."
15. All organizations must comply with all participating organization's rules and regulations, which means complying with the stricter rules and regulations of all the organizations sponsoring the event.
16. All organizations and guests must abide by the University's Risk Management Guidelines.
17. **Non-alcoholic beverages and adequate food will be available** at the same place as the alcoholic beverages. Food and non-alcoholic beverages will be featured as prominently as the alcoholic beverages.
18. **One designated driver per 50 attendees** (members + guests) must be present at the front entrance to provide safe transportation home as needed. Under no circumstances will the drivers consume alcohol before or during the event.
19. **One security guard per 100 attendees** must be present during the duration of the event. The security guard is responsible for verifying attendee's age, looking for intoxicated individuals as attendees come to the event and during the event and maintaining general order. Note: Sodexo requires that UPD and one advisor be present during the entire event.
20. Post-parties are not permitted. A post-party is defined as an event that is publicized to the attendees as a party with alcohol after the "official event" is over. Publicized refers to any technique used to communicate information to others, including but not limited to flyers, email and word of mouth.

### **Option 1: Planning a closed event with a CASH BAR**

This is the safest option for organizations. The legal liability lessons with a cash bar because a third party vendor is hired to serve alcohol and the vendor is responsible for the service and maintaining control of the alcohol. The above policies must be enforced in addition to the following:

1. All sponsoring organizations must complete the Social Event Notification form and submit it to Student Engagement and Campus Life at least five (5) days prior to the event. Each organization's president & advisor must sign the form.

2. A **third-party vendor must be hired**. The vendor must possess a license to sell alcohol through the Texas Alcoholic Beverage Commission and have a minimum of \$1 million of liability insurance. Common sources of alcohol are not permitted, including kegs. Only a licensed, insured bartender who is not a member of the sponsoring organization(s) will be allowed to serve alcohol. Beverages with alcohol must be purchased by individuals – it may not be given away nor may attendees be given free drink tickets.
3. **No alcoholic beverages may be purchased through organizational or University funds**. Members or guests may not coordinate the purchase of alcohol for the event or purchase alcohol themselves for the event. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under 21).
4. Members or guests of the sponsoring organization cannot serve alcohol at the event, even if they are licensed bartenders.

*During the event*

1. Check all members and guests in at the front door/entrance. Do not allow anyone into the event who is not on the list.
2. Security guard will mark minors and those of legal drinking age.
3. If a member or guest appears intoxicated, do not allow him/her into the event.
4. Once someone leaves the event location, that person is not allowed back.
5. Any alcohol that remains at the conclusion of the event may not be sold or given to any attendee or the organization.

**Option 2: Bring Your Own Beverage/Beer Events**

Please note: Student Engagement and Campus Life strongly suggest that organizations do not use BYOB at events. However, we do understand that it is “easier” and that organizations may host them even if we say not to. In order to keep BYOB events as safe as possible for all involved, all policies under “Guidelines for service of alcohol at all events” must be followed in addition to the following:

**Planning a closed BYOB event**

1. All sponsoring organizations must complete the Social Event Notification form and submit it to Student Engagement and Campus Life at least five (5) days prior to the event. Each organization’s president & advisor must sign the form.
2. No alcoholic beverages may be purchased through organizational or University funds. Only members or guests who are 21 or over may bring beverages with alcohol.
3. Inform all members and guests that those over 21 may bring a maximum of ONE six-pack of beer or FOUR wine coolers. Beverages such as Smirnoff Ice are malted beverages and therefore classified as beer. Hard liquor is not permitted.
4. Select the location of the “bar.” There can only be one and it must be staffed at all times, preferably by a licensed bartender. Members may distribute the alcohol and they must be trained on these policies and be knowledgeable of the policies of the other organizations co- sponsoring the function.

*During the event*

5. Check all members and guests in at the front door/entrance. Do not allow anyone into the event who is not on the list.
6. Security guard will mark minors and those of legal drinking age.
7. For those who are 21 and over and bring alcohol: an appointed person should collect the beverages and give the person a punch card that states the attendee's name, brand and number of containers. The punch card is then given to the attendee who brought it.

*Sample punch cards:*

<b>Wine Cooler</b>
Name _____

<b>Beer</b>
Name _____

8. Distribution of containers:
  - a. An individual may not receive his/her alcoholic beverage without presenting a punch card AND a wristband.
  - b. An individual may only receive one beverage at a time. The designated bartender will mark through a number to indicate a beverage was distributed.
  - c. If a person appears to be intoxicated or is known to be intoxicated, neither a wristband nor an alcoholic beverage should be given to that person.
9. If a member or guest appears intoxicated, do not allow him/her into the event.
10. Once someone leaves the event location, that person is not allowed back.
11. At the conclusion of the event, any unconsumed alcohol must be kept in safe possession by the organization. It may not be consumed or distributed. Attendees may pick up their remaining alcohol the following day at a time and location to be determined by the organization. If it is not picked up by the original owner, it should be discarded.
12. Post-parties are not permitted. A post-party is defined as an event that is publicized to the attendees as a party with alcohol after the "official event" is over. Publicized refers to any technique used to communicate information to others, including but not limited to flyers, email and word of mouth.

**Non-Compliance**

1. An individual found responsible of non-compliance with these guidelines or local, state, or federal laws has committed a violation of University regulations and is subject to sanctions commensurate with the offense and any aggravating and mitigating circumstances. All violations will be referred to the Dean of Student's Office for disciplinary action.

