

# Student Organization Handbook

2023-2024



**UT Tyler**<sup>™</sup>

THE UNIVERSITY OF TEXAS AT TYLER

# THE STUDENT ORGANIZATION HANDBOOK IS BROUGHT TO YOU BY:

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This handbook is designed to assist existing and future student organizations at The University of Texas at Tyler by providing the guidelines necessary for developing and retaining a registered status. Included in this handbook are the processes, privileges, regulations, and other useful information that student organizations will use to function at UT Tyler.

## STUDENT ENGAGEMENT MISSION:

The Department of Student Engagement supports the mission of The University of Texas at Tyler by providing programs and activities designed to meet the needs of a diverse student population.

The purpose of Student Engagement is to enhance the educational experience of students by engaging them in programs designed to create a smooth transition to college; promote learning, involvement, free inquiry, leadership and service, and build community.

This is accomplished by partnering with students, faculty, staff and alumni as we prepare citizens for leadership in a global society.

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# Getting Started

## BENEFITS OF GETTING INVOLVED

Being involved with a student organization at The University of Texas at Tyler gives any student the opportunity to meet new people, enhance their academic experience, and contribute to the university community. Once an organization is registered, it will have the benefits of reserving rooms at UT Tyler, advertising around campus, being officially recognized by the University, requesting funds from the Student Government Appropriations Committee (SGAC), and accessing other services and programs offered through the Department of Student Engagement.

## CHOOSING AN ORGANIZATION

The first step to joining an existing organization or creating your own is deciding what sort of organization you are looking for. We have nearly 100 student organizations that span a broad range of interests! Whether you want to become involved with an organization that allows you to meet other students who share your love of ancient relics, helps you spread the word about the importance of going "green," or recognizes you for your academic achievements, the Department of Student Engagement is here to help you. To see if that special organization already exists, visit [www.uttyler.edu/sll/studentorganizations](http://www.uttyler.edu/sll/studentorganizations) and browse the list of currently registered student organizations. If you find one that interests you, please contact the organization with the information given on the individual website. You may also stop by the Department of Student Engagement to request contact information for authorized representatives (officers) of the organization. Contacting the organization will allow you to find out when the group meets and what the requirements are for membership. If you don't see what you're looking for, feel free to start a new organization!

# TYPES OF ORGANIZATIONS

## **Academic Interest**

- Students organized to study, discuss or experience an academic course, major, or field through lectures, field trips, meetings, or other related activities.

## **Greek Life**

- Fraternities/sororities with National affiliations with National Greek councils (NPC, NIC, NPHC, MGC), Greek honor societies, college Greek councils

## **Honor**

- Nationally recognized honor organizations, typically affiliated with a specific academic major, department, or campus activity.

## **Multicultural & International**

- Students organized to celebrate and support the interests of one or many different cultures, races, or ethnicities.

## **Political/Social Action**

- Students organized to promote affiliation with a political party or support one or many political issues & social issues

## **Professional**

- Students organized to pursue mutual career goals and prepare for the professional world.

## **Religious/Spiritual**

- Students organized to celebrate and support the interest of one or many religions or religious or spiritual studies

## **Service**

- Students organized to provide volunteer, community service and philanthropy to the campus and community

## **Special Interest**

- Students organized to pursue special interests pertaining to lifestyle, social, or societal issues

## **Spirit**

- Students organized to promote school spirit for UT Tyler and any of its activities and programs

## **Sports**

- Students athletes organized to promote the common interests of a particular sport or activity through participation and competition

# Registration

## STUDENT ORGANIZATION REGISTRATION: PROCESS AT A GLANCE

If you choose to start a new organization, you will need to register in order to gain the benefits that come with being a registered organization. New and existing organizations must register each semester before the deadline in order to maintain those benefits. The Organization Registration Form can be found on the Student Engagement portal known as Patriots Engage, click [here](#) to access it.



Check out [this video](#) for a detailed tutorial on how to register/re-register your organization.

Your Student Organization will be notified of their approval status after being reviewed by the Assistant Director of Student Engagement. The Assistant Director or designee may deny registration to any student organization or group whose actions or activities are adverse to the educational purpose and work of The University of Texas at Tyler. If an organization is refused registration, the applicant will be provided with a copy of a statement detailing the reasons for refusal. Provided student organizations comply with all registration guidelines, their fall registration is valid from August until December and spring registration is valid from January until July. We will open registration for organizations no later than two weeks prior to the start of the long-semester.

**STUDENT ORGANIZATION ORIENTATION** is designed to educate authorized representatives and advisors of University regulations as well as policies specific to student organizations. In addition, orientation sessions give information about services that the University offers to student organizations to promote growth and success. Attendance at orientation is required per Texas Education Code 51.9361, and all authorized representatives and advisors listed on the organization registration form must attend.

Authorized representatives and advisors are only required to attend orientation once per academic year (Fall-Spring semesters). Once all authorized representatives and advisors have completed orientation, they must ensure that the members of their organizations are familiar with University policies discussed at orientation. A list of orientation times may be viewed at the Student Organization Orientation webpage. New advisors must attend an orientation before serving in the advisor role.

# Membership

## MEMBERSHIP

Authorized representatives and advisors are required to attend orientation once per academic year per MOPP. According to MOPP Sec. 2.7-302 regarding membership, an organization must restrict its membership to students, faculty, and staff of the university, but it may not deny membership on any basis prohibited by applicable law, including but not limited to, race, color, national origin, religion, sex, age, disability, citizenship, sexual orientation, or veteran status.

