



Student Organization Handbook

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This manual exists to help student organizations understand their rights and responsibilities and to assist them in being effective organizations. It is not a comprehensive source of the institutional rules and regulations governing student organizations at UNT Dallas. It is strongly encouraged that you to consult with the Office of Student Engagement for more information on policies related to being a student organization.

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SECTION ONE. Overview

The University of North Texas at Dallas (UNT Dallas) is home to more than 30 student organizations, representing the unique needs and interests of our students.

Purpose

The purpose of student organizations is to provide students with opportunities to develop their intellectual, emotional, spiritual, physical, and professional skills. These organizations are important components to the academic life of the University. To meet all the different developmental needs of students, UNT Dallas offers a variety of organizations to get involved with. Every student is encouraged to become a member of those organizations that appeal to their interest.

Categories

The purpose of student organizations is to provide students with opportunities to participate in activities that develop their intellectual, emotional, spiritual, physical, and professional abilities. Student organizations are categorized as follows:

Academic: Promote development in a particular academic area, course, major, field, or degree program. Activities may include lectures, field trips, business meetings, speakers and social activities.

Cultural: Foster cultural diversity and support for their members and the campus community; celebrates and supports the interest of one or many different cultures, races, or ethnicities.

Greek Fraternity OR Sorority: Provide students with a service, leadership, social, and sometimes cultural experience through brotherhood/sisterhood.

Honor Society: Recognize outstanding achievement; affiliated with a specific academic major, department, or campus activity; usually affiliated with a national organization.

Political: Support political parties, issues, and/or candidates.

Professional: Pursue mutual career goals and prepare membership for the professional world.

Sports/Recreational: provides instructional, recreational and competitive programming in sporting related activities, which includes practice sessions on campus and competitions against similar groups on- and/or off-campus.

Religious: Celebrate and support the interests of one or many different religions or religious studies.

Service: Provide volunteer community service and philanthropy to the UNT Dallas community

Social: Provide volunteer community service and philanthropy to the UNT Dallas community

Student Governance: Address student needs and express student views, functioning as a governing council or association.

Membership

Any UNT Dallas student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution.

Officers

All officers/representatives must be currently enrolled students at the University. Officers cannot consist of all seniors. An officer must meet the following academic requirements:

1. Have at least a 2.25 cumulative GPA (3.0 for graduate students) prior to the first day of each semester (fall and spring) during the term of position.
2. Be in good scholastic status with the University at the time of selection and during the term of position.

Officer Roles:

Your student organization leadership team will play an important role in advancing the goals and objectives of your organization. It is crucial that you have committed students filling each leadership role and to create a process for the smooth transition of leadership offices from student to student each year. Each student organization should outline the roles of each organization office in its constitution.

The following list contains four (4) of the required and most standard officer roles: President, Vice President, Treasurer, and Secretary. Many organizations will choose to have a greater number of executive board members or utilize a committee and chair structure for specific tasks.

President

- Serve as spokesperson for the organization
- Facilitate executive board or officer meetings
- Represent the organization to the institution
- Meet weekly with the Advisor
- Coordinate officer transition with Advisor
- Be aware of all money matters
- Assist all executive officers

Vice President

- Preside at organization meetings in the absence of the President
- Direct constitutional updating and revision
- Facilitate elections
- Submit semester reports
- Serve as liaison to committees
- Perform other duties as directed by the President

Secretary

- Record, maintain, and submit minutes of all organization meetings to all appropriate members and institutional staff
- Prepare an agenda with the President for all meetings
- Keep the organization informed and maintain communication
- Maintain attendance (roll call) at all meetings
- Maintain a calendar of events
- Perform other duties as assigned by the President

Treasurer or Finance Officer

- Prepare an organization budget
- Prepare expense requests and reimbursement paperwork
- Audit books monthly with Advisor
- Maintain a financial history of the organization
- Coordinate Solicitations
- Maintain Inventory of all equipment and its condition
- Perform other duties as assigned by the President

Additional Officers

- Parliamentarian: maintains proper policy and procedure amongst organization
- Programming Officer: leads the planning of all major events
- Recruitment/Retention Officer: coordinates recruitment events and other efforts to gain new members
- Marketing/PR Officer: coordinates all promotional materials including flyers, brochures, etc.
- Community Service Director: coordinates philanthropic or service projects
- Historian: maintains accurate history of the organization; such as pictures and artifacts from events and meetings

Committees

Committees may also be defined in your constitution/bylaws. A committee is a group of members in each organization that has a specific task or goal to complete. For example, a Fundraising Committee for the Fitness Club must come up with ideas to increase funds for the organization. You are able to create a committee for any and all of your student organization's needs, including large celebrations such as a holiday event or an end-of-semester/year banquet celebration. It is the committee's responsibility to complete all tasks need to achieve their goal.

SECTION TWO. Rights & Responsibilities of Student Organizations

Student organizations are student groups recognized by the UNT Dallas. While this does not mean that UNT Dallas expressly supports or endorses the views of that particular group, it does mean that each student organization and all its members are representatives of UNT Dallas and its values, policies, and procedures.

Benefits for Student Organizations

Being a registered student organization at UNT Dallas has many benefits. Student organizations have the privilege of using university facilities, raising funds, hosting speakers and events, applying for campus awards, opportunities for leadership development, and posting/distributing promotional materials.

