NEW STUDENT ORGANIZATION FORMATION PACKET
RETURN COMPLETED PACKET TO BPSC:3.301

CONNECT WITH OTHERS
GET INVOLVED
BE A LEADER

OFFICE OF STUDENT ENGAGEMENT  (936)468-3703
Congratulations on your choice to create a new student organization. SFA has over 200 student organizations, all created from passionate people just like yourself. Your efforts in creating your organization will recruit current and future lumberjacks.

The Office of Student Engagement Programs is here to serve as a resource for you and assist you in any way possible. Whether it is how to complete a grounds form or where to find butcher paper, remember, we are here for you and your members.

Congratulations again and we look forward to helping you and your new organization grow.

Axe’em Jacks,
Amanda Horne
Director of Student Engagement

Visit our website (www.sfasu.edu/studentaffairs) for a list of policies that impact Student Organizations. To review all University policies please visit www.sfasu.edu/policies

2.2. Accessibility for Persons with Disabilities
2.5. Compliance with the Americans with Disabilities Act and the ADA Amendments Act
3.14. External Bank Accounts
10.3. Hazing
10.4. Student Code of Conduct
10.9. Student Organization Formation and Recognition
10.10. Student Organization Risk Management Training
10.12. Student Travel
13.5. Campus Programs for Minors
13.7. Driver Certification
13.11. Illicit Drugs and Alcohol Abuse
15.3. News Releases
15.6. University Logo/Seal
16.1. Academic Facilities for Non-Academic Activities
16.4. Assembly and Demonstrations
16.12. Guest Speaker
16.13. Homer Bryce Stadium and William R. Johnson Coliseum
16.19. Petitions and Handbills
16.20. Physical Plant Charges
16.21. Piney Woods Conservation Center
16.23. Rental of University Vehicles
16.24. Signs and Exhibits
16.25. Solicitation on Campus
16.26. Student Center Operations
16.31. Use of Amplified Sound on Campus Grounds
16.33. Use of University Facilities
17.11. Procurement Card

NEW STUDENT ORGANIZATION CHECK LIST
Before turning in your packet, check to make sure you have all the necessary paperwork to make the approval process fast and easy!

<table>
<thead>
<tr>
<th>COMPLETED REQUEST FORM</th>
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<tbody>
<tr>
<td>SIGNED STUDENT ORGANIZATION RESPONSIBILITIES FORM</td>
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<tr>
<td>SIGNED RISK MANAGEMENT POLICY FORM</td>
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<tr>
<td>SIGNED SFA HAZING POLICY FORM</td>
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<tr>
<td>PRINTED COPY OF STUDENT ORGANIZATION CONSTITUTION</td>
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The following persons, acting as incorporators, hereby request approval for the following student organization:

<table>
<thead>
<tr>
<th>Officer Name</th>
<th>Email Address</th>
<th>Cell Phone</th>
<th>Student ID</th>
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The initial registered agent is ___________________________ (usually Officer #1)

The named incorporators/officers will be responsible for supervising this organization, both financially and operationally, in compliance with Stephen F. Austin State University Policies and Procedures.

**Student Organization Name**

**Organization Description**

*Please include the following: Purpose, Membership Requirements and any Intended Programs/Activities or Services*

**Student Organization Categories**

Please mark (1) category that best describes the purpose and direction of your organization.

- [ ] ADVOCACY OR SERVICE
- [ ] CULTURAL
- [ ] SPORTS CLUB
- [ ] PROFESSIONAL/ACADEMIC/HONOR
- [ ] FRATERNITY OR SORORITY
- [ ] SPECIAL INTEREST
- [ ] RELIGIOUS/FAITH BASED
- OTHER:

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Copy of Constitution</th>
<th>Risk Management Policy</th>
<th>Hazing Policy</th>
<th>Responsibilities Form</th>
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Temporary Recognition Approved: _____ Yes _____ No

__________________________________________  __________________
Assistant Director of Student Engagement     Date
STUDENT ORGANIZATION RESPONSIBILITIES

The following is a guideline for successful student organizations. There are many requirements to maintain your “registered” status with the Office of Student Engagement and those are listed below. In addition, we have added a few tips and resources to make your student leadership experience rewarding.

Please review the following and have all officers’ sign at the bottom of the page, acknowledging the listed responsibilities and tips.