## RESPONSIBILITIES OF AUTHORIZED REPRESENTATIVES

The authorized representatives of a student organization are the members listed on the organization registration form who have completed student organization orientation. Authorized representatives are responsible for conducting business for the student organization by completing facility reservation forms in Patriots Engage, advertising request forms, maintaining their Patriots Engage page, checking the mailbox in Student Engagement (if applicable), checking email for the organization, attending Student Organization Presidents Council meetings, being familiar with University policies, and educating other organization members about University policies. Contact information listed on the registration form is available to anyone who requests it. If you do not want your contact information released, please email [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu) with a statement requesting that your information not be released (be specific about which information may not be given). Keep in mind that by not allowing us to give out your contact information, you are preventing prospective members, as well as other organizations, from being able to contact you.

## RESPONSIBILITIES OF ADVISORS

Organization advisors are selected by each individual organization and are required to attend student organization orientation along with all authorized representatives (but not necessarily at the same time). Advisors must be a full-time faculty or staff member. Advisors should assist the organization with maintaining information and records from semester to semester. The relationship of the advisor to the organization should be discussed, as advisors can be valuable resources for the members, a contact regarding university policies, and someone they can report potential concerns and issues to.



## TRANSITIONING LEADERSHIP

At the end of each semester, there are usually some authorized representatives that have graduated or left the organization for other reasons. It is helpful to have a meeting with any new officers to discuss responsibilities and make suggestions for the future.

## RETENTION ADVICE

Once you obtain members, it is important to keep them involved in the organization.

### Ideas to keep your members active:

- Involve them in the decision-making process
- Make sure they know what role they play in the organization
- Give them leadership opportunities (event planning, head of a committee, etc.)
- Celebrate birthdays and accomplishments
- Organize team-building activities
- Plan social events just for the members (bowling, mini-golf, pizza and movie night, etc.)
- Use a point system to recognize people for their hard work
- Get to know your members and what they want to gain from the organization



## **PATRIOTS ENGAGE**

### WHAT'S PATRIOTS ENGAGE?

Patriots Engage is our Student Engagement platform that is used to help market, track, and assess student involvement as it relates to events, student organizations, & service. Students have the ability to keep up with all of their involvement activities and participation, and access alerts, news, and student organization forms.

### HOW DO I USE IT?

Log in with your Patriots email to access your Engage profile. Once you are in, you can get in touch with on-campus organizations, find service events, and access event attendance history. If you are an authorized user for your organization, you can track attendance of your events, manage your org roster, create events, and much more.

### HOW DO I ACCESS IT?

Go to <https://uttyler.campuslabs.com/engage/> and sign in with your Patriots email!

### WHAT ARE THE BENEFITS OF ENGAGE?

Engage is beneficial in numerous ways. It can help you track attendance at your event, keep your roster up-to-date, raise awareness for your events, and many more benefits. In addition to these benefits, Engage is also where you must register your organization and how you will reserve space for events on campus.

[Here is a video explaining how to use the card reader to track attendance at your events.](#)

# Meetings & Events

## RESERVING SPACE

Registered student organizations have the ability to reserve space on campus in order to hold meetings or events. Submitting this request form does not constitute a confirmed reservation. A separate confirmation email detailing reserved times and locations will be sent to the authorized representatives of the organization once the request is processed through the campus reservation system. If the request cannot be processed due to scheduling conflicts, the authorized representatives will receive communication that the request has been denied or an alternative room will be selected.

### REQUIREMENTS

**To reserve space on campus, Student Organizations must:**

1. be a fully registered
2. request space at least 14 days in advance (our office recommends 1 month)
3. submit any additional forms associated with space request such as food, fundraising, and risk management plans.

Requesting space on campus is a privilege of registered student organizations and departments. If a student group requests space before a semester begins (i.e. requesting space for the fall semester during the summer), the request will only be processed if the group was a registered student organization during the semester immediately prior to the semester for which the space is being requested, unless otherwise announced by the Director or designee. Advance schedules can only be submitted 14 days before the 1st day of class. Advance scheduling will only remain valid if the organization completes the student organization registration process for that semester. Failure to complete the registration process will result in canceling reservations. New organizations or those that did not register in the prior semester must wait until the organization is officially registered. A request from new groups and/or groups that did not register the prior semester can be submitted to the Assistant Director of Student Engagement for temporary registration.

Student Organizations may reserve a series of spaces however, may only do so for a semester at a time. Major event scheduling will only be considered if information is submitted to the Assistant Director of Student Engagement. No non-academic events may be scheduled during finals.

Each semester, the Department of Student Engagement will decide when fully registered student organizations can begin reserving space. This will be communicated to the groups in a timely manner.

## SPACE RESERVATION POLICIES

**When reserving space on campus, organizations must abide by the following rules or risk possible disciplinary action from the Office of Student Conduct and possible cancellation of organization registered status:**

- Organizations may not reserve the Spence Plaza, Braithwaite Gardens, or The Ben and Maytee Fisch College of Pharmacy. Spence Plaza includes the paved area outside the main entrance to the Cowan Center and areas surrounding the fountain. Braithwaite Gardens includes the paved areas adjacent to the Cowan.
- No speech, expression, or assembly may be conducted in a way that damages or defaces property of the University or of any person who has not authorized the speaker to damage or deface his or her property.
- No person may damage, deface, or interfere with any sign, table, or exhibit posted or displayed by another person or organization.
- No person or organization shall distribute or engage in any public performance that is obscene.
- No speech, expression, or assembly may be conducted in a way that disrupts or interferes with any: teaching, research, administration, or other authorized activities on campus, free and unimpeded flow of pedestrian and vehicular traffic on the campus, or signs, tables, exhibits, public assemblies, distribution of literature, guest speakers, or use of amplified sound by another person or organization.

