



STUDENT organizations

MANUAL

2021-2022

University of Mary Hardin- Baylor

Welcome 2

Contact Information 3

Purpose of Manual 4

Statement of Non-Discrimination 5

Classifications of Organizations 6

Types of Organizations 6

Advantages of University Recognition 6

Resources Available to Student Organizations
6

Steps for Chartering an Organization 8

Constitutions 8

Maintaining a University Charter/Recognition 9

Status Appeals 9

Organization Probation 9

Organizational Membership 10

End of Year Report 10

Standards of Excellence 10

Student Organization Policies 11

Hazing Policy 11

Social Media Policy 11

Guest Speaker Policy 11

Event Approval 11

Awareness Drive Policy
11

Community Partnerships Policy 11

Vendors on Campus Policy 12

Travel Policy 12

Definitions and General Information 12

Fund Solicitation Policy 14

Fundraising Guidelines 14

Media Relations 15

T-Shirt and Specialty Item Approval 15

Advisor Roles and Responsibilities 15

University Expectations of an Advisor 15

Student Organization Finances 16

SGA Student Org Allocation Process 16

Funding Guidelines 16

Campus Bank Accounts 16

Purchasing Procedures 17

Event Planning 17

Event Registration 17

Cancellation Policy 19

Calendar 19

Campus Publicity 19

Welcome

Student Organizations are a vital part of the life at UMHB. As you become part of one of the many student organizations on our campus, we want you to know that the Office of Student Organizations will be a valuable resource for you. Student Organizations provides training sessions, leadership development programs, organization consultations, SO News email, and much more. To find out more about the office, please visit our website at www.umhb.edu/studentorgs.

More than anything, we want your organization to be successful. If you need further assistance, please come by the Student Organizations Office located on the second floor in Bawcom Student Union or email us at khartt@umhb.edu or sw_studentorgs@umhb.edu.

Sincerely,

Katy Hartt
Assistant
Director

Vice President of Student Life

Dr. Brandon Skaggs

Office Location: 2nd Floor Bawcom Student Union

UMHB Box 8019

bskaggs@umhb.edu

(254) 295-4496

Dean of Students

Michael Burns

Office Location: 2nd Floor Bawcom Student Union

UMHB Box 8006

mburns@umhb.edu

(254) 295-4590

Dean of Student Leadership and Engagement

Mike McCarthy

Office Location: 2nd Floor Bawcom Student Union

UMHB Box 8019

mmccarthy@umhb.edu

(254) 295-5054

Dean of Spiritual Life

Jason Palmer- Chaplain

Office Location: 2nd Floor Bawcom Student Union

UMHB Box 8006

jbpalmer@umhb.edu

(254) 295-4234

Student Organizations

Katy Hartt

Office Location: 2nd Floor Bawcom Student Union

UMHB Box 8006

khartt@umhb.edu

(254) 295-4229

Sodexo

Office Location: 2nd Floor Bawcom Student Union

UMHB Box 8439

catering@umhb.edu

(254) 939-1717

Media Services

Zachary Towell

Office Location: Inside Walton Chapel

UMHB Box 8005

ztowell@umhb.edu

(254) 295-4152

Campus Recreation

Sue Weaver

Office Location: Building by Recreation Courts

UMHB Box 8385

sweaver@mhb.edu

(254) 295-5529

Campus Activities

Mary Baucom

Office Location: 2nd Floor Bawcom Student Union

UMHB Box 8349

mbaucom@umhb.edu

(254) 295-5552

Student Leadership and Engagement

Isaac Felan

Office Location: 2nd Floor Bawcom Student Union

UMHB Box 8349

ifelan@umhb.edu

(254) 295-5150

Director of Global Outreach

Tiffany Horton

Office Location: 1st Floor Bawcom Student Union

UMHB Box 8006

thorton@umhb.edu

(254) 294-5402

Director of Baptist Student Ministry

Daniel McAfee

Office Location: 1st Floor Bawcom Student Union

UMHB Box 8414

dmcafee@umhb.edu

(254) 295-4234

Event Services

John Ellison

Office Location: J.W. Williams Service Center

UMHB Box 8440

jellison@umhb.edu

(254) 295-4004

Purpose of This Manual

UMHB informs students of its rules, policies, and guidelines through this manual, the student handbook, website, and other sources. This handbook serves as a supplement to other University rules, policies and guidelines found in those and other documents.

This manual is available online from any computer with access to the university's website. It is the responsibility of the students and advisors who participate in Student Organizations to obtain, read, and comply with the purpose, policies, and procedures of this manual and of UMHB.