If a student organization is found in violation of these policies, it will be referred to the Dean of Students Office or his designee for review. Failure to comply with these guidelines and



University regulations may lead to the revocation of recognition privileges, loss of funding or other sanctions.

## Financial Information

Each year, the Student Organization Forum Committee proposes that student service fees be allocated to assist student organizations with their activities. The amount of funding allocated for this purpose varies each year and no student organization is guaranteed funding, nor is the amount of funding received guaranteed from year to year. Funding shall be determined through the Student Organization Forum Committee Guidelines. Student organizations should always have an alternate plan (e.g. Fundraising, Sponsorship) in the instance that funding is not allocated to the organization.

### Student Organization Forum Committee

Find a full list of guidelines and overseeing committee, Javelina Leadership Alliance [here](#).

### Disbursement of Funds

1. No organization will receive a check for the amount of funding available from the University. Due to the fact that the money allocated is University funds, very specific guidelines must be followed when requesting access to SOFC funds.
2. Funds can be accessed by means of reimbursement.
3. **Reimbursement:** Organizations will spend their own money and submit original receipts along with a SOFC reimbursement form to Student Engagement and Campus Life. **This must be done within academic year, deadline for final reimbursement request for that academic year will be July 1, 2025.** The office will process the paperwork and in 2-3 weeks the reimbursement will be added to the organization's agency account.
4. Sales tax is NOT reimbursable. **Not all expenditures will be reimbursed, only the amount the organization requested for funding.**

### Travel & Funding

State rules and policies are slightly different when it comes to travel. If you plan on using funding for travel, please read the following information carefully.

1. Travel will only be reimbursed if all necessary travel paperwork is submitted to Student Engagement and Campus Life PRIOR to the trip.
2. Travel reimbursements must be accompanied by a trip itinerary or conference schedule.
3. **Hotel:** it is possible to get reimbursed for hotel charges. Phone calls, room service, movies and other services will not be reimbursed – only the room charge.
  - a. Reimbursement – the organization pays for the hotel upfront and submits a receipt upon return to the University. The receipt must be the one obtained at CHECK OUT from the hotel. It must show the charges were paid and that there is a ZERO BALANCE. No exceptions are made. The names of all those who stayed in the room must also be on the receipt.
4. **Gas:** organizations can only be reimbursed for gasoline. Gasoline receipts must be submitted for reimbursement to occur. There is no reimbursement for mileage.
5. **Food:** will only be reimbursed according to state guidelines. A certain amount of food expenses is allowable per day and vary by state. Reimbursements will be limited to

actual cost or *per diem*, whichever is less. Receipts are required.

6. **Transportation:** rental cars, bus tickets or rentals and airplane tickets are reimbursable. In some cases, they may be paid for upfront by the University through your on campus advisor, should they have an University Card.
7. Please note that cash advances for travel are not offered.

## Reimbursements

This information pertains to all reimbursements:

- An original itemized receipt must be included: An Itemized receipt has ALL of the following pieces of information on it:
  - Business name
  - Date
  - Item(s) purchased
  - Price of each item
  - Total amount of bill
  - Method of payment
- Write name of organization and purpose of purchase on each receipt.
- Receipts should only contain items for the student organization. Personal items should not be included in purchases for the organization.
- Alcoholic beverages should never be included on any receipt that the organization turns in for reimbursement.
- For food submission, all receipts must have the name, date and total and bill must be itemized. Alcohol, tips will not be reimbursed. GRATUITY will be reimbursed up to 20%.
  - For meals, oftentimes you will need two (2) receipts to show all the necessary information. Once receipt will show what was purchased, and the second receipt will show how you paid.
  - Without both of these, you WILL NOT be able to be reimbursed.
  - The contract **must be signed by all parties prior** to the contracted service, and the vendor will not be paid until after the contracted service has been fulfilled.
  - A substitute W-9 form must be submitted with each contract. The substitute W-9 form can be obtained from Accounts Payable.
  - No deposits are allowed.
  - If the organization chooses to be reimbursed for the contracted service, the organization must turn in a receipt provided by the vendor to Student Engagement and Campus Life.
- Only one person, such as the treasurer or president, should be responsible for submitting receipts.
  - If several members have receipts that they will be reimbursed for, they should give all of the receipts, properly identified with all necessary information, to the treasurer.
  - The treasurer will then submit all of the receipts to Student Engagement and Campus Life for processing
- When submitting receipts, the organization must fill out a reimbursement form. This

form requires a complete explanation of the expenditure and the signatures of the organizational president, treasurer and advisor. This form is used to ensure that all receipts submitted are valid organization expenditures.

- Funding may be used, but is not limited to, the following:
  - Registration fees for conferences:
    - limited to 4 officers/members, incentive for members holding an officer position or for members in training for leadership officer positions.
  - Travel and meals for organizational participants:
    - Academic Field Trips limited to 15-20 members or less
    - Academic/Sport Competitions: Registrations/Materials covered; student organization will need to cover at least 60% of cost(s).
  - Fundraising supplies (i.e., t-shirts, flowers, candy)
  - Printing services
  - Speakers & workshops
  - Catering
  - Activities that have wide appeal on campus:
    - Fall Carnival
    - Spring Fling
    - Javelina Preview Days
    - Student Organization Fair
  - Organization supplies
- Funding **cannot be used for**, but is not limited to, the following:
  - Alcohol
  - Individual membership dues or organization membership dues or fees.
  - Meals for individuals who are not part of the organization, other than honored guest of function.
  - Travel or meals for non-University employed advisors.