GENERAL RESPONSIBILITIES:

1. Register Student Organization on AXES each semester.
   a. Organizations wishing to be included in the Summer and Fall marketing materials for the Office of Student Engagement must complete an early fall registration form available on AXES in April.
   b. At any point there is a change of leadership within the organization the registration form must be updated.

2. Make meeting and event reservations.
   a. If meeting in the Baker Pattillo Student Center make your reservations by emailing woodsonca@sfasu.edu or call (936) 468-3400.
   b. For activities on SFA grounds (outside of a BPSC), request permission through AXES.
      i. Go to your organization AXES page, select the Events Tab. Click the Create Event button and complete the form. Once approved a confirmation e-mail will be sent. Print confirmation and have at event with a responsible officer/member. (Failure to have proof of confirmation on-site may result in the event/activity being immediately terminated).

3. Sign up for the Involvement Fair (held during the first few weeks of each semester).
   a. Recruit and promote your organization to hundreds at one time! Forms available under Involvement Center on Axes or in the BPSC Involvement Center.

4. Turn in Student Organization volunteer hours.
   a. Visit http://www.sfasu.edu/studentaffairs/790.asp to enter your individual and organization hours.

5. Update AXES with current membership rosters, meeting times and locations and application information.
   a. To have your organization event included in the Office of Student Engagement general calendar enter events into AXES by the 15th of the month prior to the scheduled event.
   b. The SFA Involvement Center will use this information

6. Sign up to participate in community service projects as an organization. Participation opportunities are available through Office of Student Engagement: Leadership and Service and include MLK Day of Service, Big Event and many more!

7. Request a Level II Upgrade. After 12 consecutive months, organizations can request to upgrade to a Level II. (Level II organizations are eligible for SORF funds and can use the University name within organization
Request forms are available in the Office of Student Engagement and on AXES (online organization portal).

FALL SEMESTER:

1. Attend Basic Training.
   a. Four (4) organization officers for the current semester are required by Texas State Law to attend.
   b. See the Office of Student Engagement for dates and times. (Held in Sept. each year).
   c. Failure to have (4) officers attend will result in loss of "registered" status resulting in the inability to make campus reservations, apply for funding or advertise/promote or recruit on campus.

2. Apply for SORF (Level II Organizations).
   a. Student Organization Resource Funding (SORF) applications will be available at Basic Training. Applications must be completed by the deadline and returned to the Office of Student Engagement.
   b. In addition to completing the SORF application, two (2) officers must attend SORF training in the Fall semester to be eligible for SORF funding.

3. Attend an Office of Student Engagement workshop to get tips on membership recruiting, organization promotion/branding, planning successful events and other leadership development opportunities.

4. Attend or present at the ODK leadership conference held in the fall of each year.

SPRING SEMESTER:

1. SORF Funding (Level II Organizations).
   a. Complete an Encumbrance Form by Spring break in order to keep current funds.
   b. Organizations are also able to request additional funding at this time.

2. Prepare for officer election/selection. Attend workshops hosted by the Office of Student Engagement for tips on transitioning leadership roles successfully.

3. Nominate student leaders and events/activities for the ODK Leadership Awards Banquet in April.

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All signatures required for registration request.
RISK MANAGEMENT POLICY

ORGANIZATION’S NAME

PRESIDENT’S SIGNATURE __________________________ DATE SIGNED ____________

ADVISER SIGNATURE ______________________________

ALCOHOL AND DRUGS

1. The possession, sale, or use of any ALCOHOL BEVERAGES, during an organization event, in any situation sponsored or endorsed by the organization, or at 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 high education, and must comply with either the BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through or with organization funds nor may the purchase of same for members or guest be undertaken or coordinated by any member in the name of or on behalf of the organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, are prohibited.

4. No members, collectively or individually, shall purchase for, serve, to or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on organization premises or during a organization event or at any event that an observer would associate with the organization is strictly prohibited.

6. No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present.

   This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

7. No organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host organizations, groups or organizations.

8. All recruitment or rush activities associated with any organization will be non-alcoholic.

9. No recruitment or rush activities associated with any organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

   No member or pledge, associated new member or novice shall permit, tolerate, encourage or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equaling to one’s age, “beer pong”, “century club”, “dares”, or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual or the organization. This includes but is not limited to activities associated with “new member events or activities and initiation.

EDUCATION

The organization will send four (4) officers annually to the SFA Risk Management Training provided each fall by the Office of Student Organizations and Greek Life. Also your advisor will attend this training every three years.

Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.
HAZING
No organization member/new member or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are

DEFINED AS:
“Any action taken or situation created, intentionally, whether on or off organization premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.”

Such activities may include but are not limited to the following:
- Use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the organization house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

SFA Hazing Hot Line: 936-468-8888

SEXUAL ABUSE AND HARASSMENT
“Harassment” means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student’s physical or emotional health or safety.

Sexual abuse is any form of non-consensual physical contact. It includes rape, molestation, or any sexual conduct with a person who lacks the mental capacity to exercise consent.

Fire Safety and Fire Arms, Ammunition, Explosives and Illegal Knives

Fire Safety
Know where the fire exits are in the building you are meeting or having an event in and educate your members.
- Each building should have at least two means of escape remote from each other to be used in a fire emergency.
- Fire doors must not be blocked or locked to prevent emergency use when your organization is in the building.
- Exit routes from buildings must be clear and free of obstructions and properly marked with signs designating exits from the building.
- Know where the portable fire extinguishers are kept.

Officers should be instructed on how to properly operate the fire extinguishers available, and what procedures to follow in alerting others to the fire emergency.

Fire Arms and more
Firearms, ammunition, explosive devices, or illegal knives may not be brought on to the campus of Stephen F. Austin State University or any property which is owned, leased, or operated by the university, or a passenger vehicle which is owned, leased or operated by the university, without the written permission of the president.

Request for permission must be submitted in writing to the chief of university police, or designee, at least fifteen (15) business days prior to the date the requestor seeks to bring such an item on campus. The chief will forward the request to the vice president of the university affairs with a recommendation for approval or rejection, with a copy provided to the director of environmental health, safety & risk management. The vice president for university affairs will review the request with the president, who will have the final decision.

The president will notify the requestor, the chief of university police and the director of the environmental health, safety & risk management of his/her final decision.

Travel
1. All occupants must use seat belts, as provided in the vehicle, in the manner recommended by the vehicle manufacturer.
2. Passengers are limited to the number that can be safely restrained using the available number of seat belt. For travel by van, refer to University Policy B-30 for passenger limitations.
3. Drivers should continually assess their state of alertness and not begin to drive, or not continue to drive, 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 day, road conditions, etc., should be all considered and monitored.
4. 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.
5. 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 of 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.
SFA Hazing Policy

SFASU is unequivocally opposed to any activity by an organization or individual(s) within the organization that is herein defined as hazing.

Definitions: Hazing. Any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently-enrolled or prospective student for the purpose of new member intake, being initiated into, affiliating with, holding office in, or maintaining membership in that organization. Hazing acts include but are not limited to: any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity; 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 unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to extreme mental stress, shame humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to the acts described in this policy; any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the penal code.

Committing an offense: The organization and any individual involved in hazing commit an offense by: engaging in hazing; soliciting, encouraging, aiding or directing another engaging in hazing; intentionally, recklessly or knowingly permitting hazing to occur; having first-hand knowledge that a specific hazing incident is being planned or has occurred and failing to report said knowledge in writing to the Judicial Officer.

Organization Hazing Offense: An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Consent: It is not a defense to prosecution of an offense to prosecution of an offense that the person against whom the hazing was directed consented or acquiesced in the hazing activity.

Penalties – University:
Individual: Penalties relative to criminal prosecution range from a fine of $2,000 and/or 180 days in jail for failure to report a hazing incident to a fine of $10,000 and two years in jail for an incident which causes the death of a student. Organization: The student organization may be penalized with a fine of up to $10,000 or double the expenses involved due to the injury, damage, or loss.

Notice of Policy: To General Campus Community: This policy shall be published in the General Bulletin, SFASU website, Schedule of Classes, and the Pine Log so as to cause all students to be aware of the provisions of this policy.

Of Offender: A list of organizations that have been disciplined for hazing or convicted for hazing on or off campus during the previous three years shall be published in the same manner. The three year publication will begin as soon as the organization’s name can be placed in the next printing of the General Bulletin.

By signing below, I, the organization student leaders and advisors, certify that: I have read and will comply with applicable university hazing policy and we will inform all other members and all prospective members of our organization of this policy.

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<th>Officer #1:</th>
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All signatures required for registration request.
Create a Constitution for your organization and submit with New Student Organization Request Form.