UMHB reserves the right at any time to create additional policies, or modify existing ones, as needs may dictate.

In the entirety of this handbook, the terms "university" or "UMHB" shall mean the University of Mary Hardin-Baylor.

Student Organizations

UMHB has approximately sixty-five chartered student organizations, including religious and cultural organizations, academic and honor societies, leadership and service clubs, and sport and spirit clubs.

All organizations seeking recognition must be approved by the Student Government Association, Vice President of Student Life, and the President of Mary Hardin-Baylor. It is the policy of the University not to grant official recognition to any organization which promotes goals or purposes inconsistent with the goals and purposes of the University.

Faculty and staff serve as advisors and represent UMHB in all planned activities involving the organization or their members.

The staff of Student Organizations provides support and other needed services to student organizations, their leaders, advisors, and members.

STATEMENT OF NON-DISCRIMINATION

The University of Mary Hardin-Baylor (UMHB) admits qualified students of any race, color, sex, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not unlawfully discriminate on the basis of race, color, sex, religion, age, nationality, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, UMHB does not unlawfully discriminate on the basis of handicap in the recruitment and admission of students and the operation of any of its programs and activities, as specified by federal laws and regulations.

UMHB is authorized under federal law to enroll non-immigrant alien students. The university is a private institution and reserves the right to deny admission to an applicant for any lawful reason.

The University is required not to discriminate unlawfully on the basis of sex by Title IX of the Education Amendments Act of 1972 and its implementing regulations at 34 C.F.R. Part 106. This requirement extends to admission, except that the University may discriminate on the basis of sex in undergraduate admissions and is exempt from provisions of Title IX which conflict with the University's religious tenets.

The University has grievance procedures to provide students, employees, or applicants an opportunity to file a complaint of illegal discrimination of any kind. In order to file a grievance, contact the appropriate person below or see the grievance procedures published online.

A student or applicant with a question about the university's non-discrimination policies or who claims to have experienced unlawful discrimination in connection with any university program or activity should contact the designated coordinator for university compliance with nondiscrimination policies: Susan Owens, Vice President for Human Resources, Title IX Coordinator and non-discrimination compliance officer, Sanderford Administrative Complex, 900 College Street, Belton, Texas 76513, 254-295-4527, susan.owens@umhb.edu.

Classifications of Organizations

A student organization is defined as any group, which has limited membership that is selected exclusively from the student body of the university.

Organizations are divided into two classifications: Campus Affiliates and Chartered.

Campus Affiliate

Campus Affiliates are groups which are UMHB department sponsored and function as an extension of a UMHB office. These organizations do not receive funding from Student Government Association (SGA), except under special cases determined by Student Organization Office.

Chartered

Chartered organizations are those that meet the “community” needs of the students. These organizations have a variety of activities planned for the semester and receive funding from SGA.

Types of Organizations

Organizations fall into seven basic categories, which are listed below:

- Academic Organizations
- Honor Societies
- Religious Organizations
- Athletic, Sport, and Spirit Clubs
- Special Interest
- Leadership
- Community Service Organizations

*All organizations must register with the Asst. Director of Student Organizations as outlined in the manual. See Steps for Chartering an Organization on page 6 for more details. No secret society is permitted at the University of Mary Hardin-Baylor.

Advantages of University Recognition

- Scheduling events on the University calendar
- Reserving and using various rooms and facilities on campus for meetings
- Being listed in various University publications
- Using “University of Mary Hardin-Baylor” as part of the organization’s identity
- Participating in the Organization Fair
- Using University vehicles for organizational purposes
- Once material is approved, freedom to use bulletin boards for advertising
- Option of requesting funding through the Student Government Association
- Option of nominating an organization representative for Miss Mary Hardin-Baylor Pageant and Crusader Knights

Resources Available to Student Organizations

SO News

SO News is a weekly email newsletter sent to all student organization leaders and advisors. This is a great way to learn about events and announcements for UMHB, as well as a way to get your organization’s announcements to the rest of the student body. Submit announcements to Katy Hartt (khartt@umhb.edu) by Thursday of each week to ensure it will be in the update for the following week.

Training and Consultation Sessions

Advisors and officers are required to attend Organization training every year. In addition, an organization can request for Katy

to do a consultation with your organization to address any problems you may be having or to help brainstorm new ideas for your organization.

