

**2010-2011**

# **Stephen F. Austin State University**

## **Student Organization Handbook**

### **Statement of Involvement**

**As a student progresses through their college careers, they participate in a variety of experiences in and out of the classroom. Experts have consistently estimated that 70% of a student's time is spent in activities outside the classroom. This involvement includes work, independent study, intercollegiate and intramural athletics, student clubs and organizations, study abroad, and living-learning programs.**



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## Our Mission

The Department of Student Affairs supports the mission of Stephen F. Austin State University with the development of programs and services geared toward enhancing student learning, involvement, retention and civic responsibility.

We will Accomplish this by:

**Initiative 1** - Providing a slate of programs and services designed to engage students in many phases of their development and interests. This includes entertainment programming, leadership development, social awareness, and global understanding.

**Initiative 2** - Supporting the culture and traditions of the university and promoting a healthy level of school spirit and pride.

**Initiative 3** - Contributing to a greater understanding of diversity by providing programs, services and events which highlight the diverse talents of our students, a greater understanding of our world and a development of collaborative programming.

**Initiative 4** - Educating our students on a myriad of topics focusing on leadership, personal responsibility, and risk management.

**Initiative 5** - Evaluating our progress through direct assessment of our students ability to acquire, understand, and utilize knowledge to make transformative progress.

## Relationship Between The University And Student Organizations

Aside from the supervision exercised through the Office of Student Affairs over the Residence Hall Association, the Student Organizations and Greek Life Association, the Student Government Association, and certain other social and cultural activities conducted on the campus of Stephen F. Austin State University, the University recognizes registered student organizations as independent entities and assumes no responsibility for their programs or activities. Some organizations, if closely connected with the activities of academic departments of the institution may, in some cases, receive special help and supervision from those departments.

University employees should not serve as officers within a student organization, other than fulfilling the role of advisor. No employee of the University has the authority to open a bank account in the name of, or for the benefit of, any student organization, nor should any employee be included as an allowable signatory on any off-campus bank account of any student organization.

While Level II student organizations may use the name of the University as a part of their name, the name of the University, including any abbreviations, may not be used within the name or description of any off-campus banking account established and/or maintained by any student organization.

Responsibility for any views expressed in a meeting or activity of a student organization is solely that of the individuals concerned and the University is not to be held to approve or disapprove such views, whatever their nature. The University is to be concerned exclusively with the discharge of its educational obligation and to facilitate free discussion of all points of view to the extent constitutionally guaranteed.

### **Levels and Classification of**

#### **Registered Student Organizations**

Upon completion of the registration requirements and approval by the Director of Student Organizations and Greek Life, all student organizations will be classified in one of the following levels and categories.

#### **Levels**

Level I:

Any new organization that is less than a year old or any organization not wishing to upgrade to a Level II organization.

Level I privileges and responsibilities are minimal.

Level II:

Organizations in existence for more than twelve consecutive months and that choose to complete the paper work to upgrade to a Level II organization.

Level II privileges and responsibilities are substantial.

#### **Classifications**

Depending on the scope and mission of the organization:

Academic & Professional

Organizations help students pursue interests and career development related to an academic major.

Cultural

Organizations share heritage and ethnicity through a wide range of activities including festivals, concerts, and lectures while promoting diversity on campus.

Religious	Organizations focus on opportunities for spiritual growth and social interaction.
Service	Organizations provide service-learning opportunities within the local community, advocate particular social issues, and strive to educate the community.
Sorority & Fraternity Life	Organizations provide life-long opportunities for leadership, service, academic achievement, and social involvement.
Special Interest	Organizations include political groups, book clubs, animation societies and much more.

## **Benefits and Privileges of Registered Student Organizations**

### **Privileges for Level I & II Organizations**

- Eligibility to use University facilities for meetings as established by University policy.
- Eligibility to promote those activities on campus.
- Eligibility to participate in Freshman Convocation and other organization fairs sponsored by Student Organizations and Greek Life.
- Eligibility to receive reduced advertising rates in the Graphic Shop for black and white standard copies.
- Eligibility to distribute literature, flyers, posters, banners, and organizational material according to the University policy.
- Eligibility to receive assistance and advisement from Student Organizations and Greek Life.
- Eligibility to receive awards and honors presented to University organizations and members.