- Use of University Facilities. Use of university facilities for organization business and functions; including the use of meeting rooms, websites, and electronic support, Use of computers, phone, and fax machine for organizational business, access to student organization mailboxes
- Organizational Support. Listing in student organization directory, leadership development opportunities (i.e. retreats, workshops, seminars, speaker series, etc.), participation in student involvement fair, Homecoming, Welcome Week, etc.
- Recognition & Awards. Eligible for student organization awards. Student Organizations, that qualify, are eligible to apply for the annual campus Awards.
- Marketing & Promotion. Use of campus bulletin boards and poster printer. Student Organizations are allowed 10 poster (22x28 inch) prints per year.
- Financial Support. Eligible to apply for funding through the student organization funding request process; May sponsor fundraisers to collect funds for organization activities, in accordance with campus, federal, state, and local laws

One of the most important benefits of being a registered student organization is access to the staff and departments for assistance in event-planning, risk management, conflict resolution, fundraising, and other issues related to student organizations.

Responsibilities.

Student organizations also have responsibilities on campus. Leaders of these organizations should complete registration to be recognized on campus, attend meetings and leadership seminars, and represent themselves, their organizations(s), and/or the university in the best way possible. It is the responsibility of every student organization and/or its representatives to:

- Attend Student Organization Orientation.
- Complete the Registration Renewal process each year. (Due May 1st each year)
- Complete Risk Management Training.
- Attend Student Organization Presidents' Council Meetings.
- Communicate any questions and/or changes in the organization's representatives, addresses, telephone numbers, emails, or constitution to studentorganizations@untdallas.edu or our staff member(s).
- Manage your organization according to your constitution.
- Anticipate, provide for, and meet all legitimate financial obligations.
- Comply with student organization procedures.
- Act in the best interest of your organization.

- Minimize risks and liabilities by taking reasonable precautions for the safety and comfort of participants at your organization events, meetings, and other programs.
- Obey all local, state, and federal laws, as well as University regulations and policies

Finances

UNT Dallas staff does NOT provide or monitor financial records of student organization. Any organizations looking to open an account for their finances will need to do so through a financial institution (i.e. bank, credit union, etc.) and not through UNT Dallas. Our recommendations when starting up an account with a financial institution are:

- Do you already have an account? Check with your previous president to see if there is already, an account established and set up a time to transfer that information into your president and treasurer's names.
- Is your organization tax exempt? Do you have a tax ID? Check with your national affiliation to see if you already have a tax ID to receive a tax exemption.
- Research all your options for maintaining your finances.

Tax ID & Tax Exemption.

Most student organizations believe that because they are essentially nonprofit and are comprised of students, they are automatically tax-exempt. This is false. There are 2 types of tax-exemption in which registered student organization's typically have an interest and which cause confusion: federal income tax and state sales tax. Related to federal income tax is the tax-deductible donation, which is of interest to organizations that desire to raise funds from sponsors. Tax Exempt Status

Of the many categories of tax-exempt status, the most sought-after status is under Internal Revenue Code Section 501(c)(3) because it is the only status that allows sponsors to write off a donation as an income tax deduction. In order to gain this status, RSOs would need to be granted it by the IRS through a process of application. Therefore, unless the organization applies for and receives 501(c)(3) status from the IRS, donations made to the organization are not considered tax-deductible as charitable gifts, and groups should inform potential contributors of this. That being said, sometimes potential sponsors will accept, in lieu of a tax-exempt status, a letter from Student Activities stating that the organization is not functioning as a for-profit group.

How to Apply for Tax Exempt Status

Filing for any type of tax-exempt status can be a tedious and expensive process, and typically requires the specialized training of a tax attorney and accountant. The application process can take from 6 months to a year, and the process alone costs a minimum of \$125, depending on gross receipts. Organizations that are granted a tax-exempt status, while they would not have to pay taxes if annual gross receipts are less than \$25,000, may still have to file tax paperwork annually.

Student Organization with a National Affiliation

Many local/national affiliations have federal tax-exempt status. Some of them may even have 501 (c)(3) exemption. Organizations with this type of affiliation should ask their parent organization if they are covered under the parent organization's tax-exempt status.

Tax ID Number or Employer ID Number (EIN)

An EIN is an identifying number given to an organization by the Internal Revenue Service (IRS). Simply stated, it serves as a Social Security Number for a group. Obtaining an EIN is a simple and quick process. An EIN is needed to open a bank account and apply for tax-exemption. Obtaining an EIN does not mean that an RSO is tax-exempt, however, organizations with a local/national affiliation should ask their parent organization if they are allowed to use the parent's EIN. Because of the importance of this number, the organization should save it in a safe place, where it will get passed on from year to year. It might be beneficial for the organization to give a copy of its EIN paperwork to the Advisor.

SECTION THREE. Advisors of Student Organizations

The Student Organization Advisor serves in a voluntary capacity to the student organization and provides guidance, direction, advice, and continuity to both the members and officers of the organization. This information is priceless!

Eligibility

All registered student organizations are required to have one (1) faculty/staff member as an advisor. This individual must meet the following requirements:

- Employed full-time at UNT Dallas
- Willing to serve as an advisor to the student organization
- Completed the Advisor Agreement Form

In most cases, your advisor will have more familiarity with the university and its resources. When selecting an advisor, consider the following factors in your decision: the amount of time the advisor can contribute, ensure the advisor understands your organization, and/or will take the role seriously.

Determining Advisor Responsibilities

The advisor and the student organization should determine the exact role of the advisor when a transition in leadership occurs. This role may vary from organization to organization, based on the organization's needs and goals. The advisor is NOT just a signature in order to receive recognition. Be clear, open about expectations of the Advisor, and periodically offer your advisor feedback. An advisor does not have voting privileges at meetings and may not make any decisions for the organization.