Risk Management Training

In accordance with Texas state law and Senate Bill number 1138, all University of Mary Hardin-Baylor student organizations must attend a Risk Management program offered at the beginning of each school year by the Office of Student Organizations in conjunction with the Organization training. An organization must send 3 officers every year and an Advisor must attend once every 3 years.

Organizations that are very low risk, who meet less than twice a year for induction purposes, are exempt from needing to attend Risk Management.

Student Organizations Conference Room and Work Room

The Student Organizations Office has two spaces that are available for all active organizations to reserve. If you would like to reserve after hours, you can request card access to our Student Organization suite by sending the names and student I.D. numbers to Katy Hartt (khartt@umhb.edu).

Materials and Equipment

The Student Organizations Office has a number of items that can be checked out. The person checking out the item is fully responsible for getting it back in the conditions it was checked out in and by the date specified on the checkout form. A fine will be imposed if failure to do so.

Resources:

- Printer/copy machine (up to 300 black and white copies)
- A-frames for posting
- Computers with Adobe Suite
- Butcher Paper
- Lawn Games
 - Corn Hole
 - Giant Jenga
 - Connect Four
 - Ladder Golf
 - Large Dominos
 - Yardzee
- Pop-Up Tent
- Chalk Boards
- Markers
- Paint
- Sidewalk Chalk
- Button Maker
- Ice Chests
- Cash Box
- Event Decorations
- Paper Cutter
- Stakes for Signs
- Popcorn Machine
- Cotton Candy Machine
- Drink Dispensers
- Serving Trays

Steps for Chartering an Organization

- Schedule a meeting with Student Organizations to discuss the proposed student organization, the requirements for chartering, and obtain the correct forms. Office located on the 2nd floor in the Bawcom Student Union.
- Secure an advisor for your student organization. The advisor must be a full-time faculty or staff member at the University of Mary Hardin-Baylor.
- Submit an Application for Charter. Please note that all forms must be signed by your advisor. If a form is not signed by your advisor, it will be returned.
- Obtain signatures of at least 10 people interested in your student organization. 3 of the members should be willing to serve as officers; the other 7 will be general members. Please try to have students from various classifications in order to promote the longevity of the organization. Please do so with the Organization Interest Card.
- Email an electronic copy in a word document of your constitution to khartt@umhb.edu. (PDF's will not be accepted as a final copy and will be returned).
- The above information must be submitted to Katy Hartt. You may mail the form via campus mail to UMHB Box #8006, email the form to khartt@umhb.edu, or drop it by the Student Organization Office located on the 2nd floor of the Bawcom Student Union. Student Organizations will review the information received from the organization to assure that all of the necessary paper work has been received.
- Once the Student Organizations Office receives the required forms, it will be forwarded to the Student Government Association Executive Cabinet. SGA Executive Cabinet will then schedule a time for your proposed organization to be considered and voted on. SGA Executive Cabinet will examine the constitution and possibly make recommendations for changes to the constitution.
- Shortly after the SGA Executive Cabinet approval, the proposal will be forwarded to the Vice President for Student Life and then the President of the University.
- The final stage of approval will be to present in front of the whole SGA Senate. If there is a majority vote, the organization will officially be chartered by the University.

Constitutions

All organizations must maintain an accurate and up-to-date constitution with the Student Organizations Office. If an organization is being renewed, you must submit an updated constitution at the time of your registration. Please make sure any changes to your constitution are also submitted to the Student Organizations Office. A constitution defines the purpose, leadership, and method of operation for your organization.

Tips for Writing a Constitution

- Write in broad statements so that you do not limit decisions or working time frames.
- Write with the future in mind. Do not use proper names since this may change in the future, rather give titles and general locations.

Elements of a Constitution

The following items should be included in the body of a constitution:

- Name of organization
- Statement of purpose and goals of the organization
- Membership requirements
- List of officer positions and their duties
- Meeting schedule
- Finances information (e.g. assessment and collection of dues)
- Process of adding amendments to the constitution

Maintaining a University Charter

Once an organization is chartered, in order to maintain the University charter, an organization must do the following each year:

- Submit an *End of the Year Report* at the end of each academic year to the Student Organization Office
- Submit a current roster of officers and members with the Student Organizations Office each semester and update this information throughout the academic year whenever membership changes, grows, or when officers change.
- Complete all necessary risk management requirements.
 - *3 officers must attend every year and advisor attends every 3 years*
 - Risk Management presentation must be shared with your whole organization
 - Turn in documentation of what information was presented to organization
 - Turn in sign-in sheet of who attended the organization presentation of Risk Management
- Attend 2 organization fairs: Preview Fair and Spring Organization Fair
- Have at least one advisor signify in writing a willingness to advise the organization and attend its meetings and events. *This advisor must be a full-time UMHB faculty or staff member.
- Seek approval from your advisor for all events, including scheduled meetings
- Abide by all University policies governing student organizations including, but not limited to:
 - Student Conduct (see UMHB Student Handbook)
 - Hazing
 - Travel
 - Guest Speaker
 - Media Relations
 - Fund Solicitation
 - Event Registration and Scheduling
 - Risk Management