**Example of Itemized Receipt(s):**

**Non-itemized Receipt**

Cosmos Hill  
1325 Broadway  
Boulder Co 80302  
303-447-1133x

10-11-2017 04:35 PM

Ticket # 66 Server: Kevin

PREAUTH VISA

Card #: \*\*\* [REDACTED]

Approval: 011941

Purchase: \$26.43

TIP: \$5.00

TOTAL: \$31.43

X [REDACTED]

I agree to pay the above total amount according to the card issuer agreement.

CUSTOMER COPY

**Itemized Receipt**

Business Name → Cosmos Hill  
1325 Broadway  
Boulder Co 80302  
303-447-1133x

Date → Ticket # 66  
DINE IN  
Order Placed 10-11-2017 04:35 PM

Items Purchased → 24 inch  
Create Your Own  
Pizza Sauce  
Mozzarella \$21.75

Price of Each Item → Side of Spicy Ranch \$0.50  
Side of Spicy Ranch \$0.50  
Side of Spicy Ranch \$0.50  
Side of Spicy Ranch \$0.50  
Side of Spicy Ranch \$0.50

Total Amount of Bill → **Grand Total: \$31.43**


Method of Payment → Issuer: Visa Card #: \*\*\* [REDACTED]  
Type: PreAuthCapture Approval: 011941

COMMON MESSAGE  
\*\*SQUARE CUT\*\*

## Non- Itemized Order

### Your Orders

ORDER PLACED July 1, 2020	TOTAL \$6.48	SHIP TO [REDACTED]	ORDER # 113-6644951-3592230 <a href="#">View order details</a>   <a href="#">View invoice</a>
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LiCB 10 Pack CR1225 3V Lithium Battery CR 1225  
Return window closed on Aug 2, 2020

[Buy it again](#) [View your item](#)

[Get help](#)  
[Write a product review](#)

[Archive order](#)

## Itemized Order




Business Name

Order Details

### Order Details

Ordered on July 1, 2020 Order# 113-6644951-3592230 Date

<b>Shipping Address</b> [REDACTED]	<b>Payment Method</b> Debit **** 5165	<b>Method of Payment</b>	<b>Order Summary</b>
			Item(s) Subtotal: \$5.99
			Shipping & Handling: \$0.00
		<b>Total Amount</b>	Total before tax: <b>\$5.99</b>
			Estimated tax to be collected: \$0.49
			<b>Grand Total: \$6.48</b>



LiCB 10 Pack CR1225 3V Lithium Battery CR 1225 **Item Purchased**

Sold by: LiCB | [Product question? Ask Seller](#)  
Return window closed on Aug 2, 2020

\$5.99 **Price of Each Item**

Condition: New

[Buy it again](#)

[Get help](#)  
[Write a product review](#)  
[Archive order](#)

## Agency Accounts

Student organizations are required to open an agency account if the organization collects and distributes any monies. The account must require two signatures for withdrawal of funds - the advisor's and that of one officer (president or treasurer). Funds must be deposited within five days of their receipt.

Agency accounts are established through the Business Office located in College Hall. Please consult them for current procedures. When officers or advisors change, it is extremely important to update the signature card for the account. This is a very simple process! Pick up the signature card from the Business Office and have the current authorized signers sign the card and then return to the Business Office. This will prevent former officers or advisors from

withdrawing funds. The Business Office encourages the following best practices when withdrawing funds:

1. Both signers are to be at the business office when withdrawing money to verify IDs for signers should there be a discrepancy in the signatures.
2. If a large sum is being withdrawn from the agency account, more than \$500.00, one of the signatures should be the advisor's signature.

### **Record Keeping**

Each organization must keep accurate records of all financial transactions. If using an agency account, the treasurer should keep a copy of all deposit receipts, withdrawal receipts, copies of all business receipts and copies of all payments made (date, who and amount).

Organizations may obtain an account statement from their advisor, or if unavailable, the business office.

If using a bank account, record keeping consists of the organization's checkbook, bank statement and a simple ledger.

Keep an accurate account of all checks and deposits. Place the copy of the deposit receipt with the financial record. This is your proof of the deposit. All checks and revenue must be recorded in the ledger. The ledger should consist of spaces for the date, check number, the income amount, the disbursement amount, and the current balance.

Retain receipts for all expenditures, with date, place and purpose. If individual members are to be reimbursed, they must have original receipts with all of the necessary information.

### **Tax Exempt Status**

Student organizations **ARE NOT AUTOMATICALLY** considered tax-exempt and they **cannot use the University's EIN to make tax-exempt purchases or to collect tax-deductible donations.**

If an organization would like to obtain tax-exempt status, the appropriate forms must be completed and approved by the IRS. For more information, please go to [www.irs.gov](http://www.irs.gov) or call 1-800-829- 5500 and ask for Publication 557.

A non-profit organization is granted an exemption from certain taxes by the Internal Revenue Service under Section 501 of the Internal Revenue Code. Organizations seeking exempt status must file an application with the District Director of the Key District in your area. To decide which application form is needed for your organization, refer to Publication 557 - Tax-exempt Status for Your Organization.