Advisor Responsibilities to the Student Organization

1. Attend Student Organization Orientation.
2. Serve as a liaison between the university and the organization and add to the sustainability of the organization as members graduate.
3. Assist with maintaining information and records. The advisor can share the history of the organization and explain past decisions to new officers.
4. Encourage the growth and development of student leaders (i.e. development of skills such as time management, problem solving, delegation, communication, and leadership).
5. Assist with event-programming in the areas of program development, program content, and purpose.
6. Explain university policies and connect students to the appropriate offices for assistance.

Advisor Agreement

Advisors should complete the Student Organization Advisor Agreement.

SECTION FOUR. Processes & Procedures

Registered student organizations at UNT Dallas have specific forms, processes, and procedures to register the organization, make requests to utilize facilities, post flyers on campus, and more.

Student Organization Registration & Renewal Process

To be a recognized student organization at UNT Dallas, student leaders should register using the appropriate form and process.

Forming a New Student Organization

Sometimes the organizations that currently exist do not fit a student's needs. If you think UNT Dallas is missing a student organization, you are more than welcome to start a new student organization. To start a new student organization, students can follow these steps:

Find four (4) Members and an Advisor. Find at least two other students, plus yourself, to be part of your organization and an advisor, who **MUST** be a full-time faculty or staff member employed at UNT Dallas and must complete the advisor agreement.

Create Organization Documents. Create a constitution, bylaws, risk management policy, and membership roster (templates are available online). Templates can be provided to you.

Complete Registration Application. Submit all updated documents and other requested information to the registration application

Complete Risk Management Training. This state-mandated training can be completed through an online module

Attend Student Organization Orientation. New Student Organization Orientation is hosted once per semester, where leaders review processes and procedures. It is required to send at least one (1) representative to orientation.

Registration Renewal

Existing student organizations, or organizations that have completed registration before, must renew their status with the university each year through the Registration Renewal process. A student organization must have at least four (4) members to register. The registration renewal procedure begins at the very last Student Organization President's Council of the spring semester. To renew their status, student organization leaders should follow these steps:

Registration Renewal Application. Submit all required documents to the online registration renewal form, including the organization bylaws/constitution, membership roster, and risk management policies.

Advisor Agreement. Have their advisor confirm their commitment through the advisor agreement form and complete risk management training each year.

Risk Management Training. This state-mandated training can be completed through an online module

Student Organization Orientation. Student Organization Orientation is hosted every spring semester, where student organization leaders are invited to review processes and procedures, begin preparations for officer transitions, and complete risk management training. All student organizations should send at least one representative to orientation.

Student Organization Name Changes

Student organizations are allowed to change their name, as long as the change is submitted to the organization registration form and another organization does not exist of the same name.

Loss of Registration Status

An organization found in violation of federal, state or local laws, the Code of Student Conduct, any policy listed in the Student Organization Handbook, or applicable University policy, is subject to disciplinary sanctions and may be placed on probation for one or more semesters. If another violation occurs during the probationary period, the organization could be placed on suspension for one year and will lose its status as a registered organization along with the privileges associated with that status. The student organization may not re-apply for registration until the organization is declared by UNT Dallas Conduct & Community Standards to be in good standing with the University.

Student Organizations that are found in violation of policy will be notified by written notice. If the student organization wishes to appeal the violation, then a written appeal must be submitted to UNT Dallas Student Affairs within three (3) days of receipt of the violation notice.

Student Organization Directory

Registered student organizations receive a listing on the student organization webpage of the UNT Dallas website.

Student Involvement Fair

This event showcases all of the student organizations on campus and ways to get involved. All students are invited to participate and all registered student organizations are allowed to table during this event. Registration is made available to all student organizations via email.

Events

Registered Student Organizations are allowed to use campus facilities, meeting rooms, and classrooms for their events and meetings. They must follow the processes outlined by the university.

Room Requests

Using the online form, student organizations should submit event requests for campus space and facilities.

Marketing Request & Approval

All event flyers, posted to university bulletin boards and/or distributed physically or electronically must be approved and display an approval stamp. Any unapproved flyers will be removed from bulletin boards. Event flyer(s) should be readable, include event information time/date/location, provide contact information, etc.

Using the Form: Student organizations should submit their request online at least 3-4 weeks prior to their event. Student organizations may request the following sizes of advertising: letter size (8.5x11) and poster size (22x28).

Posting Guidelines:

- Flyer Approval Required: All flyers must contain the approval stamp.
- Where to post:
 - Bulletin Boards in Founders Hall, DAL 1, and/or the Student Center
 - Bathroom Stall Frames (8.5x11 flyers ONLY)
- General Posting Etiquette:
 - Flyers may not be left on tables or other flat surfaces.
 - Remove expired event flyers within 7 days after your event.
 - Do NOT remove any other flyers except your own.
 - If you are wanting to post on major/program department bulletin boards or in the residence hall, please contact the staff of each department to receive approval with their offices before posting.

- **Posters:** No student organization is allowed to change, remove, and/or add posters in the 3-tier Poster towers, a-frames, and/or banner tracks. Posters are posted 1-2 weeks prior to the event. They are rotated/changed in chronological order and by priority of the events.

Posting Violations

Student organizations will receive 3 opportunities to correct their behavior before their posting privileges are revoked for the rest of the semester.

First violation – Warning

An email to the organization outlining the violation and reiterating the policy will be sent to the student organization president.