If a recognized organization fails to do any of the above requirements, or if the organization decides to become ‘inactive’ for a period of one academic year or less, the organization can petition the Student Organizations Office to be reinstated as an active organization. The organization will be reinstated as ‘active’ if the organization meets the criteria of a University chartered organization.

If a chartered organization remains inactive for more than one academic year, the organization must then re-apply for recognition. Any organization, which is inactive for two consecutive years ceases to be a chartered organization and will no longer be recognized unless re-chartered through the application and approval process.

Maintaining University Recognition

Campus Affiliate

For Campus Affiliate groups to receive the same benefits as a university-chartered organization as well as the privilege of having a representative in Miss Mary Hardin-Baylor Pageant and Crusader Knights, they must attend the state mandated Risk Management as well as attend two organization fairs each year and submit an *End of the Year Report* to the Student Organization Office at the end of each academic year.

Honor Societies

For Honor Societies who meet less than twice a year for induction, to receive the same benefits as a university- chartered organization, they must update the Student Organization Office by end of the academic year of any changes.

Status Appeals

Organizations who would like to challenge their inactive status can do so by submitting an appeal to the Student Organization Office. There is no guarantee their status will change. The decision will be made by Student Organizations.

Organization Probation

The Student Organizations Office along with the Dean of Students, will investigate any activity of a chartered organization which appears to be in violation of the organization’s constitution or whose general conduct is not in accord with the Christian nature of the University, the SGA Constitution, or the policies of the administration of the university.

Probation Consequences

Should an organization be found in violation of the constitution and/or whose general conduct is not in accord with the Christian nature of the University, the following privileges will automatically be forfeited:

- Requested funding will not be granted
- New members will not be allowed
- No participation in campus activities (Miss Mary Hardin-Baylor and Crusader Knights).

Violation to any of the above will while on probation will result in loss of charter.

Organizational Membership

Eligibility for Membership in Organizations

In order to qualify for active membership in any organization, a student must be in good academic standing with the University maintaining a GPA above a 2.0. Any student who is on disciplinary probation from the University shall not be eligible to be a member of any organization, to hold an office, or to represent the University in any activity.

Maintaining Active Membership

Membership requirements are defined by the individual organization constitution. Failure to maintain organization requirements may result in removal from the organization. The advisor and organization officers will determine if there is a need for removal.

End of Year Report

All Recognized Organizations, Campus Affiliates, and Honor Societies must submit an *End of Year Report* to the Student Organization Office at the end of each academic year. Included in the report are the following items:

- Updated Organization Information
- Leader Renewal Information
- Updated Constitution and Member Roster

For organizations wanting to request funds from SGA need to complete Standards of Excellence which will be part two of the *End of the Year Report*

- Leadership
- Faith-informed Discernment
- Philanthropy
- Service

Standards of Excellence

Only Chartered organizations that are requesting funds from SGA need to complete Standards of Excellence. Failure to turn in the Standards of Excellence each academic year will result in probation from receiving funds for one semester.

The Standards of Excellence were implemented to place value on receiving funds from the University. In addition, our hope is to engage students more into the offerings of our University, as well as what other organizations are doing on our campus. The four Standards are further explained below

Leadership

Each organization is required to attend a leadership event to build your leadership skills. Your organization can attend these events as a whole club or you can simply include the number of members at each of the following events and the impact the event had on them. You are encouraged to attend more than one event, but it is not a requirement. Examples include Summit Conference, CASL, McLane Lecture, Retreat, Conference, Student Orgs Workshop, a partnership with another organization, etc.

Faith-informed Discernment

UMHB is a Christian university that is committed to preparing students through a Christ-centered learning community. As an organization, you must attend one event based around Christian faith. The majority of the club should be present. Examples

include: Missions Emphasis Week, Revival, The Gathering (the BSM event), ONE, Set up a spiritual growth activity as a club, etc.

Philanthropy

Each organization is required to host one philanthropy event per year. This event should raise awareness for a cause or give back to the community in some capacity. Examples of this include: Awareness events, drives, service outreach projects, etc.