A constitution reflects the policies and procedures of organizations. Since every organization is different, constitutions will vary in their content. The following sample constitution contains areas typically addressed in constitutions and possible wording. When writing a constitution, however, student organizations should be sure that their constitution reflects the policies and procedures of their particular organization.

Constitution of “Name of Organization”

Preamble
We the members of “Name of Organization” do hereby establish this Constitution on (date ratified or amended) in order that our purpose be realized to its fullest extent.

Article I – Name
The name of the organization will be “Name of Organization,” henceforth referred to as “Name of Organization.”

Article II – Purpose
1. “Name of Organization” is established for the purpose of developing leadership skills and an awareness of the responsibility to participate in public affairs.
2. “Name of Organization” understands and is committed to fulfilling its responsibilities of abiding by Stephen F. Austin’s policies.

Article III – Membership
Active membership shall be limited to persons officially connected with the University as enrolled undergraduate students. In addition, the following requirements are necessary to constitute voting membership.
1. Payment in full of financial obligations as determined by the organization.
2. Attendance at 75% of meetings during a given semester.
3. Active participation in all activities sponsored by “Name of Organization” unless the activities interfere with either a class or job.
4. “Name of organization” openly admits students to its membership and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or disabled veteran status.

Article IV – Officers
1. Officer of “Name of Organization” must be enrolled for as an undergraduate for a minimum of six (6) and for a graduate student a minimum of enrolled for four (4) or more credit hours at Stephen F. Austin University during their term of office. “Name of Organization” will be governed by the following means:
2. An elected President (or other designated officer) will preside at all meetings of “Name of Organization.” The president will maintain power to appoint all committee chairpersons, shall present all motions to the body present and shall be present at 90% of the meetings of “Name of Organization,” its advisory board and Student Involvement and Leadership.
3. “Name of Organization” shall also maintain a Vice President. The Vice President’s duties shall be to preside at all meetings and functions that the President cannot attend.
4. Club members shall also elect a Secretary-Treasurer who will keep the lists of voting and active members, handle all dues, accounts, expenditures, new members, rule observances and stated meetings, protocol, etc…

Article V – Operations
1. Voting Eligibility: Those members meeting all requirements of active membership by (date) as set forth in Article II will be eligible to vote.
2. Election Process: All officers shall be elected by a majority of eligible members of “Name of Organization.” All elections will be held on an annual basis by February 1 of each academic year.
   A. The President will take nominations from the floor, the nomination process must be closed and the motion seconded. The nomination parties will be allowed to vote if they are eligible voting members.
   B. All voting shall be done by secret ballot to be collected and tabulated by the Secretary-Treasurer and one voting member of “Name of Organization” appointed by outgoing President.
   C. Newly elected officers will assume office on (date), except in the case of midterm elections. Officers elected midterm will assume office immediately after their election.
3. Removal: Any officer of “Name of Organization” in violation of the organization’s purpose or Constitution may be removed from office by the following process:
   a. A written request by at least three members of the organization
   b. Written notification to the officer of the request and asking the officer to be present at the next meeting prepared to speak in their own defense.
   c. Written notification to the membership.
   d. 75% of the voting membership must be in attendance to vote on removal of an officer. A two-thirds (2/3) majority is necessary to remove the officer.
4. Replacement: Should an officer resign or be removed, a special election will be held one week after written notification to all voting members. Midterm elections shall be conducted as specified in Article V, section 2.
5. Meetings: All meetings will occur on a weekly basis or other regular basis at a time selected by “Name of Organization” and will follow the procedures set forth: Attendance, Report by President, Committee reports. Vote on all committee motions and decisions, Any other business put forward by the members of the club, Dismissal by the President.

Article VI – Finances
“Name of Organization” will finance the activities it engages in by the following means:
1. Membership dues (appropriate amount set by “Name of Organization”).
2. “Name of Organization” will conduct all financial activities in accordance with the university policy and place all funds in its university account. Who can sign on the bank account and contracts of club.

Article VII – Amendments
This constitution is binding to all members of the “Name of Organization,” but the constitution is not binding unto itself.
1. Amendments to the constitution may be proposed in writing by any voting member of the “Name of Organization” at any meeting which two-thirds (2/3) of the voting members are present.
2. These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
3. Proposed amendments will become effective following approval of two-thirds (2/3) majority vote of voting members.

Bylaws
(Date ratified or most recently amended)