You can get Publication 557 or applications for exempt status from the IRS Forms Distribution Center for your state or by calling 1-800-TAX-FORM.

To obtain tax-exempt status, contact the following address:

Exempt Organization  
P.O. Box 13528  
Austin, Texas 78711

If your organization makes less than \$5,000 a year, it is not recommended that the organization apply for exempt status. Organizations making less than \$5,000 a year do not pay federal taxes on money raised through fund-raisers.

If the organization makes \$5,000 or more, federal taxes will need to be paid on the \$5,000 and the money raised over the \$5,000.

Any questions regarding taxes may be directed to the State Comptroller's Office at (512) 463-4000.

### **Fundraising**

Fundraising is an essential part of most student organizations. The staff of Student Engagement and Campus Life will gladly meet with any organization to discuss possible fundraising ideas. If any questions arise, feel free to contact or come by Student Engagement and Campus Life. Only student organizations that have been recognized by Student Engagement and Campus Life may engage in fundraising activities to collect donations or sell products and services.

Prior written approval via a Fundraising Request Form must be obtained from Student Engagement and Campus Life (excluding food sales) at least five (5) business days prior to the fundraiser. Student Engagement and Campus Life can assist you in reserving space for fundraising activities. Sales are permitted only in approved areas of residence hall lobbies, designated areas in the Memorial Student Union Building, academic building lobbies and approved outdoor locations. Door-to-door solicitation is prohibited.

### **Basics for fundraising**

1. Each organization can hold ONE TAX-FREE fundraiser per month. The fundraiser must be submitted for approval at least 5 business days before the event date via [Javelina Central](#).
2. The selling of individually wrapped items is taxable (except for the one sale per month). This is per the Food Sales Tax Rule set by the State of Texas (immediately consumable goods are taxable). If quantities of 6 or more items are sold together, they are not taxable. The sale of quantities of 5 or less IS taxable. For example, 3 cookies are taxable, but 6 cookies are not; a pie is not taxable, but a slice is.
3. Tournament fees or other entry fees/ticket costs are not taxable.

4. Raffles are **not allowed** to be conducted or connect with University Sponsored or Registered Student Organizations.
5. To collect tax, each organization must register with the State of Texas Comptroller's Office.
6. No DATE or SERVICE AUCTIONS are permitted.

#### **Rules from the Texas A&M Tax Manual**

##### ***8.6 Student Organizations***

*Student organizations are not allowed to use the sales tax exemption certificate granted to the University by the Comptroller's Office.*

**Effective October 1, 1995**, The State of Texas passed into law a limited sales tax exemption which **allows University student organizations to hold one, one-day tax-free fund-raising sale each month**. The organization must be affiliated with an accredited Texas college or University, and every two years, it must file with the Comptroller a certification issued by the school verifying that it is an affiliated organization. The organization's primary purpose must be something other than engaging in business or making a profit. *For more information, refer to House Bill 596.*

If student organizations sell taxable items at times other than their one-day monthly fund-raising drive, they must have a sales tax permit and collect sales tax during the fund-raiser. These organizations should issue a resale certificate to their suppliers when buying taxable items for sale.

Student organizations **must pay tax when buying taxable items** for their own use **unless the organizations qualify for exemption** under **Tax Code 501 (c)(3)**.

College and University student organizations must continue to pay sales tax when buying taxable items for their own use unless the organizations qualify for exemption under **IRS Section 501(c)(3)**.

#### **Bake Sales & Other Fundraisers Involving Food**

By contract, Aramark shall provide and serve all food items on the Texas A&M-Kingsville campus. Student organizations are not allowed to sell or distribute any food item on the campus unless special permission has been granted by Aramark and the Director of the Student Engagement and Campus Life in writing via a University Food Waiver Request form. The organization must comply with appropriate food handling regulations.

Bake sales are permitted on campus. Bake sale items include homemade cookies, brownies, doughnuts, Rice Krispie Treats and other items. To register a bake sale,



student organizations must complete the Fundraising Request Form. Fundraising Request Forms are due 5 days in advance.

Food handlers permits are required for all food sales except canned sodas, bottled water, and commercially wrapped products (Twinkies, snack-sized bags of chips, Little Debbie snacks, etc).

Auctions, Rummage Sales, and Other Fund Raisers (rules from the Texas Comptroller) College or University student organizations affiliated with an institution of higher education may hold a one-day, tax-free sale each month. The college or University student organization must have a primary purpose other than engaging in business or performing an activity designed to make a profit. The primary purpose of the one-day sale must be to raise funds for the college or University student organization. The 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 is not sold to the donor.

### **Raffles**

The Texas criminal code mandates that student organizations may have **no more than ONE (1) raffle or lottery per calendar year (January-December)**. When a student organization co-sponsors such an event with another organization, each organization must count the event. Games of skill (such as counting the number of beans in a jar) are not considered raffles and may be held at any time.

## **Hazing and Harassment Hazing:**

### **Frequent Questions and Answers**

Hazing is a criminal violation under Texas law. A person can be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Dean of Students. An organization commits hazing if the organization condones, encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing. It is not a defense to prosecution of an offense under this policy that the person against whom the hazing was directed consented or acquiesced in the hazing activity.