Service

Each organization is required to participate in a service project that helps students serve the community. The majority of the club should be present. This can be organized by the individual organization or you can choose to participate in the Big Event service day that is hosted by UMHB.

Student Organization Policies

Hazing Policy

See the [Student Handbook](#) for Hazing Policy.

Social Media Policy

See the [Student Handbook](#) for Social Media Policy.

Guest Speaker Policy

All guest speakers from outside the university, anyone other than full-time UMHB faculty, staff or administrators, must be approved through the Student Organization Office. Send an email request to sw_studentorgs@umhb.edu for approval two weeks prior to the event.

Event Approval

All events that include the following must be approved by the Student Organization Office. The approval form can be found on your organization's MyCampus under "forms" or at forms.umhb.edu:

- Bringing community on campus
- Working with minors
- Bringing animals on campus
- Campus-wide events
- Multiple venues for one event
- All fundraisers
- Awareness events

Failure to approve the above events may result in organization probation.

Awareness Drive Policy

All drives must be approved by the Student Organization Office before advertising and implementing the event. Forms are found on the Student Organization website: umhb.edu/studentorgs. The length of the drive should not extend past two weeks. The Student Organization Office holds the right to shut the event down, if the organization does not abide by this policy.

All *drop-off* locations must be approved by each building manager of the desired location prior to advertising for the event.

Community Partnerships Policy

UMHB organizations can partner with approved outside partnerships including National Honor Societies, community organizations, service organizations, etc. When partnering with an outside organization, the UMHB advisor must approve of all events and meetings that are sponsored by UMHB, and go through the events approval process. All communication from the community partnership must include the organization advisor. Partnerships that do not follow this policy will be contacted by the Student Organization Office and may result in a discontinuation of partnership.

Vendors on Campus Policy

All Vendors that are coming on to UMHB's campus are required to send the Copy of Insurance to the Business Office (jwebb@umhb.edu) prior to coming.

All contracts must be sent through the business office for approval and for any signatures. An organization may not sign contracts.

On-going Employed Vendors

If an organization is wanting to employ someone from the community, they will need to submit their information to the Student Organization Office for approval. All contracts must be reviewed and signed by the university Business Office.

Travel Policy

The purpose of this policy is to establish procedures for personally owned vehicles utilized by University of Mary Hardin-Baylor student organization members and advisors for organization travel.

Definitions and General Information

When traveling overnight, it is recommended that no more than 4 people share a room, given there are enough spaces. ***Male and female students shall not share a room and require separate rooms.***

Qualified Organization Driver

An organization member or advisor who is at least 21 years of age, possesses a valid driver's license, and is STARS certified.

Section I – Driver Qualification

- Members of student organizations may drive personal vehicles for organization business as follows:
- Driving must be on a strictly volunteer basis. Members will not be forced or coerced to drive their personal vehicles.
- Drivers must be 21 years of age with a minimum of 2 years driving experience. Must possess a valid State driver's license (State of permanent residence).

Section II – Driver Disqualification

Drivers will be disqualified if any of the following conditions exist:

- Accumulation of 6 points (3 moving violations)
- Charges related to:
- Exceeding the speed limit in excess of 20 miles.
- Driving under the influence of alcohol or drugs.
- Offenses against a person involving a vehicle.
- Drivers must notify their respective Advisor and Student Organization Director immediately if any conditions occur such as those listed above that would disqualify them from driving for the organization.

Section III – Vehicle Compliance

- Personally owned vehicles used by members of student organizations for travel must be maintained in compliance in respect to State requirements.
- Valid insurance.
- Valid registration.
- Valid State inspection (tires, lights, wipers, brakes, horn, etc.)

Section IV – Insurance & Responsibility

- The member's vehicle insurance serves as primary insurance coverage for third-party liability and physical damage to the employee's vehicle. Members who use their own vehicle should consult with the Vice President for Business & Finance if they have questions regarding secondary insurance.
- The member must assume personal responsibility for any and all fines or traffic violations associated with the use of their personal vehicle.

Section V - Approval

- All organization travel greater than 30 miles must be approved before travel can happen. To obtain approval, you must fill out the form online found at forms.umhb.edu. This needs to be turned in at least two weeks in advance to obtain all approving signatures.
- Travel approval applies to organization travel greater than 30 miles using personally owned vehicles for organization travel as well.