- Eligibility to be listed in University and Student Organizations and Greek Life publications, including the Student Organization Guide located on the web.
- Eligibility to participate in University events such as Welcome Week, Homecoming, etc.
- Eligibility for advisors to receive training and consultation from Student Organizations and Greek Life.
- Eligibility to have a student organization mailbox in the Student Organization Center.

**Privileges for Level II Organizations ONLY**

- Eligibility to apply for funding from the Student Organization Reserve Fund (SORF) through Student Organizations and Greek Life according to established policies and procedures.
- Eligibility to apply for funding from the Unused Funds Pool (UFP) through Student Organizations and Greek Life according to established policies and procedures.
- Eligibility to use free fax service for official organizational business.
- Eligibility to use the name of the University and/or its symbols as a part of the name of the organization (except on off campus accounts).
- Eligibility for priority service from the SFA Graphics Shop for printing.
- Eligibility to use free ticket sales service from the SFA Ticket Office.
- Eligibility to apply for office and storage space in the Student Organization Center.

## **Responsibilities of Registered Student Organizations**

### **Level I Organizations**

- Must register annually with Student Organizations and Greek Life during the month of September.
- Must respond to University requests in a timely manner.
- Must file a constitution with Student Organizations and Greek Life and report any constitutional changes as they occur.
- Must have organizational officers who are SFA students enrolled for 6hrs or more and in good standing with SFA.
- Must have an organization advisor who is full-time SFA faculty or staff.
- Must remain current on all University accounts.
- Must ensure that all meetings and activities are accessible to people with disabilities.
- Must attend a Basic Training session each Fall Semester to receive an Organization Handbook and updated information important to student organizations.
- Organizational membership must be comprised of at least 75% enrolled SFA students.
- Officers and advisors must sign they have read an anti-hazing agreement annually and attend a risk management workshop.
- May have no minors in organization activities unless they are full time SFA students.
- Must provide proof of affiliation with parent organization as requested by Student Organizations and Greek Life.
- May NOT use the name of the University as part of its organization's name or on the organizations bank account.

- May not have an on campus advisor as a signature on the organization bank account.
- Must adhere to all University Policies and Procedures, purchasing regulations and the internal operating procedures of the department of which they are affiliated.

### **Level II Organizations**

- Must register annually with Student Organizations and Greek Life during the month of September. Must register with the Student Organizations and Greek Life in January.
- Must respond to University requests in a timely manner.
- Must file a constitution with Student Organizations and Greek Life annually and report any constitutional changes as they occur.
- Must have organizational officers who are SFA students enrolled for 6hrs or more and in good standing with SFA.
- Only enrolled SFA students comprise the organization's membership.
- Must have an organization advisor who is full-time SFA faculty or staff.
- May use the name of the University or any University symbols as a part of the name of the organization but may not use the name of the University in its bank account.
- Must remain current on all University accounts.
- Must ensure that all of its meetings and activities are accessible to people with disabilities.
- Must have successfully completed 12 months as a Level I organization.
- Must attend a Basic Training session each Fall Semester to receive an Organization Handbook, updated information important to student organizations, and SORF applications.

- Officers and advisors must sign they have read an anti-hazing agreement annually and attend a risk management workshop.
- Must provide proof of affiliation with parent organization as requested by Student Organizations and Greek Life.
- May have no minors in organization activities unless they are full time SFA students.
- May not use the name of the University on the organizations bank account.
- May not have an on campus advisor as a signature on the organization bank account.
- Must adhere to all University Policies and Procedures, purchasing regulations and the internal operating procedures of the department of which they are affiliated.

### **Students with Disabilities**

The Office of Student Affairs is committed to providing support for students with disabilities. All student organizations that utilize SFA facilities are required to comply with the Americans with Disabilities Act to ensure all students have equal access to our programs and services. Failure to provide accommodations directed by the Office of Disability Services may result in the denial of university facility use. These provisions are guided by university policy (F-16) [Accessibility for Persons with Disabilities](http://www.sfasu.edu/policies/access_persons_disabilities.asp) and is located at [http://www.sfasu.edu/policies/access\\_persons\\_disabilities.asp](http://www.sfasu.edu/policies/access_persons_disabilities.asp)

If a student requests an accommodation for an event you are planning or a meeting you are hosting refer them to the Office of Disability Services room 325 in the Human Services Building to make the request. You may also call them at (936) 468-3004, TDD: (936) 468-1004.