# How to Reserve Space

As of Fall 2023, we are implementing a new process for student groups to reserve space. Since it is expected that Student Organizations use Engage as much as possible, the room reservations process has been built out through the Patriots Engage Event Request form. This form must be completed by the student organization leaders and approved by the student organization advisor before the space request can be approved by Student Engagement. **Student groups WILL NOT request space directly through Astra anymore.**

The steps for requesting space are as follows:

- Login to Patriots Engage
- Click on the menu in the top left-hand corner
- Click the "gear" symbol next to your organization's name
- Click Events
- Click the blue button that says "Create Event"
- Under "Time and Place" click "Add Reservation Request"
- Select the room you want and be sure to input all details in requested fields
- Be sure to complete the form.
- **Remind advisor to approve your event and space request through Patriots Engage so that it gets sent over to the Student Engagement team for approval.**

[Check out this video to see an example of this process.](#)

## CO-SPONSORING WITH OFF-CAMPUS ENTITIES

No registered student, faculty, or staff organizations may co-sponsor any event on campus with an off-campus for-profit person or organization. Only academic or administrative units with authority delegated from the president of the University may co-sponsor events with an off-campus person or organization.

**An event is prohibited co-sponsorship if an individual or a student, faculty, or staff organization:**

- depends on an off-campus for-profit person or organization for planning, staffing, or management of the event
- advertises the event as co-sponsored by an off-campus for-profit person or organization
- operates the event as an agent of, or for the benefit of, an off-campus for-profit person or organization.
- distributes any proceeds of the event to an off-campus for-profit person or organization, except for payment of a fair market price for goods or services provided to the University person or organization
- reserves a room or space for the use of an off-campus for-profit person or organization
- engages in any other behavior that persuades the University that an off-campus for-profit person or organization is in fact responsible for the event, in full or substantial part.

**The following are acceptable and do not indicate a prohibited co-sponsorship in and of themselves:**

A University person or organization endorses an off-campus person or organization or its message.

A University person or organization has purchased goods or services from an off-campus provider.

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A University person or organization has purchased goods or services from an off-campus provider.

A registered student organization has invited a guest speaker.

A registered student organization has received financial contributions to support the event from an off-campus donor.

## FREE SPEECH & PUBLIC ASSEMBLY

The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the university. Students, faculty, and staff, when not operating in their official capacity, have the right to assemble, to speak, and the corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen. However, these activities are subject to the right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs, administrative processes or other authorized activities of the university.

The university shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person. Further, no expression or assembly may be conducted in a way that damages or defaces property of the university or of any person who has not authorized the person engaging in expression or assembly to damage or deface his or her property. University staff, faculty and students may peaceably assemble anywhere on the UT Tyler campuses that they are otherwise permitted to be without advanced permission, as long as there is no disruption to other university activities.

In keeping with the university's mission, any program or event sponsored by an academic or administrative unit of the university shall have priority in the use of space and facilities over any speech, expression, and assembly that is not sponsored by an academic or administrative unit.

No person, including a student or university employee, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by UT Tyler if it is obscene, unlawfully defamatory, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action. Further, no person may attempt to coerce, intimidate, or badger any other person into viewing, listening to, or accepting a copy of any communication or persist in demanding the attention of any other person after that other person has attempted to walk away or has clearly refused to attend to the speaker's communication. Persons or organizations who are planning a public assembly with more than 50 participants are strongly encouraged to notify and consult with the Director of Student Engagement or his/her designee (herein referred to as the executive director) as soon as practicable after the point at which the planners anticipate or plan for more than 50 participants.

## FREE SPEECH & PUBLIC ASSEMBLY CONTINUED

Persons or organizations planning smaller assemblies are encouraged to consult the Director of Student Engagement if there is uncertainty about applicable university rules, the appropriateness of the planned location, or possible conflict with other events. The director has experience in helping student organizations structure events in ways that both comply with the university's rules and achieve the organization's goals for the event. The director can help identify appropriate space and potentially conflicting events, as well as help the planners avoid unintended disruption or other violations. Other generally applicable or narrowly localized rules, written and unwritten, incidentally limit the time, place, and manner of speech, but are too numerous to compile or cross-reference in this policy. Such rules must be viewpoint neutral and should not restrict speech more than is reasonably necessary to serve their purpose.

For the exact policy, please visit: the [MOPP](#) or [www.uttyler.edu/free-speech](http://www.uttyler.edu/free-speech)

## ALCOHOL & DRUG POLICY

The purchase, manufacture, distribution, possession, sale, storage, or use of alcoholic beverages is prohibited while on campus or on property owned or controlled by the University. Rules regarding residential facilities may be found in MOPP & the Regents' Rules & Regulations.

## HAZING

Hazing with or without the consent of a student inflicting the hazing or the person submitting to the hazing is not permitted and is subject to immediate discipline. In addition, each organization must sign a written statement included with the registration packet each semester acknowledging that the organization does not engage in hazing activities which may be dangerous, harmful, or degrading to students.

Hazing is defined as any intentional, knowing, or reckless act occurring on or off the campus of The University of Texas at Tyler, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at UT Tyler.

For more information about hazing, you may visit [StopHazing.org](http://StopHazing.org), the UT System Regents' Rules, and the UT Tyler Student Code of Conduct.



## POLICE PROTECTION

It is the responsibility of the University to protect the safety of all persons on campus and to provide police protection for speakers, public assemblies, persons staffing or viewing exhibits, and other events. The normal patrolling of officers during regular duty areas will be at the cost of the University. When the magnitude, timing, or nature of an event requires overtime hours from police officers (including contract hours for officers hired from other departments or private security agencies), the University will charge the cost of overtime or contract officers to the person or organization sponsoring the event or exhibit that requires overtime police protection. A Security Request form can be found on the Student Engagement website:

A reasonable and nondiscriminatory fee for overtime police work may be charged for events that require overtime police protections, and charge a price for admission or pay a speaker, band, or other off-campus person or organization for services at the event. Persons or organizations planning such events should budget for the cost of police protection.