Section VI – Travel Reimbursement

- The Controller’s Office publishes the University’s standard mileage reimbursement rate paid for authorized use of personal vehicles. This rate covers the costs of operating a motor vehicle, including the cost of gas and oil, maintenance, depreciation, and insurance.
- Members who use a personal vehicle for organization business will be reimbursed at the University’s standard mileage reimbursement rate, and not for any actual expenses incurred. The University will not reimburse for actual fuel costs associated with use of a personal vehicle. Pending travel is approved before the trip was made.

Section VII – Transportation Guidelines

- Observe all applicable university and state transportation regulations.
- Use seatbelts and require all passengers (per State law) to be properly restrained by a seatbelt at all times while the vehicle is in motion.
- Do not pick up or transport hitchhikers while driving for the Organization.
- Not utilize electronic devices (cell phone, Blackberry, laptop, etc.) while driving.
- Hands-free mode may not be utilized.
- If necessary to use such devices drivers must stop the vehicle in a safe location or allow a vehicle passenger to accept or initiate communications.
- Drive only with adequate rest (6 to 8 hours of sleep within the previous 24 hour period).
- Never drive under the influence of any substance that impairs judgment or physical ability including prescription or over-the-counter medications.
- Take 15 minute rest breaks every 4 hours.
- Drive no more than 10 hours in a 24 hour period.
- Have a relief driver who meets all of the requirements of this policy for extended trips of 400 miles or more.
- Avoid driving between the hours of 2:00 a.m. and 6:00 a.m.
- Use prudence, caution and good judgment in assessing visibility, weather and road conditions. Avoid driving or in hazardous conditions, such as heavy rain, snow, ice, high winds or dense fog.
- Drive with the vehicle’s headlights on at all times during road travel (day and night).
- The use of tobacco products are not allowed by anyone in the vehicle while driving for organization business.

Section VIII – Accidents

Drivers must report accidents to:

- The appropriate law enforcement agency, and
- Student Organizations and/or the Vice President of Student Life as soon as possible.
- After normal business hours the UMHB Campus Police can be contacted for assistance at (254)295-5555.

Section IX– Variances from Policy

- Variances from the requirements of this policy will not generally be granted. However, if deemed necessary a request may be submitted to the V.P. for Student Life via the Student Organization Advisor and the Student Organizations office.
- Risk Management and/or the V.P. for Business & Finance should be consulted in each case prior to approval of policy variances.

Section X – Compliance

Student Organization member drivers must read the student organization transportation policy and sign an acknowledgement to do the following:

- Observe all motor vehicle operator laws.
- Abide by all requirements of the Student Organization Transportation Policy.
- Understand that violation of these policies may result in disciplinary action in accordance with applicable University policies.

Fund Solicitation Policy

The support UMHB receives from businesses and individuals in the local communities is an integral part of the overall university fundraising activities. The Development Office is charged with the task of soliciting scholarships and major gifts from this important group of donors.

To ensure the relationship with our community friends is maintained at the highest level, each faculty, staff and student should follow the procedure below before soliciting any business or individual.

When the need arises to request funding outside of the normal university budget for student projects, please develop a written list of businesses/individuals you would like to approach for support. (This includes solicitation of personal friends and/or business contacts for cash, gifts-in-kind, gift certificates, sponsorships, and advertising.) Submit the list to the Advancement Office in person, via fax at (254) 295-4281 or email to tglaske@umhb.edu. The Advancement Office will review the list for solicitation and respond back to you.

Fundraising Guidelines

Fundraising and soliciting donations on or off campus must be approved by the Vice President of Student Life and the Development Office. A Student Organization Fundraising Approval Form can be obtained from the Student Organizations website. The form must be submitted at least two weeks prior to the proposed fundraising event. A copy of the approved or denied form will be sent back to the primary contact person once the fundraising project has been reviewed.

Potential donors must not be contacted before fundraising approval is granted. Space must be reserved for every on-campus fundraiser through the Facility Reservation form through the Event Services office. The following guidelines must be followed for all student organization fundraising:

- Any donations, goods, money, or services must be reported to the Student Organizations Office.
- Funds raised should be for the organization, not for individual students.
- To raise funds on behalf of the university, students should carry a letter from UMHB giving the student permission to solicit. This letter can be signed by the organization's advisor or the Vice President of Student Life.
- Fundraising should not be self-serving. (The BSM can sponsor a variety of individual mission trips, but an individual will not be permitted to raise support for their own benefit)
- Raffles and gambling are not permitted.
- If the fundraiser is a sale (bake sale, t-shirt sale, etc.), only one may be conducted per organization per month. There is no limit on the number of service fundraisers (car wash, babysitting, etc.) allowed.