In addition please let us know if a request has been made in the Student Organizations and Greek Life Office so we can follow up on the accommodation and assist you. All expenses related to the accommodation are the responsibility of the sponsoring organization.

If you are a student who needs an accommodation for a documented disability, please contact Disability Services. Accommodations can only be arranged once a request has been submitted in writing to Disability Services.

To the greatest extent possible, the Office of Student Affairs Programs, shall observe confidentiality with respect to any request for accommodation.

## **SFA Student Organization Money Handling Procedures**

All student organizations with external bank accounts shall comply with the Student Organization Formation and Recognition Policy (F-14).

It is recommended that each organization maintaining an external account with any type of financial institution conform to the following provisions:

1. Register the name and account number of external bank accounts with Student Organizations and Greek Life.
2. Obtain and maintain a taxpayer identification number for the organization.
3. Ensure that the name on the bank account and check stock does not contain Stephen F. Austin State University, SFASU, SFA or other variation that would imply Stephen F. Austin State University has any control over the bank account.
4. For non-tax-exempt organizations using an external bank account, establish only a single demand-deposit (i.e., checking) account.
5. For tax-exempt organizations, limit external bank accounts to two demand-deposit (i.e., checking) accounts at a single financial institution, one exclusively for membership dues transactions, if appropriate; the second for receipt of gifts and non-membership related transactions. Savings, money market or equivalent accounts in the same institution are permissible so long as: (a) the principal is not put at risk (e.g., an account must be insured); and (b) the funds are not invested for a fixed duration that would interfere with meeting the transfer requirements.
6. Donated funds to organizations with external bank accounts approved by the controller must be processed by the University or the SFASU Foundation according to the provisions of the donor and in accordance with the University Gift Reporting Policy (C-15).
7. Maintain a written record of authorized check signers. Such authorizations should be approved by the organization and the support groups governing board (if any); any changes to the list of authorized signers should be made on a timely basis. At no time should an SFA employee be listed as a signer.
8. Bank statements should be sent by the bank to an identified individual who is not an authorized check signer or who does not prepare checks for signature, and who is responsible for promptly reconciling the account each month.
9. Assure that the monthly bank reconciliation is reviewed on a timely basis by an individual who accepts ultimate responsibility for the organization's funds.

10. Establish written cash receipting and depositing procedures.
11. Require two signatures on all checks.
12. Insure that any debit cards provided by the bank are in the name of the organization and not an individual.

### **Student Organization Leadership Calendar**

The following are suggested student organization leader responsibilities by semester. Each organization has different needs, so a more complete list should be developed by your organization.

#### **Fall Responsibilities**

1. Complete the Fall 2010 Student Organization Registration Form and turn in by September 17, 2010 to Student Organizations and Greek Life.
2. Attend one BASIC Training. This is where you will receive updated information as well as this year's SORF application (Level II).
4. Schedule meeting times and locations. If you are going to meet, remember to reserve your room in the BPSC, contact Carol at 468-3400. If you need a room on the 3<sup>rd</sup> floor of the BPSC from 8-5 you can schedule with Holly Middleton at 468-3703.
5. Conduct a general meeting/open house to invite membership.
6. Plan activities to help your members get acquainted with each other. "Icebreakers" are always helpful at the first few meetings. Visit Student Organizations and Greek Life to get suggestions for icebreaker activities.
7. Put together materials for each member including your group's constitution; a membership list; a list of goals and objectives; and a calendar of meeting times and locations, plus set dates for projects or special events.
8. Update officer information with Student Organizations and Greek Life as changes occur throughout the year.
9. Provide verification of your organization's national, state or regional affiliation, if applicable, to Student Organizations and Greek Life.