## FOOD SAFETY

Student organizations may provide food at events, however, they must complete the following process:

- For an on-campus provider (i.e. Sodexo):
  - Fill out the Event/Facility Request Form in full and select 'yes' for the question "Will you be distributing food?"
  - In the space provided, type 'Sodexo' if providing food through this service
- No Food Approval Form is required when using Sodexo

For an off-campus provider:

- Fill out the Event/Facility Request Form in full and select 'yes' for the question "Will you be distributing food?"
- Describe vendor in the space provided
- Fill out and submit the Food Approval Form-Off Campus Provider in full, providing all information requested.

**The only food items that are permissible to be brought from home are baked goods (i.e. cookies, brownies, cakes etc.)**

If your student organization is wanting to host a bake sale please refer to the [Food Safety Program](#) and the [Cottage Food Law](#) and contact the Department of Environmental Health & Safety.

If your student organization is requesting permission to cook items on campus, you will need to follow the Food Safety Guidelines & Checklist and may be required to meet with the Director and/or Director of Environmental Health & Safety.

## FOOD SAFETY GUIDELINES & CHECKLIST

1. Only approved food products will be permitted. Home preparation and the storage of food in the home is not allowed. All condiments including relish, ketchup, etc., available for customers must be single-service packets or be dispensed from sanitary dispensers. Must provide single service plates & utensils.

2. All perishable food products must be maintained under proper temperature control. A thermometer (0 to 220 degrees) to check temperature is required. See food temperature guidelines below:

Hot Foods	Minimum Temperature
Beef, pork and fresh cracked eggs served immediately	145°F
Ground meat, fish products, and pork	155°F
Poultry and stuffed products	165°F
Other hot foods	140°F

Cold Foods	Maximum Temperature
All meat, dairy, and other cold foods (including beef, pork, eggs, vegetables once heat has been applied, raw seed sprouts, cut melons, etc.)	41°F

Cooked food must be prepared to the minimum initial cook temperature as required by the Texas Food Establishment Rules, Texas Department of State Health Services.

3. Food shall be protected at all times. Open, unprotected displays of food products will not be allowed. Booths to be enclosed or covered with tent/tarp. All food/food supplies to be 6” off floor/ground.

4. 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 using a scoop.

All event staff/food handlers shall:

a. Wear clean clothes and effective hair restraints

b. Wash hands with soap and water prior to beginning work, after smoking, eating, or drinking, and after using the restroom

c. Use disposable gloves or utensils when handling food products

d. Not smoke or use tobacco products inside the food area

5. Have three containers available for the following uses of water:

a. Soapy water for washing

b. Rinse in clear water

c. Water with bleach to sanitize surfaces and utensils (one cap full of bleach to one gallon of water)

6. Five gallon container with spigot, filled with water, liquid soap for hand washing; provide liquid soap

and paper towels. A three compartment sink is also acceptable.

7. All trash and garbage must be contained in leak proof, non-absorbent containers lined with plastic bags and covered with lids.

8. Toxic items shall be stored away from food and food supplies.

9. If open flame cooking a fire extinguisher must be on hand and conveniently accessible.

If you are planning to have an event where you cook food on campus, The Office of Student Engagement has a 3 compartment sink that you can loan out. Contact [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu) for more details.

## FOOD SAFETY CHECKLIST

When serving food on campus, please use the following checklist:

- 1. Covered Trash Can
- 2. Container For Waste Water
- 3. Ice Chest For Food
- 4. Spray Bottle With Bleach
- 5. Hot Foods at 140 degrees
- 6. Wastewater Discard Barrel
- 7. Flooring
- 8. Hand Wash Set-up
- 9. Soap
- 10. Paper Towels
- 11. Three Compartment Sink
- 12. Ice chest and scoop
- 13. Thermometers
- 14. Covered Condiments or Sanitary Dispenser
- 15. Single Serve Ware
- 16. Cold Foods at 41 degrees
- 17. Fire Extinguisher (only if open flame cooking)
- 18. Tent for outdoor food events

# Advertising Guidelines

## ADVERTISING

An organization may advertise by means of flyers, banners, pamphlets, A-frames, poster frames, or LCD slides. All forms of advertisement must include the name of the organization, contact information, and the date of the event. A student, group, or organization may not advertise or promote events or activities or other functions in a manner that falsely suggests that the event or activity is sponsored by the University.

### ADVERTISING MUST HAVES

1. NAME OF YOUR ORGANIZATION
2. CONTACT INFORMATION
3. DATE OF THE EVENT
4. STAMPED BY THE STUDENT ENGAGEMENT OFFICE IF BEING POSTED ON BULLITEN BOARDS

The guidelines for each form of advertisement are as follows:

- Only an organization that is financially supported by the University may use the name or an abbreviation of the University as part of its name. Other organizations may use terms such as “campus” or “Patriot” in their names.
- A seal of either the University of Texas at Tyler or the University of Texas System cannot be used by a student organization in connection with any activity of the organization. In addition, a student organization is not allowed to use such seal or seals as a part of any letterhead, sign, banner, pamphlet, or other printed material that bears the name of the organization.
- All forms of advertisement must include the name of the student organization, the date of the event (if applicable), and the organization’s contact information.
- Advertisements may not include information that, in any way, discriminates or makes derogatory references based on, but not limited to, race, color, national origin, religion, sex, age, disability, sexual orientation, or veteran status.

- All posted flyers must be stamped with approval by the Department of Student Engagement in UC 3400. Stamps are for timing purposes to ensure all groups have an opportunity to post on our limited space and to prevent overcrowding of advertisements.
- Posted flyers that have been stamped will be valid until 2 weeks from the date they have been approved.