Second violation – Loss of Privileges for 30 Days

If a second violation occurs within 60 days of the first violation, an email will be sent to the organization again outlining the violation and the policy. In addition, the organization will lose posting privileges for 30 days and instructions to appeal will be listed in the correspondence.

Third Violation – Loss of Privileges for 60 Days

If a third violation occurs within 60 days of the second violation the organization will receive a letter that outlines the violation and denies the student organization’s posting privileges for 60 days. In addition, they will be required to meet with the Coordinator of Student Organizations within 2 weeks of the receipt of the email. If the organization wishes to appeal, instructions to appeal will be listed in the correspondence.

Graduation Cords & Stoles

Student organizations are able to offer their membership graduation cords and stoles for commencement. It is the responsibility of each student organization to coordinate purchasing for cords and/or stoles in their own operating procedures.

Equipment Checkout

Student Organizations can checkout equipment from the Student Involvement Office inside the Student Center, room 2100. Rentals may be rented out and picked up the day of the event. Registered student organizations can only checkout equipment for a single business day at a time. Equipment may only be picked up from 9a.m.-5p.m. the day of the reservation. A student ID and signed contract is required to rent any item.

Links to Forms & Resources

- Advisor Agreement: <https://forms.office.com/r/ZsX7gXci2a>
- Marketing Request & Approval Form: <https://forms.office.com/r/APLSz8QXv5>
- Incident Report Form: https://cm.maxient.com/reportingform.php?UNTDallas&layout_id=4
- Leadership & Involvement Awards: *released each Spring*
- Registration & Renewal: <https://forms.office.com/r/mC5gAHKrH5>
- Risk Management Training: <https://forms.office.com/r/ZH06J0U4Xe>
- Room Request Form for Registered Student Organizations: <https://forms.office.com/r/26ND5gmsKr>
- Student Organization Orientation: <https://forms.office.com/r/APLSz8QXv5>
- Student Travel Form: <https://forms.office.com/r/8032S2uvXD>
- Templates for Student Organization Registration: <https://www.untdallas.edu/sa/student-life/student-involvement-organizations.php>

SECTION FIVE. Student Organization Events & Programs

Any event hosted by a student organization must have approval from the University Events Office to host the event in an on-campus space. All your events should follow the guidelines established for student organizations in this handbook, in University policy, and local/state/federal law.

Accessibility of Event

To ensure that anyone who wants to attend your event is able to, it is important that you make it accessible to all. UNT Dallas Student Affairs can assist in preparing disability accommodations if requested. When advertising for an event that your student organization is sponsoring/hosting, you should include the following statement on all advertising:

“If you need any accommodations, please contact the *<insert name of event coordinator here>* at *<insert email here>*.”

You may also contact the Assistant Director of Disability Services at 972-338-1779. Please allow sufficient time to arrange the accommodation. A student organization may designate a date by which it would like to receive accommodation requests. However, an RSO may not refuse to provide an accommodation because the request was not made by the designated deadline.

If an event includes a meal, the registration materials should include the following statement: “If you have special dietary needs, please contact *<insert name of event coordinator here>* at *<insert email here>*.”

Co-Sponsorship

Registered student organizations are encouraged to work collaboratively with other university entities including other student organizations for events and programs. Registered student organizations may co-sponsor events with other registered student, faculty, or staff organizations with university departments.

Films on Campus

Student organizations may show videos and films on campus, with proper registration, licensing, and permission. If the video or film is one that has been distributed by a studio for public release, the student organization must first obtain a license to show that film in a public forum through licensing companies, please see the list below. Student organizations will be charged a fee for licensing to show such films by the company.

SWANK Motion Pictures
(800)876-5577 | www.swank.com

New Yorker Films
212.645.4600 | www.newyorkerfilms.com

Criterion
800.890.9494 | www.criterionpicusa.com

Motion Picture Licensing Corporation
800.462.8855 | www.mplc.com

Exclusions: If a member of the student organization has created the video or film or permission from the filmmaker has been previously granted to the student organization, it must be presented with the event request form prior to showing the film. Events that show clips or include an education component are also allowed. For example, if a student organization would like to show a movie and tie in a discussion or panel of speakers into their event, they may receive permission, only if they provide the necessary documentation.

Fundraisers

Student organizations have the right to raise funds to provide funding for purchases not approved for stipend use. An event request form must be submitted and approved before a fundraiser can be held. Individuals, officers, and members of organizations are reminded of the established University policies related to the matter of fund raising. Registered student organizations shall be permitted to hold functions on campus and to charge admission for such functions provided that:

- A. The desired facilities are available and the groups requesting such facilities complete the proper forms and do so within the designated time prior to the date of proposed use.
- B. Such groups pay the designated costs for the facilities used, if any.
- C. The contractual arrangements made by such groups clearly show that the University is not sponsoring the event.