#### **Spring Responsibilities**

1. Level II organizations turn in the Spring 2011 Student Organization Registration Form by February 4, 2011. Level I organizations update officer information if officers changed since September 17, 2010.
2. Review your goals and objectives.
3. Schedule meeting times and locations. If you are going to meet in the BPSC, contact Carol at 468-3400.
4. Update your constitution and by-laws. Bring a copy to Student Organizations and Greek Life. It must have the date and be signed by the president and at least one advisor.
5. Prepare for officer election/selection early. Submit the new officer information to Student Organizations and Greek Life immediately after elections.
6. Write an annual report summarizing the group's activities, successes and failures. Make recommendations for upcoming year. This is very useful for the new leadership and it provides historical information for the files.
7. Consider nominating advisor, student leaders, organizations or events for a Student Affairs' Award. The annual awards banquet is in April.
8. Schedule regular meetings with the other officers and the advisor.
9. Check on the status of your bank or University accounts. University SORF accounts must be applied for each fall. More information is available at the fall BASIC Training. SORF must be used or encumbered by the Friday before Spring Break or it rolls to UFP!
10. Check on the group's financial status. Does the group need to plan any fundraising activities? Start planning now.

#### **New Officer Responsibilities**

1. Review organizational files and information with outgoing officers. Ask them for the files!
2. Locate all membership records/rosters and discuss them with the outgoing officers so you will be able to complete you SORF application quickly, yet thoroughly, in the fall.
3. Have a meeting with your advisor and other new officers to talk about what direction you would like the organization to move in.
4. Hold a goal setting session for next year with the entire group.
6. GET A SUMMER AND FALL ADDRESS AND PHONE LIST OF ALL MEMBERS. It is very difficult to get started in the fall when you do not know how to contact your members.

#### **Summer Responsibilities**

1. Write e-mails to the officers and members to keep them updated.
2. Organize your files and discard any unneeded materials.
3. Prepare and organize for early fall events.
4. Update officers' information with Student Organizations and Greek Life.

#### **Charitable Raffles Question and Answer**

Q: What does the law permit?

A: The Charitable Raffle Enabling Act, effective January 1, 1990, permits "qualified organizations" to hold up to two raffles per calendar year, with certain specified restrictions.

Q: What is a "qualified organization"?

A: In general, a qualified organization is:

An association organized primarily for religious purposes that has been in existence in Texas for at least 10 years;

A volunteer emergency medical service that does not pay its members other than nominal compensation;

A volunteer fire department that operates fire fighting equipment and does not pay its members other than nominal compensation; or

A nonprofit organization that 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.

The language of the law is very technical. If you are considering holding a raffle to benefit an organization, you should check the statute to be sure you qualify.

Q: What prizes may be offered?

A: An organization may offer any prize except money. If the raffle organizers offer a prize which they have purchased or have given other consideration for, the value of the prize may not exceed \$50,000, unless the prize is a residential dwelling, in which case the value may not exceed \$250,000. There is no value limit on prizes donated to the organization. Texas lottery tickets may be purchased and offered as prizes, even though the tickets' payoff may exceed \$50,000. The organization must have each raffle prize in its possession or ownership, or must post a bond for the full amount of the value of the prize with the county clerk of the county where the raffle will be held.

Q: Is an organization required to register with the State before conducting a raffle?

A: No.

Q: What are the restrictions on how the raffle may be conducted?

A: A qualified organization may hold only two raffles per year and only one raffle at a time.

Raffle tickets may not be advertised state wide or through paid advertisements. Each raffle ticket must state the name or address of the organization holding the raffle, or (if no organization address) the address of an officer of the organization, the price of the ticket, a general description of each prize to be awarded that has a value of over \$10, and the date on which the raffle prize or prizes will be awarded.

A prize may not be money, which is defined as coins, paper currency, or a negotiable instrument that represents and is readily convertible to coins or paper currency.

Only members of the organization or persons authorized by the organization, or student organizations recognized by institutions of higher education selling on behalf of the institution, may sell tickets.

No one may be compensated directly or indirectly for organizing or conducting a raffle, or for selling raffle tickets.

Q: How may the proceeds from ticket sales be used?

A: Proceeds from ticket sales must be used only for the charitable purposes of the qualified organization.