## LITERATURE DISTRIBUTION

Literature is defined as any printed material, including any newspaper, magazine, or other publication, and any leaflet, flyer, or other informal matter, that is produced in multiple copies for distribution to potential readers. Registered student, faculty, and staff organizations, and academic and administrative units, may sell, distribute, or display literature on campus, subject to the following rules:

All posted literature must be approved and stamped by the Department of Student Engagement before distribution.

- No person or organization may sell, distribute, or display on campus any publication operated for profit. A registered student, faculty, or staff organization may, however, sell publications operated for profit as part of a fund-raiser.

A student organization is not allowed to use the University of Texas at Tyler or the University of Texas System seal or seals as a part of any letterhead, sign, banner, pamphlet, or other printed material that bears the name of the organization.

- Literature distributed on campus may contain the following advertising: advertising for a registered student, faculty, or staff organization, or an academic or administrative unit advertising for an organization that is tax exempt paid advertising in a publication primarily devoted to promoting the views of a not-for-profit organization or to other bona fide editorial content distinct from the paid advertising other advertising expressly authorized by the Regents' Rules and Regulations or by contract with the University.

Any person or organization distributing literature on campus shall pick up all copies dropped on the ground or left on furniture in the area where the literature was distributed.

No person or organization shall distribute or display on the campus any writing or visual image that is obscene or that defames any other person.

- No person shall make, distribute, or display on the campus any statements directed to inciting or producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law.

# BOOTHS & TABLES

University persons or organizations may reserve tables from which to display literature and disseminate information and opinions, subject to the rules defined. A booth is defined as a table furnished by the University or a temporary structure installed for distributing petitions, handbills, or literature, displaying signs, raising funds, soliciting tangible items, or other forms of expression. A booth or table can be reserved by completing and turning in an Event/Facility Reservation Form. The available locations are in the Business Building Lobby, the Herrington Patriot Center Lobby, and lobby areas within the University Center, as well as outdoor locations.

- Booths must identify the name of the sponsor organization or student.
- Booths can be set up for a maximum of five days, after which time a new application must be made.
- No student or organization may operate a booth for the purpose of distribution, soliciting, or selling by accosting or shouting at individuals.
- Organizations assume full responsibility for their booths or temporary structures, including all injuries or hazards that may arise from their presence on the campus.
- Organizations are liable for damage that may occur to booths or temporary structures.

University persons and organizations may set up tables in any outdoor location on the campus and in any large, open, indoor location, but are subject to the following restrictions:

- Tables may not be set up on the Riter Plaza, Spence Plaza, or Braithwaite Gardens.
- Tables may not be set up inside any library, classroom, laboratory, performance halls, office, or in any hallways less than ten feet wide without the permission from the academic or administrative unit that controls the space, or from the faculty or staff member who controls the space at a particular time.
- Academic or administrative units may further specify these rules by restricting tables to reasonable locations in spaces occupied by that unit.
- Academic and administrative units are encouraged to clearly state any such rules in writing, and to publish the rules on a website or on a flyer or pamphlet conveniently available at the chief administrative office of the unit.
- Any person or organization sponsoring a table shall remove litter from the area around the table at the end of each day.

# BULLETIN BOARD LOCATIONS

## College of Arts and Sciences (CAS)

- 1st floor near parking lot entrance
- Top of stairs by 254
- 2nd floor between 256 A/B
- 2nd floor across from 215
- 2nd floor between 257/258
- Top of stairs (piece of plywood)

## Braithwaite Building (BRB)

- 2nd floor across from vending machines
- 2nd floor across from 2385/2390

## Biology, Education, & Psychology Building (BEP)

- 1st floor across from 128 (against window)
- 1st floor near room 112 (in room)
- 1st floor left of 131
- 1st floor right of 104
- 1st floor across from 116

## Soules College of Business (COB)

- Digital Only (TV's)

## Hudnall-Pirtle-Rootsh Building (HPR)

- 1st floor right of 105
- 1st floor next to 138
- 1st floor right of 132
- 1st floor between 103/104
- 2nd floor across from 201
- 2nd floor under Dept. of Psych & Counseling sign
- 2nd floor across from Men's restroom
- 2nd floor spans across 248
- 2nd floor spans across 262

## Herrington Patriot Center (HPC)

- Free Weights Area – rolling bulletin board on the left (ask front desk first)
- Academic Wing – on the right when you enter from HPC parking lot

## Physical & Health Education (PHE)

- 1st floor across from 120 (tiny blue board)

## Robert Muntz Library (LIB)

- 2nd floor across from elevators
- 3rd floor next to Men's restroom

## Ratliff Building North (RBN)

- All 4 floors of STAIRWELL glass windows

## Ratliff Building South (RBS)

- All 4 floors of STAIRWELL glass windows

## University Center (UC)

- 2nd floor in Chick-Fil-A
- 2nd floor breezeway heading toward ESC

## Residence Halls

- Patriot Village – (110 doors), 3 bulletin boards) contact ext. 5725
- Ornelas Hall - (54 doors) contact ext. 6400
- University Pines - (160 doors) contact ext. 3565
- Liberty Landing – (201 doors) contact ext. 5990
- Victory Village – (108 doors) contact ext. 4700

## Outdoor Boards

- Harvey Lake near library
- Harvey Lake near BEP
- Parking lot of CAS

When using any form of advertisement, you may only advertise events approved by Student Engagement, and you must use the name of your organization as registered with UT Tyler. Digital TV requests may be submitted by emailing [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu)



# TYPES OF ADVERTISEMENTS

## A-FRAMES

- A-frames are requested by completing an A-Frame/Poster Frame/ Banner Space Request Form.
- Only 22" x 28" posters may be placed in the a-frames.
- A-frames may be placed in any indoor location at UT Tyler with approval from the office nearest to where the a-frame will be placed.
- There is a \$325 replacement fee for lost or damaged a-frames.