Fundraiser Ideas:

Below are some fundraising ideas that could be fun for your organization and the campus community:

- ‘Guess the number of Candies’: Ask students or other fundraiser participants to donate to guess the number of candies in a jar. Make sure the candy is disposed of after the fundraiser.
- Concert/Play/Show: Bring a local band, artist, comedian, or performer to campus and sell tickets for admission.
- Walk/Run: (1) Have sponsors pay for the number of miles you walk or run.; OR (2) Have participants register to walk or run in your event. (*This can also apply to jump, walk, or skip -a-Thon events.*)
- Carnival: Host a carnival on campus and charge participants admission.
- Spelling Bee, Trivia Night, or other Game Competition: Have participants pay an entry fee to participate in the games.
- Sports Tournament: Charge an entry fee or team fee to participate.
- Coupon Sale: Sell coupon books to students, faculty, and staff.
- Charity Ball: Host a gala/ball to raise money for charity.
- Workshop/Seminar: Bring an author, leadership speaker, etc. to campus and sell tickets for admission.
- Holiday Ornament Sale: Decorate ornaments and sell them for a small fee.
- Car Wash: Charge a small fee to wash a car.
- Balloon Pop: Fill balloons with prizes, and have students pay a small fee to pop one and get the prize. This may cause a safety concern, so please consult with University Risk Management. (*This may also be applicable to other carnival style games.*)
- Game Show: Charge an entry or participation fee for an original game show created by your organization.
- Karaoke: Charge participants to sing karaoke.
- Restaurant Events: Arrange partial proceeds with a local restaurant or business to get a percentage of the profit. Examples: Panda Express, Canes, Chipotle, etc.
- Concession Stands: Run a concession stand at a campus or local sporting event in exchange for a donation.

Restrictions:

Some fundraisers and/or fundraising practices are restricted at UNT Dallas due to university, federal, local, and/or state policies. Please see the list below:

- Raffles. Selling raffle tickets on university property is prohibited, due to its association with gambling. A raffle is defined as the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize.” Qualified organizations are defined by the Texas Occupations Code § 2002. The Charitable Raffle Enabling Act of 1990 states that “qualified organizations’ may hold up to two raffles per calendar year, with certain specified restrictions. An RSO may be qualified when “it has existed for at least three preceding years and is exempt from federal income tax under Section 501(c), Internal Revenue Code; does not distribute any of its income to its members, officers or governing body; does not devote a substantial part of its activities to attempting to influence legislation; and does not participate in any political

campaign.” This information and restrictions on prizes and advertising can be found at www.oag.state.tx.us/consumer/raffle.shtml

Only raffles held in accordance with the Charitable Raffle Enabling Act are authorized raffles. Any unauthorized raffle is considered gambling under the Texas Penal Code. Violations by employees or students are subject to disciplinary action.

- **Solicitation.** Soliciting businesses and organizations outside of the campus community is permitted under certain circumstances, but only with express permission from UNT Dallas Student Affairs. If a student group wishes to conduct any business with non-university organization for soliciting donations for a fundraiser or charitable event, they must first receive permission from UNT Dallas Student Affairs before any contact is made. A completed Event Request Form is required prior to the initiation of the sales/solicitation event. Student organizations are required to adhere to all UNT Dallas policies regarding sales and fund raising.
- **Food Sales.** Often fundraiser ideas may involve the sale or distribution of food. Whatever the event, if food is involved student organizations must follow specific guidelines to ensure that no one consuming the food provided by their group is at risk of illness or disease. If outside parties/vendors will be utilized for foodservice in an event, RSOs are responsible for making sure that all vendors (and campus facilities if pertinent) meet these guidelines. Risk Management for the UNT System has assessed the risk associated with campus student organizations and University events holding Bake Sales to raise funds and has determined that Bake Sales will be allowed with the following guidelines:
 - The Bake Sale is to be restricted to baked goods and candy that are “non-perishable”. Examples of food NOT allowed would be any pies that require refrigeration. Pies that have meringues or are made of custard, cream or pudding are NOT allowed. No cakes with Whipped Cream or Cream Cheese based frosting. The basic rule is if it must be refrigerated it CANNOT be sold on campus at a Bake Sale.
 - All products must be from an “approved” source. An approved source would be pre-packaged items purchased from a retail establishment that is approved to bake and/or sale baked goods. Another approved source would be baked goods prepared in a UNT Dallas kitchen, supervised by UNT Dallas dining service personnel. Food prepared in a private home is considered to be from an “unapproved” source and may not be sold.
 - The goods sold at the Bake Sale will be sealed and the product not left open to the elements for possible contamination by flying birds, dust, debris etc.
 - The product will be served with single service disposable utensils and plates. Food utensils such as forks, knives and spoons must be individually factory sealed. Single serving portions of product will be pre-portioned and wrapped prior to the beginning of the sale.
 - Tables on which the product will be displayed will be washed and sanitized prior to service and all persons serving must wash their hands prior to serving customers and any time their hands have become contaminated during the sale.
 - If drinks are to be served at the event only canned or plastic bottled drinks are allowed. The drinks can be held on ice in a container but the ice must be used ONLY for keeping the drinks cold. NO ice for human consumption is allowed.
 - Any Bake Sale event could be subject to an inspection by Risk Management Services. The Inspector reserves the right to limit what product can be sold on campus if he/she deems that product unsuitable or unsafe for human consumption.

Guest Speakers

Student organizations may invite non-university personnel to speak at events sponsored by their organization, but must complete an event request form before an invitation is extended to the guest. Any guest speaking fees will be incurred by the RSO unless an agreement has been made with a division/department on campus to sponsor said speaker.