### **What is the definition of Hazing?**

Hazing means any intentional, knowing, or reckless act occurring on or off the campus of Texas A&M-Kingsville, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at Texas A&M-Kingsville. This term is not limited to:

1. **Any type of physical brutality**, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. **Any type of physical activity**, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student.
3. **Any activity involving consumption** of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to unreasonable risk of harm or which adversely affects the mental or physical health or safety of their student.
4. **Any activity that intimidates or threatens** the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the University rather than submit to acts described in this subsection.
5. Any activity that induces, or requires the student to perform a duty or task, which involves a violation of the Penal Code.
6. Texas A&M University-Kingsville also defines hazing to include:
  - a. Misuse of authority by virtue of one's class rank or leadership position;
  - b. Any form of physical bondage of a student (including but not limited to, having prospective members perform personal chores or other tasks under threat of negative repercussions, blindfolding and/or parading individuals, requiring members to carry items or perform activities meant to punish, discomfort, or embarrass members; etc.)
  - c. Road Trips (taking a student to an outlying area and dropping him/her off); compelling a person or group to remain at a certain place; transporting a person anywhere without their consent (kidnapping)
  - d. Performing physical exercise (sit-ups, push-ups, crab walk, elephant walk, etc.) except in the case of organized sports activities.
  - e. Expecting participation in an activity that is in violation of the Student Code of Conduct (stealing, defacing or trashing property, assigning or endorsing pranks, etc.)
  - f. Involves coercing, as defined by Section 1.07, Penal Code, the student to consume:
    - i. A drug; or
    - ii. an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code. Added by Acts 1995, 74th

Leg., Ch. 260, Sec. 1, eff. May 30, 1995. Amended by: Acts 2019, 86th Leg., R.S., Ch. 1371 (S.B. 38), Sec. 1, eff. September 1, 2019.

Incidents of hazing should be reported to the Dean of Students. For a detailed list of conduct which constitutes hazing and the entire hazing policy please refer to the website. <https://www.tamuk.edu/dean/hazing.html>

### **How do I commit a hazing offense?**

A person commits an offense if he/she...

1. Engages in hazing;
2. Solicits, encourages, directs, aids or attempts to aid another in hazing;
3. Intentionally, knowingly or recklessly **permits hazing to occur**;
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student, or 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
  - a. The offense of failing to report is a Class B misdemeanor.
  - b. Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor.
  - c. Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor.
  - d. Any other offense under this section that causes the death of another is a state jail felony.
  - e. Except if an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on a person placed on community supervision under Chapter 42A, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail. Added by Acts 1995, 74th Leg., Ch. 260, Sec. 1, eff. May 30, 1995. Amended by: Acts 2015, 84th Leg., R.S., Ch. 770 (H.B. 2299), Sec. 2.30, eff. January 1, 2017.

### **Can an organization be charged with hazing?**

Yes. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing.

1. An offense under this section is a misdemeanor punishable by:
  - a. A fine of not less than \$5,000 nor more than \$10,000; or
  - b. if the court finds that the offense caused personal injury, property damage, or other loss, a fine of not less than \$5,000 nor more than

double the amount lost or expenses incurred because of the injury, damage, or loss. Added by Acts 1995, 74th Leg., Ch. 260, Sec. 1, eff. May 30, 1995.

**Does it matter if I did not intend to harm anybody?**

No, laws and TEXAS A&M UNIVERSITY-KINGSVILLE guidelines state that if one of the above occurs, it is hazing, regardless of your intent.

**Does it matter if the person being hazed agrees to the activity?**

No. The law and TEXAS A&M UNIVERSITY-KINGSVILLE guidelines state that if one of the above occurs, it is hazing, regardless of the consent or cooperation of the recipient.

**What is the University penalty if I am found guilty of hazing?**

The student or organization will be subject to University disciplinary action, up to and including removal from the University. In addition, the person(s) & organization(s) may be subject to legal action and penalties imposed by the city or county justice system.

**Are there criminal penalties for hazing?**

For individuals convicted of hazing:

1. Failing to report hazing: fine up to \$1000 and or up to 180 days in jail.
2. Hazing resulting in no serious bodily injury: fine of \$500-1000 and /or 90-180 days in jail.
3. Hazing resulting in serious bodily injury: fine of \$1000-5000 and/or 180 days to 1 year in jail.

For organizations convicted of hazing:

1. a fine of not less than \$5,000 nor more than \$10,000 OR
2. if the court finds that the offense caused personal injury, property damage, or other loss, a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

**Sexual Harassment**

**Frequent Questions and Answers**

Sexual harassment of students and employees at Texas A&M University-Kingsville is unacceptable and will not be tolerated.

Any member of the university community violation this policy will be subject to disciplinary action.

Please refer to the website at [https://www.tamuk.edu/dean/dean\\_files/studenthandbook.pdf](https://www.tamuk.edu/dean/dean_files/studenthandbook.pdf) or [https://www.tamuk.edu/finance/compliance/title\\_9/sexual\\_harrassment2.html](https://www.tamuk.edu/finance/compliance/title_9/sexual_harrassment2.html) for the most current university policy on Sexual Harassment.

**What is sexual harassment?**

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature that is so severe, persistent or pervasive that such conduct that has the purpose or effect of unreasonably interfering with an individual's ability to function normally or of creating an intimidating, hostile or offensive environment. Both men and women can experience sexual harassment.