## FLYERS

- All flyers need to be approved by Student Engagement before posting to bulletin boards around campus.
- Flyers will be approved for 14 days.
- Flyers that are not approved or that are advertised for events that are over will be removed.
- The size of a flyer may not exceed 14" x 22."
- No flyer may be placed on top of another properly posted sign or flyer.
- All flyers must include the name of the organization or individual posting the flyer.
- Space should be left on the flyer for the approval stamp, which is 2" x 3."

## TALON ADS

- Ad requests for the Patriot Talon must be submitted to Student Engagement before the deadline indicated on the Patriot Talon Ad Space Reservation Form.
- Organizations may not request more than three ads per semester unless additional ad space becomes available.
- Ads must be submitted to the Talon ([ads@patriottalon.com](mailto:ads@patriottalon.com)) in picture format no later than the date provided in the confirmation email.
- Organizations may only request one ad per issue, and requests may not be combined with other organizations to secure a larger space.

## LCD SLIDES BANNERS

- Banner space is requested using the A-Frame/Poster Frame/Banner Space Request Form.
  - Any banner to be placed outside must be completely waterproof and will need to be turned into Student Engagement by 5:00 pm on the business day before it is to be hung.
  - Holes in banners placed outside must be 7 1/4 inches apart.
  - Banners cannot be larger than 4 feet tall x 6 feet wide.
  - All banners must be picked up within two business days of when they are taken down or they will be discarded.
- 
- Ads designed by an organization must be submitted to [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu) in either PowerPoint format or a 8.5" x 11" jpeg.
  - A slide will rotate for 14 days after being loaded on the screen.
  - The slide will be added to the LCD screen within 2 days after the request is received.

# Financial

## FISCAL PROCEDURES

- Student organizations may establish an account with a private financial institution, as we do not have service on campus to establish student organization bank accounts.
- Texas law allows a registered student organization to be relieved from state sales tax liability for fundraising sales occurring one day per month or less where sales are for the benefit of the registered organization and do not involve another entity not authorized for solicitation.

## MEMBERSHIP FEES

A registered student, faculty, or staff organization may collect membership fees or dues at meetings of the organization scheduled in advance. Fees collected must be included in the annual Fundraising Report and outlined in the organization's constitution.

## SGAC FUNDING

The Student Government Appropriations Committee (SGAC) is a group within The University of Texas Tyler Student Government Association that has the responsibility of allocating money to student organizations. Registered organizations will need to submit an SGAC Funding Request Form to the SGA Treasurer before items are purchased, and a hearing will be scheduled with the committee to ensure that all guidelines are being followed. Some items you may wish to request funds for are: conference fees, advertising costs, food for an event, rental fees, or office supplies. You may contact the SGA Treasurer at [sga@uttyler.edu](mailto:sga@uttyler.edu) or visit the [SGA Committees Website](#) for more information.

# FUNDRAISING

Fundraising - Student organizations may hold fundraisers, but must conform to the following guidelines:

Requests must be turned in by filling out a Fundraiser/Solicitation Approval Form at least 14 business days prior to the event.

- Organizations classified as for-profit organizations may only hold one fundraiser per month in order to comply with Texas State Regulations and to avoid paying sales taxes on money raised.
- A sign indicating the name of the organization must be displayed at the fundraising/solicitation site.
- In making solicitations, organization representatives are expected to not pressure people to contribute to their cause.
- Individual students are not allowed to solicit for personal gain.
- All money from fundraisers must be included on the organization registration form.
- Registered student organizations may collect admission fees for programs scheduled in advance provided the admission fees are not for the exhibition of movies on the campus.
- A registered student organization may sell charitable raffle tickets on behalf of an organization that is authorized to conduct a charitable raffle under the Texas Charitable Raffle Enabling Act, Texas Occupations Code, Chapter 2002, or successor provisions. This information must be indicated in detail on the Fundraiser/Solicitation Approval Form.

# Department Sponsored Student Organizations

We now have a policy related to Departmental Sponsored Student Organizations. It is listed in the University's Manual of Policies and Procedures and is stated below. All organizations interested in this need to contact Student Engagement for more details.

## **Sec. 2.7-206 University Sponsorship of Student Organizations**

a. Sponsorship may not be extended to registered student organizations involved in political or religious activities or in projects for private gain.

b. Sponsored student organizations must comply with all applicable fiscal and accounting procedures of the University of Texas at Tyler.

c. Registered Student Organizations may apply to become a Sponsored Student Organization if the following criteria have been met:

1. student organization has been registered without break for 6 long semesters;
2. sponsorship application as prescribed by the director is completed and lists the sponsoring administrative unit, department, or office of the university that will endorse, support, and take assumption of responsibility for the student organization;
3. student organization receives funding in part or in full by the sponsoring department;
4. student organization has an advisor whose official responsibilities as part of employment are to oversee, provide supervision, and support the student organization;
5. student organization receives additional support that is typically not provided to registered student organizations (dedicated space, advancement, etc.); and
6. student organization is in good conduct standing as determined by the Office of Judicial Affairs. Registered student organizations that are funded in full may be exempt from 2.7-206C1

d. Sponsorship agreements between the sponsoring UT Tyler office and student organization may not remove rights and the ability for the organization to operate independently.

e. Sponsoring offices have an obligation to report any policy violation as outlined in Subchapter 2.7-400 or concerns to the Director of Judicial Affairs or Director of Student Engagement.

# Risk Management

As required by Texas Legislation, student organization authorized representatives and advisors must attend risk management training, and each organization must develop a risk management policy.

## TRAINING

The University of Texas at Tyler offers risk management training through student organization orientations which are required for organization registration. The risk management training gives organizations information about University policies and local, state, and federal laws related to hazing, drugs and alcohol, sexual harassment, event planning, and other potential risks. Authorized representatives must also provide training and information to their organization members after attending student organization orientation. Additional resources are: the UT System Regents' Rules, the Manual of Policies and Procedures, StopHazing.org, and The BACCHUS Network.