Special considerations may be required for VIP, Dignitary, and Special Guests visits to the campus, such as venue selection, program development and security, as well as involvement of the University administration. As a result, the UNT Dallas has adopted the following procedures:

- For the purpose of this procedure, VIP, Dignitary, and Special Guests shall include heads of state, heads of governments, ranking officials with foreign governments, U.S. and State Cabinet, Congressional or Senate members, as well as those persons requiring or requesting special protection services, (i.e. U.S. State Department, Secret Service, F.B.I., or other policing agencies). This procedure shall also apply to other Special Guests such as but not limited to high profile, controversial, or popular persons, such as celebrities, individuals running for office, controversial speakers, or those whose safety and security is paramount.
- All students or student organizations inviting VIPs, Dignitaries, and Special Guests must notify UNT Dallas Student Affairs prior to invitation. UNT Dallas Student Affairs will coordinate dignitary visits with the Offices of the President, Marketing and Communications, University Advancement, and UNT Dallas Police Department.
- The inviting student or organization (requestor) shall be liable for all charges incurred on their behalf, including charges for special equipment, staff and security personnel, and costs of alterations and/or modifications to the University venues for safety and security of both the VIP, Dignitary, Special Guest, and the public or campus population during such visits.
- Outside or off-campus security must contact and coordinate with the UNTD Police Department, UNT Dallas Student Affairs, and when necessary Marketing and Communications and University Advancement on all VIP, Dignitary, or Special Guest visits to the campus.

Potluck & Other Events with Food

Risk Management for the UNT System has assessed the risk associated with UNT Dallas departments and organizations holding pot luck meals to celebrate holidays and other special occasions and has determined that pot luck meals will be allowed with the following guidelines:

1. Following four simple steps will help to keep food safe: (1) Clean – Wash hands and surfaces often; (2) Separate – Don't cross contaminate; (3) Cook – Cook to proper temperatures; (4) Chill - Refrigerate promptly.
2. Select a person who is knowledgeable of food handling and safety guidelines to be in charge of the potluck. The person-in-charge should provide instructions for safe food handling and oversee the preparation, service and cleanup of the event.
3. For outdoor events, make sure there is a source of clean water. If none is available at the site, bring water, as well as soap and paper towels for cleaning of hands.
4. If open flame cooking a fire extinguisher must be on hand and conveniently accessible.
5. Never partially cook food for finishing later because you increase the risk of bacterial growth on the food. Bacteria are killed when foods reach a safe minimum internal temperature. Call the RMS Health and Food Safety Office (HFSO) for information on safe internal temperatures.
6. Bacteria multiply rapidly between 40°F and 135°F. To keep food out of this “danger zone”, keep cold food in the refrigerator or in coolers and keep hot food in the oven, slow cookers, or in heated chafing dishes.
7. A microwave oven can be used to prepare food, but care must be taken to make sure food reaches a safe temperature throughout. Stir or rotate food midway through the microwave time to eliminate cold spots. Partial cooking may be done in the microwave only if the food is to finish cooking immediately, either on the range, grill, or in a conventional oven.
8. Leftovers and foods that have been cooked ahead and cooled should be reheated to at least 165°F. Reheat sauces, soups, and gravies to a boil. Reheating leftovers in slow cookers is not recommended because foods may stay in the “danger zone” too long.
9. Never leave food in the “danger zone” over two hours; one hour in temperatures above 90°F. Immediately refrigerate or freeze leftovers. Discard any food left out at room temperature for more than two hours. When in doubt – throw it out!

- Ice used for human consumption must be stored separately from ice used to refrigerate food or drinks.

Food Service. Guidelines for operating an event with temporary food service at UNT Dallas shall be as follows:

- Only approved food products will be permitted. Home preparation or the storage of food in the home is not allowed. All condiments including relish, catsup, etc., available for customers must be single-service packets or be dispensed from sanitary dispensers. Must provide single service plates & utensils.
- All perishable food products must be maintained under proper temperature control: hot foods maintained at 135°F or above and cold foods maintained 41°F or below. Thermometer (0°F to 220°F) to check temperature is required.
- Food shall be protected at all times. Open, unprotected displays of food products will not be allowed. All food/food supplies shall be 6” off floor/ground. Booths shall be enclosed or have adequate floor and overhead covering.
- Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles or cans and must be dispensed by food handlers ONLY. **NO SELF SERVICE OF ICE!**
- All employees and/or volunteers- shall:
 - Wear clean clothes and effective hair restraints
 - Wash hands with soap and water prior to beginning work, after smoking, eating, or drinking, and after using the restroom
 - Use disposable gloves or utensils when handling food products
 - Not smoke or use tobacco products while on UNT Dallas property, except in locations permitted in university policy.
- Have three containers available for the following uses of water:
 - Soapy water for washing
 - Rinse in clear water
 - Water with bleach to sanitize (one cap full of bleach to one gallon of water)
- Have liquid hand soap, paper towels, and a five-gallon container with spigot, filled with water for hand washing.
- All trash and garbage must be contained in leak proof, non-absorbent containers lined with plastic bags and covered with lids.
- Toxic items shall be stored away from food and food supplies.
- If open flame cooking a fire extinguisher must be on hand and conveniently accessible.

Philanthropy

According to the Social Change Model of Leadership Development, “service is a powerful vehicle for developing students’ leadership skills.” Additionally, as stated in the University’s Vision 2020 Strategic Plan, UNT Dallas is committed to increasing student participation in co-curricular activities outside of the classroom in activities such as: philanthropic service, incorporating active service, fundraising, and event planning. In keeping with the University’s commitment to civic engagement, each student organization is required to complete at least 10 hours of service to a philanthropic cause each semester. The philanthropic cause or activity is left to the discretion of the student organization, but must be approved by that group’s Advisor. Philanthropic work will be reported in the registration renewal application. An example of the Service Hour report form is outlined in the table below:

Community Service Hour Report Form

Date of event	Name of Service project	Who Benefited?	How long was the event? <i>(i.e. 12PM-5PM = 5 hours)</i>	# of members participated	Total # of hours completed <i>(i.e. 5 hours x 2 members = 10 hours total)</i>
<i>Example: 4/20/2018</i>	<i>#UNTDServes Campus Beatification Project</i>	<i>UNT Dallas</i>	<i>9AM-12PM (3 hours)</i>	<i>8</i>	<i>24</i>

Special Events

Sometimes student organizations may host events that are considered high-risk for a variety of factors, including number of expected attendees, charging admission, inviting minors, requiring food service, scheduled outside of regular building/office hours, requires IT services, guest speakers, off-campus guests, etc. These events must be cleared by university offices, which may include: Student Affairs, Risk Management, Events, Campus Police, and/or Office of University of Advancement.