Sexual harassment is a Class A misdemeanor under the Texas Penal Code. For information on procedures for sexual harassment complaints, see the Student Handbook & Code of Conduct.

This policy does not address the issues of sexual assault and/or physical violence. Incidents of this nature should be referred to the University Police Department or other appropriate law enforcement agency.

#### **Where do I report hazing or sexual harassment?**

- University Police Department, (361) 593-2611
- Dean of Students – 361-593-3606 – for all others (Athletics, Band, etc) OR
- Student Engagement and Campus Life – 361-593-2760 – for student organization violations OR
- Office of Compliance-361-593-4758

**\*\*Notification should be made as soon as possible so that the proper office can investigate the situation and take necessary action so that the behavior does not continue. \*\***

## **Travel Guidelines**

### **General Application of Travel Guidelines**

In compliance with state law and System Policy, the following provisions apply to any student who travels more than 25 miles from campus to an activity or event that is organized or sponsored by the University (including all class travel and field trips), funded by the University, using a vehicle owned or leased by the University; or travel required by a student organization registered at the University. These provisions apply to faculty, staff and students who engage in transporting students off campus on any University business or related travel activities. The following regulations are considered to be a minimum standard; departments may mandate additional procedures. Failure to comply with these requirements may result in the suspension of student travel for the department responsible for arranging the trip.

### **Travel Planning and Documentation Requirements**

It is recommended that a designated staff member(s) and/or faculty accompany each student travel group. In the event that an advisor cannot attend the function with the student group, the group should become familiar with expectations for behavior and all procedures pertaining to student travel. The group should plan its itinerary in a manner that divides up the trip into reasonable segments, avoids driver fatigue, and incorporates the necessary safety precautions.

All travel paperwork must be turned in to the Dean of Students Office no less than three business days before the trip is to begin. All paperwork will be reviewed for compliance with the travel rules. Departments/Organizations will be notified of any areas of non-compliance with the paperwork. All areas of non-compliance must be rectified prior to the travel being approved. Violations of the travel rules will result in a trip not being approved. Unapproved trips are ineligible for funding from the University, and/or ineligible to be covered by liability insurance. Should travel commence without approval, the University will not be responsible for any issues/accidents/injuries that result during the travel.

The Dean of Students Office will share completed and approved trip paperwork with the University Police Department.

The Texas A&M University-Kingsville University Police Department will maintain a list of qualified drivers. As travel is being organized and planned, trip organizers are encouraged to verify with the University Police Department that the faculty, staff or student employees who serve as drivers are on the authorized driving list.

Groups traveling must submit the following paperwork as a complete packet:

1. Trip Itinerary (one for entire group) (Form 1)
2. Travel Passenger List (one for entire group) (Form 2)
3. Emergency Notification Form (one for each traveler) (Form 3)
4. Assumption of Risk Indemnification Agreement (one for each traveler) (Form 4)
5. At least one copy of the Incident/Accident Report should be taken with the group. (Form 5)
6. Application for Copy of Driver Record (one for each driver) (Form 6)

The organization should keep a copy of the Emergency Notification & the Assumption of Risk Indemnification Agreement forms for each member of the group while traveling. The information will be needed in the case of an accident or other incident.

### **Access to Forms**

Student travel forms are provided online. Forms can be accessed at this link:

<https://www.tamuk.edu/dean/travelprocedures.html>

### **International Travel**

For international/study abroad related travel, refer to the International Studies and Program travel guidelines and international travel warnings from the State Department during the planning process to ensure all safety and additional travel approval steps are met.

Information related to international travel is located at this link:

<https://www.tamuk.edu/dean/international-code.html>

### **Modes of Travel**

1. **Vehicles Owned or Leased by the University:** Only university employees (including student employees) may be authorized to drive university owned or leased vehicles. Student organizations may only use university owned or leased vehicles when the trip is required for university business and is paid using university funds. Student travel by commercial bus should adhere to all safety requirements, where applicable.
2. **Privately Owned Vehicles:** Students who use a privately-owned vehicle or any vehicle other than those owned or leased by the university for travel to and from activities and events organized and sponsored by the university are expected to follow the safety requirements related to student travel set out in this policy. Students must have a valid state driver's license, motor vehicle insurance and a current state inspection when using a privately-owned vehicle.
3. **Air Travel:** Students traveling by air transportation must comply with all federal laws regulating air travel and the rules of the specific airline. This includes laws and rules regarding carry-on baggage and baggage weight restrictions.
4. **Rental vehicles or chartered buses:** Check with each private carrier about their specific policies. Rental car companies have minimum age requirements for drivers. Many rental companies offer insurance on their vehicles. If the driver elects to not purchase this, then the driver assumes all liability for damage (property or personal), depending on the individual's own vehicle insurance policy.
5. **Boats, Ferries and Rail:** Comply with all international (where applicable), federal, state and local laws, as well as carrier policies.