## POLICY

Items that need to be addressed in each organization risk management policy are:

- Alcohol and Drugs
- Hazing
- Behavior at organization Events and Meetings
- Risk Management Education
- Sexual Harassment and Abuse
- Travel
- Fire and other safety issues

It is important that all organizations are aware of potential risks when planning events and meetings, as well as other risks such as document security and personal reputation.

**A Risk Management Template** is also available for organizations to review.

For specific questions regarding risk management, student organization members can also contact the Office of Environmental Health and Safety.

# Travel

## UNIVERSITY TRAVEL POLICY

Students and student organizations are required to follow the University Travel Policy when certain criteria are met. If your organization is planning an off-campus event, please ask yourself the following questions:

- Is the activity sponsored, organized or funded by UT Tyler?
- Is the activity located more than 25 miles from UT Tyler?
- Is the activity undertaken using a vehicle owned, leased, or rented by the institution OR is attendance at the activity required by a registered student organization?

If you answered "yes" to one or more of the above questions, then you are subject to the following guidelines:

1. At least one faculty or staff member must accompany students.
2. A pre-trip orientation must be conducted prior to the date of departure. This orientation will give detailed information about the trip, including all known risks.
3. All students traveling on a University-sponsored overnight trip must have medical insurance. Student health insurance is available at minimal cost through the Student Services Office.
4. A Group Travel Authorization Request Form must be turned into the Chief Student Affairs Officer at least two weeks prior to departure. (Note: On the form, the RUO is the Responsible University Official who is the faculty or staff member accompanying the students.)
5. If the trip is approved, each participant must complete the following forms:
  - a. Release and Indemnification Agreement
  - b. Emergency Information Contact Form
  - c. Participant Responsibility FormThe Responsible University Official must submit these forms, in addition to the Group Travel Information Form and the approved Group Travel Authorization Request form, to the Chief Student Affairs Officer at least one week prior to departure.
6. The Responsible University Official must complete an Off Campus Travel and Activity Checklist and Emergency Crisis Response Plan and submit to the Chief Student Affairs Officer one to two days prior to departure.

For the complete travel guidelines, please see Chapter 13 of the Student Affairs Manual of Policies and Procedures.

# Student Code of Conduct

## DISCIPLINE

An organization violates a UT System Regents' Rule, University regulation, or administrative rule when:

- one or more of its officers or authorized representatives acting in the scope of their organizational capacities commit the violation
- one or more of its members commit the violation after the action that constitutes the violation was approved by majority vote of those members of the organization present and voting,
- one or more members of a committee of the organization commit the violation while acting in the scope of the committee's assignment
- a member of an organization acting with apparent authority of the organization commits the violation
- one or more members of an organization or its officers permit, encourage, aid, or assist any of its members in committing a violation,
- one or more members of an organization or its officers, under circumstances where such person knew or should have known that an action constituting a violation was occurring or about to occur, fails to prevent that action, or
- one or more members of an organization fail to report to appropriate university or civil authorities promptly their knowledge or any reasonable information about a violation.

**The Director of Student Conduct may impose one or more of the following penalties for violation of a Regents' Rule, University regulation, or administrative rule:**

- place the organization on probation
- limit or prohibit student organization privileges that are provided to registered student organizations
- require restitution educational seminars, and community service
- suspend the organization's registration or cancel the organizations registration

Director of Student Conduct or the hearing officer may impose conditions related to the offense, and failure to meet the conditions will be considered an additional violation.

A registered student organization whose status has been cancelled can re-apply for registration once suspension has been completed and enrollment is open. A student organization that owes a delinquent monetary debt to the University will not be allowed to use the facilities of the University until such debt is paid.

## APPEALS

- The Director of Student Conduct must notify the organization concerned by letter of the penalty imposed and of the group's right to appeal. The Director of Student Conduct shall send the letter to any authorized representative of the organization. The letter shall describe concisely the findings of violation, outline the penalty imposed, and advise the organization of its rights to appeal.
- An organization that has not had its registration suspended or canceled may appeal to the president.
- An organization that has had its registration suspended or cancelled is entitled to appeal to the President or to have the director's decision reviewed by a hearing officer. The organization or the Director of Student Conduct may appeal the decision of the hearing officer to the President.
- A person or organization that is denied permission for an activity requiring advance permission may appeal the denial of permission.
- To appeal any decision, written notice must be given to the Director of Student Conduct within ten days after the day on which the decision or action being appealed is announced. The notice is informal, but shall contain the organization's name, the date of the decision or action, the name of the organization's representative, and the review authority to which the appeal is being made. If the Director of Student Conduct is the appellant, a copy of the notice shall be given to the accused organization on the same day notice is served by the Director of Student Conduct.



- The Chief Student Affairs Officer may approve, reject, or modify the decision in question, or may require that the original decision be reopened for the presentation of additional evidence and reconsideration of the decision.
- Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken.
- In an appeal to a hearing officer, the director's decision will be reviewed for fairness, reasonableness, and compliance with Institutional Rules. The hearing officer will review written arguments and then meet with both parties together to ask questions, seek clarification, and hear any final comments by the parties. The hearing officer may approve, reject, or modify the director's decision. The criteria on which the hearing officer's decision will be based are fairness, reasonableness, and compliance with Institutional Rules. Either party may appeal the decision of the hearing officer to the president.
- Before an appeal can be considered, all relevant documentation from the previous decision to be filed by the appealing party, including written arguments when appropriate, must be filed with the reviewing authority within twenty-one days after notice of appeal is given.
- The action of each reviewing authority shall be communicated in writing to the accused organization and the Director of Student Conduct. The decision of the Chief Student Affairs Officer shall be the final appellate review.