The student organization is responsible for sending thank-you notes or letters to each donor once funds are received.

For fundraising events held in the Bawcom Student Union:

- No fundraising set-ups will be allowed during special events (Preview Weekend, Sader Days, or Easter Pageant)
- Table reservations are scheduled by the organization's advisor through EMS, on a first-come-first-serve basis.

There will be no more than four table set-ups in the Bawcom Student Union on any given day.

Media Relations

All news releases, photographs, paid advertisements, media promotional activities and other official contact with members of the news media regarding the University of Mary Hardin-Baylor people, programs, activities and events must be prepared in conjunction with and/or cleared through the Communications and Special Projects Office. For questions regarding Media Relations, please contact Rebecca O'Banion at robanion@umhb.edu.

T-shirt and Other Specialty Item Approval

All specialty items purchased by student organizations must be approved by the Student Organizations Office. Please email the Asst. Director of Student Organizations khartt@umhb.edu for approval of item before purchasing it.

Advisor Roles and Responsibilities

University Expectations of an Advisor

The advisor must form a very unique relationship with both the student leaders with who he or she is in contact and the general membership of the organization to which he or she ultimately holds responsibility.

In order for an organization to be recognized by UMHB, it must have at least one advisor. The advisor must be employed full time by UMHB in order to be qualified. The following statements are expectations which the university has for all advisors of chartered organizations:

- Attend the State-mandated Risk Management every 3 years
- Help the organization to identify its goals and help the members and officers to clarify their areas or responsibility and related duties.
- To review and approve requests for organization events, activities, publicity, and t-shirts.
- Participate in all major organizational planning.
- Observe and evaluate student performance of assigned duties toward the accomplishment of goals and encourage self-discipline and responsibility within the group.
- Assure that accurate and consistent records are kept by organizational officers, approved methods of handling organization finances are followed and that reports requested by the University are filed properly.
- Responsible for sound financial dealings by the organization. Advisor needs to see that monies are available before commitments are made and that bills are paid on time. All funds will be maintained in the Business Office through Student Government.
- Be aware of the history, purpose and activities of the organization through attendance at organizational meetings and events and through frequent consultation with leaders.
- Participate from the beginning of the planning of all events, presentations or publications by the student organization and give approval prior to the event or publication. No publication or event sponsored by an organization is permissible without the prior approval of the advisor prior to moving forward in the approval process.
- Be acquainted with the group's eligibility policy and enforce this policy in the sponsored organization. The advisor should be sensitive to the academic performance of the members of the organization with a view toward protecting the less able from academic injury and pushing the academically gifted to excel.
- Be knowledgeable of the policies and rules of this ***Organization Manual***.

- Be available as a mentor for organization members in making decisions related to the organization.
- Provide continuity for the organization from year to year.
- Act as a source of general information regarding University policies and procedures.
- Teach basic leadership skills and provide student leadership with elements of good organization and administrative practice.
- Furnish the Academic Vice President with a list of students, which are involved in activities or off-campus trips which necessitate their absence from class or chapel.

Student Organization Finances

SGA Student Org Allocation Process

Student Organization Funds

Student Org Funds are funds that provide financial assistance to special events and programs hosted by chartered student organizations. Student Org Funds are allocated weekly by the Finance Board of the Student Government Association. To apply for funds:

- Submit Student Org Fund Request: Go to our website: forms.umhb.edu to be considered for approval, applications must be turned in two weeks prior to when funding is needed.
- The Finance Board will meet and review funding requests and allocate funding by the following SGA meeting.
- Approved amount will be transferred into the organization's account within a week after the Finance Board's decision.

Expense Reports

In order to ensure your organization's compliance with the Funding Guidelines, all organizations must account for how allocated funds were spent. Cash Advances are accounted for via the Expense Report. You must attach receipts of everything you purchased with the allocated funds. Receipts must be turned in to the Business Office within 2 weeks of purchase.

Funding Guidelines

- Any UMHB Chartered organization that is up to date on the Standard of Excellence may be eligible to receive funds.
- Each organization is allowed to ask up to \$360 for promotions, \$360 for events/meetings, \$300 for conferences/competitions, and \$180 for other. This money is not guaranteed, and is only a suggested limit. Funds are available on a first come first serve basis. Please review the Funding Application for the breakdown of each category. For questions on funding please contact the Assistant Director of Student Organizations.
- The primary intention of SGA Allocation money is to enrich the lives of UMHB students. The Finance Board should question each funding request by asking - are the students being challenged educationally, culturally, or spiritually.
- Once an organization is inactive for two consecutive years it then ceases to be a chartered organization, and therefore any funds left in their campus bank account will be transferred into the restricted SGA account.