#### **Risk Management Safety Guidelines for Auto Travel**

1. All occupants must use seat belts and remain seated when the vehicle is in motion.
2. The number of occupants in a vehicle shall not exceed the number of working seat belts in the vehicle. Loading of the vehicle shall be done in accordance with vehicle manufacturers' recommendations. Vehicles may not be loaded with more passengers than manufacturers' recommended passenger load.
3. Occupants and driver of the vehicle must comply with all university travel guidelines.
4. Drivers will comply with all applicable traffic laws, speed limits and regulations at all times.
5. The driver shall confront rowdy or disorderly behavior by the passengers that may cause driver distractions.
6. Smoking or driving while under the influence of impairing drugs or alcohol is prohibited.
7. Use of radar/laser detection devices is prohibited in the vehicle.
8. Use of headphones or earphones by the driver is prohibited.
9. Use of a cellular/mobile phone must be limited by the driver.
10. No alcohol is to be in the vehicle at any time.
11. Driver must be 18 years of age or older (or meet the rental company's age requirement).

12. Driver must possess valid U.S. Class C Operator's License and have adequate insurance coverage for the vehicle they are operating.
13. Verified good driver record in the past 12 months (verification will be based upon a Motor Vehicle Records check by the University Police Department).
14. Have the completed travel forms on file with the Dean of Students Office five days before departure on trip.
15. It is recommended that drivers of all vehicles, including privately owned vehicles used on official business, travel with the an Emergency Road Kit (first aid kit, flashlight, fire extinguisher, and traffic control devices such as roadside reflectors and flares). It is further recommended that group traveling have someone who is certified in CPR/First Aid, have emergency supplies of food and water, have access to maps for the area in which they are traveling, and have a cellular phone.

### **Driver Fatigue**

The length of the trip should be considered when selecting drivers.

Drivers should recognize that driving a vehicle for long hours is challenging, and therefore should practice certain safety precautions to stay alert and safe. To help reduce fatigue drivers should:

1. If there are two or more drivers per vehicle, drivers should rotate every two hours, and divide the trip into segments to allow stops for rest. If a driver is traveling alone or is a sole driver, the driver should consider limiting the distance traveled to 8 hours per day.
2. Schedule trips during normal waking hours. Establish a reasonable arrival time to the activity or event.
3. Avoid driving when weather conditions are hazardous, and be prepared to pause the trip should travel conditions warrant.
4. Avoid medication before driving, especially if the label warns against operating vehicles while taking the medication.
5. Keep the vehicle cool by keeping the window open, a vent cracked, or by using the air conditioner.
6. Divide the trip into reasonable segments. Take frequent short breaks.
7. When drowsy, stop or the night or pull off at a safe place and rest.
8. Avoid any type of drug to stay awake.

### **Risk Management Safety Guidelines for Other Modes of Travel**

Travelers must obey all international, federal, state and local laws governing travel, as well as posted policies from private carriers. Efforts should be made, in advance, to identify risks associated with the chosen mode of travel, and steps should be taken to minimize risks.

#### **In the Event of an Accident:**

The following procedures should be used whenever members of a University group are involved in an accident, regardless of the extent of the injury and/or damage:



1. Stop immediately; take necessary steps to prevent another accident; and notify the proper law enforcement agency and/or emergency medical services (9-1-1) so that an official report to document the accident is made.
2. Render aid to the injured until help arrives.
3. Call the University Police Department at 361-593-2611. Do not call the family members of the injured University students or employees. The UPD will do this in accordance with University policies.
4. Record the names, addresses and phone numbers of all witnesses.
5. Provide all required information to the law enforcement officer.
6. When returning to campus, the driver must immediately contact the University Police Department and Dean of Students Office to follow up on the completion of the accident report forms.
7. In the event of an automobile accident, also gather the following information:
  - a. Year of vehicle
  - b. Make and model of vehicle
  - c. Color of vehicle
  - d. License plate number
  - e. Driver's license number of the other driver
  - f. Insurance information of the other driver
8. If in a University vehicle and it is inoperable, the driver should contact the University Police Department at 361-593-2611 for towing instructions. When towing a vehicle, remove the logbook, keys, fuel cards and all property, which might be lost or stolen.
9. If in a rental vehicle, contact the rental agency for instructions.
10. DO NOT make any statement, oral or written, as to who was at fault. Any admission of fault may impair the insurer's ability to defend a case of questionable legal liability. Appropriate legal authority will decide fault or liability.

**Student Travel Procedures are tied to Texas A&M University- Kingsville Student Travel Rule 13.04.99.K1, Texas A&M University System Student Travel Rule 13.04, and Texas Educational Code 51.950**

## **Volunteer & Service Learning**

### **Definition and Examples**

Formal A&M-Kingsville definition is as follows:

**“Co-curricular service learning** is an experience sponsored by a recognized student club or organization for the purpose of participating in meaningful service based on the sponsoring group's mission and skills. Co-curricular service learning differs from curricular service learning in that it is not connected to a specific course or discipline.

Implicit in this definition are the requirements for growth, reflection and meeting community needs”.

- **Growth** is a self-reported acquisition of skills, knowledge, or experience related to the service learning opportunity.
- **Reflection** involves contemplating the activity in such a way as to gain a greater recognition of one's civic responsibility.
- **Community needs** may be identified through formal or informal processes by either the community or the student organization.

**Service Learning** is the application of what students are learning in the classroom in the real world followed by reflection.

Examples of service learning could be:

- An athletic or recreational club putting on a sports clinic for local youth
- An agriculture club beautifying a community park or garden
- A community organizing group hosting a voter registration.