## HEARING

The hearing will follow the same format for individual student violations as outline in the MOPP Chapter 8 and is closed.

An authorized representative of the organization may challenge the hearing officer's alleged lack of fairness or objectivity, but is not entitled to disqualify the person from serving. It shall be up to the challenged person to determine whether he or she can serve with fairness and objectivity. If the challenged person disqualifies himself or herself, another hearing officer shall be appointed. The Director of Student Conduct shall set the date, time, and place for the hearing and notify the organization's authorized representative.

# Campus Opportunities

## EMAIL ADDRESS

Email addresses for registered organizations are available on the student email server (i.e. chessclub@patriots.uttyler.edu). Organizations must submit a [Web/Email Account Request Form](#) to request an email address. Once approved, access to the account will be given to one authorized representative and the advisor of the organization.

## EMAIL ADDRESS POLICY

Any registered student organization at The University of Texas at Tyler has the option of keeping an email address on the student email server. This will allow the organization to have a professional looking email address that also identifies it as a UT Tyler organization. Access to this account will be given to one authorized representative and an advisor. The email account is intended for registered student organization purposes only. Any abuse of the account will result in a warning, possible deactivation of the account, or disciplinary action. The following email activities are prohibited by the Student Information Technology Resources.

### Acceptable Use Policy:

- Using email for purposes of political lobbying or campaigning, except as permitted by the Regents' Rules and Regulations
- Posing as anyone other than oneself when sending email, except when authorized to do so by the owner of the email account
- Reading another user's email, unless authorized to do so by the owner of the email account, or as authorized by policy for investigation, or as necessary to maintain services
- Sending or forwarding chain letters
- Sending unsolicited messages (SPAM) to large groups or sending excessively large messages or attachments, unless in performance of official UT Tyler business
- Sending threatening or harassing emails
- Sending or forwarding email that is likely to contain computer viruses
- Refer to UT Tyler Information Resources Acceptable Use Policy

## MAILBOX

Registered student organizations are encouraged to apply for a mailbox located in the Department of Student Engagement. To request the use of a mailbox, please mark the designated box on the organization registration form. Please have all senders address mail to your organization as follows: [Organization Name], The Department of Student Engagement, The University of Texas at Tyler, 3900 University Blvd., Tyler, TX 75799. Only authorized representatives listed on the registration form may obtain mail from the organization's mailbox. For security reasons, representatives may be asked to show student identification in order to check and receive mail.

Mailbox assignments are given on a first come, first serve basis until all mailboxes are distributed among organizations that request them. There is no guarantee that an organization will retain the same mailbox from year to year.

## STUDENT ORGANIZATION SHOWCASE

Student Organization Showcase is a great way to advertise for your organization and to gain the interest and possible membership of students at UT Tyler. It is also a time for organizations to inform students and other organizations of upcoming events or fundraisers. Tables will be set up at the showcase location for authorized representatives to prepare their promotional material. There are one to two showcases held per semester. Student organizations can obtain the registration form for the Student Organization Showcase on the Student Engagement website. Student organizations are not required to be registered to participate in the first showcase of each semester.

## Tips for Enhancing Your Table at a Showcase

- Set up a display board with information about your organization
- Bring pre-packaged food & goods such as candy, pens, buttons, etc.
- Decorate with a tablecloth, balloons, t-shirts, etc.
- Interact with students by smiling and greeting them when they walk by
- Provide a sign-up sheet to gather contact information from interested student

## ON-CAMPUS SERVICE OF ADVERTISING

- [Patriot Printing](#)

Located on the 1st floor of the Library, students are able to utilize this on-campus printing service for your printing needs. To submit a print request email them at [print@uttyler.edu](mailto:print@uttyler.edu). Pharos dollars do not apply, must purchase services with your own funding.

## STUDENT LEADERSHIP & SERVICE AWARDS

Every spring the Student Leadership and Service Awards ceremony is held to honor leadership and community service demonstrated by individual students and organizations at UT Tyler. These awards are a great way to acknowledge an outstanding organization member, advisor, other organization, or any UT Tyler student leader. Look for information and dates at the beginning of each spring semester.

### LEADERSHIP & SERVICE AWARDS

**Emerging Leader Award**

**Dr. Robert Jones Leadership Award**

**Legacy Award**

**Outstanding Student Organization Member**

**Outstanding Student Organization President**

**Outstanding Student Organization Advisor**

**Outstanding Student Organization of the Year**

**Program of the Year**

**Sorority Woman of the Year**

**Fraternity Man of the Year**

**Freshman of the Year**

**Sophomore of the Year**

**Junior of the Year**

**Service Awards**

[Click here for the criteria for the awards above.](#)

# Helpful Contacts

Assistant Director of  
Student Engagement  
903-565-5873

[getconnected@uttyler.edu](mailto:getconnected@uttyler.edu) UC3400

Campus Police  
903-566-7300

[police@uttyler.edu](mailto:police@uttyler.edu) 3410 Varsity Dr.  
Tyler, Tx 75799

Greek Affairs  
903-566-7014

[gogreek@uttyler.edu](mailto:gogreek@uttyler.edu) UC3400

Campus Activities  
903-565-5668

[getconnected@uttyler.edu](mailto:getconnected@uttyler.edu) UC3400

Student Government Association  
903-566-7300

[sga@uttyler.edu](mailto:sga@uttyler.edu) 2nd Floor UC

The Department of Student Engagement  
903-565-5645

[getconnected@uttyler.edu](mailto:getconnected@uttyler.edu) UC3400

University Center Operation  
903-565-5796

[uc@uttyler.edu](mailto:uc@uttyler.edu) 3rd Floor UC

Environmental Health & Safety (EHS)  
903-566-7011

[safety@uttyler.edu](mailto:safety@uttyler.edu) USC 135