Q: Are there any penalties for conducting or participating in an unauthorized raffle?

A: Yes. Only raffles held according to the terms of the Raffle Enabling Act are authorized raffles. An unauthorized raffle is considered gambling under the Texas Penal Code. Conducting such a raffle is a Class A misdemeanor. Participating in an unauthorized raffle is a Class C misdemeanor.

Q: What law enforcement authorities may stop an unauthorized raffle?

A: A county attorney, district attorney or the attorney general may bring an action in state court to stop a violation or potential violation of the Charitable Raffle Enabling Act.

Q: Where can I get more information on the requirements for holding a raffle?

A: The law is Chapter 2002, Occupations Code, Texas Codes Annotated. If you have specific questions about the law, you should consult your attorney.

#### Contact Information

By Us Mail:

Office of the Attorney General  
Consumer protection Division/010  
P.O. Box 12548  
Austin, TX 78711-2548

By Telephone

Main agency switchboard  
512/463-2100

#### **SFA Trade Mark Usage**

SFA Policy: Intellectual Property D-20

Trademarks, Service Marks and Trade Names

1. Trademarks and service marks may be any work, name, symbol, or device, or any combination thereof adopted and used by the University in the sale or advertising of goods or services to identify and distinguish such goods and services from those sold by others.
2. Trade names include any names used to identify Stephen F. Austin State University and its services.
3. The President or his designee shall be responsible for protection and licensure of trademarks, service marks, and trade names used by or related to Stephen F. Austin State University.
4. No licenses shall be granted to commercial entities for use of trademarks or service marks in connection with commercial services or stationery, alcoholic beverages, inherently dangerous products, products of obscene or disparaging characteristics, health related products, products classified as staple foods, meats, and natural agricultural products, and any other uses which in the opinion of the President or his designee would degrade the reputation or goodwill of the University.

**How to register your design or artwork  
when it contains an SFA trade mark.**

Have the artwork drawn up the way you would like it to appear on your print job.

Complete the "Art Work Approval" form (available in Student Organizations and Greek Life) and turn it in to the Licensing Coordinator for approval.

Licensing Coordinator  
SFA Station Box 13010  
Nacogdoches, TX 75962

Voice: 468-3501 Fax: 468-7029

Once it is approved, take the artwork and a copy of the approval form to the company you have chosen to reproduce the product.

**Student Travel D-48**

This policy governs student travel undertaken by one or more SFA students presently enrolled at the university to reach an activity or event that has been organized and sponsored by the University and is located more than 25 miles from the University.

This policy shall apply if the travel is funded by the University; the travel is undertaken using a vehicle owned or leased by the University; or if the travel is required by a registered SFA student organization to an event that has been organized and sponsored by the University.

I. Travel Funded by the University and/or Using University Owned or Leased Vehicles

University Policy B-30, University Vehicles, governs the use of University owned vehicles and vehicles rented using University funds from a non-University fleet. All of the requirements of that policy, such as driver qualifications and passenger capacity, apply to student travel as addressed in this policy.

Other specific requirements of this policy include:

- a. All occupants must use seats belts, as provided in the vehicle, in the manner recommended by the vehicle manufacturer.
- b. Passengers are limited to the number that can be safely restrained using the available number of seat belts. For travel by van, refer to University Policy B-30 for passenger limitations.
- c. Drivers should continually assess their state of alertness and not begin to drive, or not continue driving, if they are fatigued. There are many factors that impact driver fatigue, all affecting drivers differently; but conditions such as hours without sleep, time of the day, road conditions, etc., should be all considered and monitored.
- d. Only drivers meeting the qualifications set forth in Policy B-30 may drive the vehicle. All drivers must be appropriately licensed to drive the vehicle.

II. Travel by Personal Vehicle or Privately Leased Vehicle

While the University may not be made aware of trips undertaken by students using their private vehicles, or vehicles privately leased by them, the University will publish the requirements of this policy in publications used by registered student organizations at SFA and will encourage their use in all travel undertaken by students for any trip governed by this policy. All drivers must be appropriately licensed and the owner of the vehicle(s) must maintain appropriate vehicle insurance as required by law.