The key that distinguishes service learning from community service is that the group reflect on the experience, recognizing how individual members and the organization grew and how their service affected the community

### **Planning**

There are several steps to successfully completing a co-curricular service learning experience. To be fully effective the project should be led by students under the guidance of an advisor, faculty, or staff. Student organizations should identify a problem or need in the community, assess resources and sources of strength, weakness, opportunity, and threats (SWOT analysis), plan the project, implement the plan, and follow up with an evaluation and reflection afterwards.

#### Identify needs

Your organization should complete some sort of assessment of the community and identify needs. It may be worthwhile to do some research on the community using online resources. Search for statistics from government websites or even census data. An effective way to learn more about your community is simply getting out there and doing it. Start networking and meeting new people who are knowledgeable about the community. Maybe attend a city council meeting or stop by the Chamber of Commerce to get guidance. As always include your advisor or Student Engagement and Campus Life as a starting point. Remember to always maintain a strength-based perspective.

#### Assess resources

To be effective, your organization needs to assess the resources at your disposal. As a student organization you have all the resources available through the university from Student

Engagement and Campus Life, each college, and other departments such as the Center for Student Success. Resources include:

1. *Human Assets*: Skills, knowledge, experience;
2. *Organizational Assets*: Government agencies, businesses, schools, churches, associations, etc;
3. *Physical Assets*: Buildings, theaters, transportation; and
4. *Club Assets*: Your organizations members, funding, and personal networks.

Make sure to ask questions and find out what resources are available for similar projects and remember most businesses and organizations are happy to help build their community!

### Plan

Deciding on a course of action is the next step in effecting planned change in your community. There are several factors to take into consideration when choosing a plan.

Some factors include:

- *Community Support* - It is paramount that you gain the support of the community for it to be as successful as possible. A good way to ensure community support is to engage the community affected by the project and those interested in helping support the project. Talking to the community about the problems they feel are important and helping to improve these conditions in the need's identification stage can promote community support. Those interested in the project can provide resources including time, money, and improve the visibility of your project.
- *Interests of your Group* - Consider the interests, skills, and experience of your members and the mission of your organization to select projects that are most likely to gain the wholeheartedly support of the organization and engage them in the process. Remember ENGAGEMENT IS THE KEY TO SUCCESS.
- *Time, Resources, and Project Duration* - You have limited resources so use them wisely
- *Sustainability* - Projects that require the least amount of resources for the biggest bang is the ideal project to choose, however, that is not usually the case in reality. Consider short- and long-term impact of your project. Sometimes, such as graffiti removal, a short-term solution may not be sustainable and the issue rises again. Maybe it is better to solve the root of the problem and focus your energy there, i.e. engage youth who are most likely to be the culprits.

Remember only you can make the decisions necessary to successfully plan a project and these are only a few of the factors to take into consideration. It may be helpful to visualize the project from beginning to end and consider everything necessary for the project to be successful. As usual ASK FOR HELP if you need it. Meet with your advisor or come by Student Engagement and Campus Life if you need help. If you are interested in simply sparking the interests of your

members in service opportunities, come ask what opportunities are out there we should be aware of a few to discuss with you.

It is helpful to organize a committee to look specifically at service learning projects. The committee is responsible for planning the event and is empowered to make the necessary decisions. The committee should develop goals for your plan which should be;

- Shared – All involved should share a sense of ownership over the project and be engaged.
- Challenging – Do not be afraid to challenge yourself to go beyond
- Achievable – Goals should be realistic and attainable with the resources available.
- Measurable – Outcomes and goals should be tangible and quantifiable.
- Time specific – deadlines and time frames for completing objectives should be established

The work plan that the committee develops should include specific tasks, individual responsibilities, resources, budget, project timing and deadlines, and anticipated task outcomes.

An effective budget will help ensure the success of the project by preventing excessive spending and improves transparency. The budget should be including:

### **Expenditures**

1. promotion items
2. transportation
3. food
4. materials and supplies

### **Income**

1. donated goods and services
2. funds that have been raised
3. possible grants

In addition, make sure you protect yourself, the organization, and the university by getting waivers of liability completed.

### **Implement**

Remember that no matter how much planning you do, there will be problems that arise. Just be flexible and remain calm, no event is perfect! However, there are some things you should do to ensure the success of the event leading up to it and the day of. Make sure everyone involved is on the same page and understands their responsibilities beforehand. **CLEARLY COMMUNICATE EVERYONE'S RESPONSIBILITY.** Make sure the working conditions are okay and there are no

safety issues. Remember to have fun and try to build new friendships and strengthen the ones you already have!

### **Evaluate/Reflect**

To improve future projects, it is important to evaluate the event afterwards. Give yourself a few days to let go of all the emotions that arise from the event, there is a lot of stress associated with implementing projects so take time to cool off and relax. Discuss major issues that arose and brainstorm possible ways to solve these problems. Possible tools to document your evaluation include surveys or data analysis, and reports.

A key to ensure your event is considered a service learning project it is paramount that you reflect on a few issues. Discuss how the project helped fulfill your organization's mission statement, how it changed your perspective of your civic responsibility to your community and society as a whole, and the impact the project had on the community.

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### Resources

[https://www.tamuk.edu/dean/dean\\_files/studenthandbook.pdf](https://www.tamuk.edu/dean/dean_files/studenthandbook.pdf)

<https://www.tamuk.edu/secl/studentorganizations/forms.html>

<https://www.irs.gov/>

<https://comptroller.texas.gov/web-forms/tax-help/>