Student Travel

Student organizations travel for many reasons, including regional and/or national retreats, conferences, competitions, and social events. Traveling is a great way for an organization to receive training and leadership development, accomplish its goals, and it serves as a valuable resource. However, travel is a high-risk activity. With proper risk management, student organizations can reduce that risk. This applies to the following forms of travel:

- Any travel for a program, event, or trip that is 25 miles or more away from the UNT Dallas campus
- Required by the student organization; or funded by and requires use of a vehicle owned or leased by the university

If the travel meets the criteria of the policy, an org must obtain written approval for the travel from its UNT Dallas faculty/staff advisor or the department head responsible for funding or organizing the travel at least 2 weeks before the date of the event or activity. It must be registered with and submitted to the Student Travel Form.

Vendors

Student organizations may want to order t-shirts for their events, graduation stoles for their seniors, or promotional materials to advertise their organization. These materials can be obtained from companies and organizations that provide these services. When working with vendors, it's important to obtain quotes from different companies as a good business practice. Allow ample time to complete the process of obtaining bids and if necessary seek permission from UNT Dallas Student Affairs to use an outside vendor. Student organizations can contact the vendors for quotes and should notify them of their affiliation with UNT Dallas.

Preferred Vendors: UNT Dallas prefers that student organizations use Historically Underutilized Businesses (HUBs, HUB Vendors, etc.) when purchasing promotional items, t-shirts, awards, etc. A HUB Vendor is a vendor that is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman; is an entity with its principal place of business in Texas, and; has an owner residing in Texas with a proportionate interest that actively participates in the control, operations and management of the entity's affairs.

In regards to purchasing catering and food, if a student organization wishes to have food service at an event, they must first obtain a quote from the campus vendor: ECI Management Group (972) 338-1991 ecicatering@ecimanagementgroup.com

SECTION SIX. Student Organization Documents

Your student organization should have these three (3) essential documents: Constitution and/or Bylaws, Risk Management Policy, and a Membership Roster. You may also have additional documents such as a history book that may contain decisions and actions taken by the student organization to be what it is today.

Templates can be found at this link: <https://www.untDallas.edu/sa/student-life/student-involvement-organizations.php>

Constitution

Your constitution will vary depending on what your organization needs for smooth operation. Some constitutions are very detailed and some are not. It is important to remember you're your constitution will determine the sustainability of your organization.

Student organizations must keep a constitution on file through the registration renewal process. A copy of the constitution must be submitted each time it is revised. Constitutions submitted by new student organizations, and revised constitutions from existing student organizations, should be written according to the following guidelines and must include the articles indicated as being required. A constitution template is available for your use, please email studentorganizations@untDallas.edu for more information.

Required Sections:

ARTICLE I – NAME & PURPOSE

State the name and purpose/mission of your organization. Think about what your organization's objective(s) will be.

ARTICLE II - MEMBERSHIP

Describe who is eligible to join your organization (keep in mind that only currently enrolled UNT Dallas students or faculty or staff members may join a student organization). Think about the following when writing this section of your constitution:

- Will you have different levels of membership classifications?
- What will be your membership eligibility and qualifications?
- Are there fees or dues associated with membership?
- What will be the requirements for attendance and/or participation?

ARTICLE III – OFFICERS & ELECTIONS

List the requirements for officers as well as titles, job descriptions, and terms of office for each position. You can include committees in this section as well. Required

Consider including transition procedures. Also, include information about elections and the appointment process for officer roles within the organization. What will be the procedure for filling vacancies?

ARTICLE VI - MEETINGS

State how your organization will conduct its meetings, including:

- How often you will meet?
- Do you need to meet quorum to have a general meeting? What is quorum? What about officer meetings?
- Who may attend the meetings?
- What parliamentary authority you will use (if any)?

OPTIONAL ARTICLES

Additional articles that may be included are: Elections, Voting, Statement of National/Local Affiliation, Finances, Amendments, Advisors, Organization History (when established, calendar of regular events, etc.). Also, your organization may consider creating By-Laws for the Constitution, which give specifics for each article.

Required Statements:

- **Non-Discrimination Statement:** Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.
- **Anti-Hazing Statement:** As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.
- **Compliance with Campus Regulations:** This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.

DATE ADOPTED: (Date)

DATE LAST AMENDED/APPROVED: (Date)

Bylaws (optional)

Bylaws are the general procedures of your organization. Some organizations will not have these. This document is secondary to your constitution and is often times an extension of the constitution. In most cases, we see bylaws as a local chartered group's procedures, while the constitution is a national or international governing document for the organization. Bylaws are detailed and describe the procedures the organization must follow in order to conduct business effectively and efficiently.

Risk Management Policy

Registered student organizations are encouraged to work with their organization advisor(s) to plan safe and successful programs or events. To do so, each student organization is required to have its own risk management policy that addresses the 7-8 areas identified by the state: alcohol and drugs, hazing, sexual assault & harassment, fire and safety, student travel, behavior at events and parties, and student organization risk management policies.

Alcohol and Drugs

State your organization's position on alcohol consumption in relation to events, programs, travel, etc. Keep in mind that UNT Dallas is committed to maintaining an environment free from substance abuse by students and employees as well as complying with state and federal laws related to the unlawful possession or distribution of illicit drugs and/or alcohol. Please reference the following: UNT System Policies, UNT Dallas Alcohol and Substance Abuse Policy and Alcohol 101 Plus.

Hazing

State your organization’s position on hazing. See the following references: Series 50101 of the UNT System Policies, Chapter 8 of the UNT Dallas Policy Manual and StopHazing.org.

Sexual Assault and Harassment

State your organization’s position on sexual harassment (please see Chapter 5 of the UNT Dallas Policy Manual). In the event that you or a member of your organization feels that they have been a victim of sexual harassment, please contact the UNT Dallas Police Department at (972) 780- 3000, the Assistant Director of Community Standards, Brandon Turner at Brandon.Turner@untdallas.edu, and/or Zeva Edmondson, Title IX Coordinator at titleix@untdallas.edu. If you are in danger or need immediate assistance, please contact 911.

Travel

List guidelines for your organization while traveling. These could include vehicle safety, first aid, weather, emergency contacts, and accountability for traveling individuals, group bus vs. individual vehicles, equipment inventory, advisor attendance, and any other topic you deem necessary. Ensure that your organization complies with the Student Travel Policy.

Organization Events and Meetings

Describe how you will prevent and handle the occurrence of the following possible situations at an event or meeting: offensive comments or language, bad weather, negative publicity for the organization or University, injury, loss, and other potential hazards. Include plans for how your organization will address safe food handling and disability access and accommodations.

Risk Management Education

Explain how your organization will educate members on your risk management policy and the University regulations expressed at Student Organization Orientation. List the topics you will discuss and method(s) you will use to educate your organization members.

Optional Sections

Some additional sections you can consider including are: Finances, Personal and Organizational Liability, and Discipline Procedures.

Membership Roster

A student organization membership roster is a working list of members in each student organization. Rosters should be updated each semester. Your rosters must contain email addresses for each member and identify the executive board officers in your organization. An example is outlined below:

ID Number	Last Name	First Name	Email Address	Position in the chapter (please list all executive board members)
12345678	Last	First	firstlast1@my.untdallas.edu	i.e. president

SECTION SEVEN. Resources

Glossary

Advisor: a full-time faculty and/or staff member who is available to advise a student organization, to serve as a UNTD resource, to provide an educational experience for the individual members, and to serve the UNTD community by functioning as a UNTD representative.

Constitution: contains the basic, fundamental principles and procedures regarding the organization's structure. Sometimes this document comes from the international and/or national organization that governs the chartered UNTD chapter/group.

By-laws: a document that outlines, in detail, the rules of procedure by which a group's membership governs their organization.

Membership Roster: a student organization membership roster is a working list of members in each student organization.

Registered Student Organization (RSO): student groups/organizations recognized by the UNT Dallas that have gone through the necessary steps to achieve this status.

Registration & Renewal: an annual process that a student organization must complete to continue their registration status at UNT Dallas

Risk Management Policy: a policy unique to each student organization that addresses the 7-8 areas identified by the state: alcohol and drugs, hazing, sexual assault & harassment, fire and safety, student travel, behavior at events and parties, and student organization risk management policies

Risk Management Training: Risk Management Training is a program offered through the Office of Student Engagement to assist student organizations with the identification of potential and perceived risks that might be involved in their activities and to identify steps to minimize or avoid risks when and where practical. It is a step in the registration renewal process and covers topics of alcohol and drugs, hazing, sexual assault & harassment, fire and safety, student travel, behavior at events and parties, and student organization risk management policies. All student organizations and their advisors are required to complete this training.

RSO Handbook: This manual helps students understand their rights and responsibilities as members of Recognized Student Organizations (RSOs), as well as the policy and procedure that guide these groups. It is not a comprehensive source of institutional rules and regulations governing students, but intends to help guide you through the process of creating and registering an RSO, renewing RSO status, and ensuring success and sustainability as an RSO at UNT Dallas. The Student Engagement Office review these policies and processes annually and reserves the right to change the information contained in this handbook at any time and will notify affected parties accordingly. If you have any questions regarding this handbook, please email studentorganizations@untdallas.edu

Student Organization: A group of UNTD students joined in the pursuit of a common purpose. Such organizations must be open to all students without regard to race, color, sex, age, national origin, religion, sexual orientation, disability or veteran status.

Student Organization President's Council (SOPC): This is a council where each student organization President and advisor is present. This council will meet once a month with student organizations and fraternity & sorority life staff to discuss what we can do for your organization, any concerns you may have or any needs your organization may have. For questions regarding SOPC, please email us at studentorganizations@untdallas.edu.

Policies

In addition to this handbook and student organization procedures, University policies are also applicable to student organizations and leaders. Please review each of the following sections listed below on the University Policies website which can be found at the following link: <https://untsystem.policytech.com/?public=true&siteid=10>

- **ALCOHOL & SUBSTANCE ABUSE**
- **ANTI-HAZING POLICY**
- **FREE SPEECH & PUBLIC ASSEMBLY**
- **STUDENT CODE OF CONDUCT**
- **STUDENT ORGANIZATIONS POLICY**
- **STUDENT TRAVEL**