Eligibility

Chartered organization are eligible for consideration of SGA Funding. Groups and organizations, which are excluded from SGA funding include, but are not limited to the following:

- Organizations that are not registered with the Student Organizations Office
- Organizations significantly restricting membership.
- Organizations who already receive funding from the University.

Campus Bank Accounts

All chartered student organizations are eligible to receive an on-campus bank account. Campus bank accounts work like any other private bank account, but there are no fees associated with holding the account or making transactions within the

account. All campus bank accounts are assigned a campus bank ID#, which is similar to an account number. Campus bank accounts are not considered University money, thus are not tax-exempt. However, students must still exercise caution when dealing with funds on campus. For organizations wanting to use campus bank account funds to purchase personal expenses for an organization's member or advisor, these will be approved case by case and with a limited amount of funds allocated for such expenses. This will be decided and approved by the Assistant Director of Student Organizations, Dean of Student Leadership and Engagement, and the VP of Student Life. To access the form for approval, go to forms.umhb.edu and select campus bank withdrawal.

Purchasing Procedures

It is important for students to know and understand the processes for completing account transactions and timeline involved in receiving a check or cash advance.

Petty Cash

You can receive petty cash in amounts of \$50 or less from the Bursar's Office. ***Your advisor must sign the Petty Cash card in order to receive the funds.***

Receipts must be turned in within three days of receiving the petty cash. Receipts must be original and itemized. Please tape all receipts onto 8 1/2 x 11" paper, paper clip to your form, and turn into the Business Office.

Check Requests

When filling out request at forms.umhb.edu, select the check option for payment and fill out all necessary information needed.

Student Organization Debit Card

Student Orgs can request an organization travel card. It works just like a debit card. Organizations MUST collect all receipts and turn in when they are done with their purchasing. You maybe choose this method of payment when you are filling out the funding form. Once approved you will be contacted by the Accounting Office to arrange for pick up. From here, you will be given instructions on how to return the card and receipts after its use.

Event Planning

UMHB-recognized organizations may reserve facilities such as classrooms, multipurpose rooms, auditoriums, lobbies, and outdoor facilities. Every event, including weekly meetings must be registered with Event Services. Failure to abide by these policies may result in a fine towards your organization and possibly organization privileges being on probation.

Time Regulations

- Events may *not* be scheduled during the following times: during University holidays, Sunday-Thursday after 12:00 a.m. and weekend activities, Friday - Saturday after 1:00 a.m.
- It is recommended that you plan well in advance and submit all requests and forms at least two weeks before your event. All requests are considered in the order they are received.
- All events must end by the stated closing time with no exceptions. This means that the audience must leave the room by the closing time.

Basic Regulations for Facility Use

- No furniture or equipment may be moved without prior approval from Event Services.
- Do not attempt to stack or move event furniture or props post event unless coordinated with Event Services. This may cause injury or damage to the equipment or event location.
- Before deciding on decorations and setup, refer to the special guidelines for each facility.
- All decorations, tape, etc., should be completely removed by the group that has used them.
- Irresponsible use of rooms or equipment could result in the cancellation of room reservations and/or a charge for any damages.
- Registration of an event on the University calendar or publicity for an event does not constitute a reservation for a facility. All reservations are approved through EMS.

- Burning of candles is not permitted inside any University building.
- Exits may not be obstructed in any way and exit signs must remain clearly visible. **NO EXCEPTIONS.**

Publicize and begin ticket sales ONLY AFTER:

- You receive written confirmation from the Event Services.
- You have received approval from the Student Organizations office for your publicity materials (when applicable).
- When you reserve space with the Event Services Office, your event will automatically appear on the University calendar, if you chose for it to be displayed.
- The second calendar is on My Campus. In order for your event to appear on this calendar, please submit all announcements to announce.umhb.edu 10 days prior to event.
- Advertising must include all relevant information such as the time and place of the event, the admission policy and price, the name of the sponsoring group, and a means of obtaining additional information. It is the University policy that the focus when advertising programs to be held on campus should be toward the students, faculty, and the staff of the UMHB community.

Campus Scheduling Guidelines for Recognized University Activities:

- Consult University guidelines for facility use.
- Your organization advisor will serve as the Event Host. This person should act as the event contact on behalf of the organization. Only the faculty or staff advisor is authorized to reserve space on campus. The advisor will request space through MyCampus at the Event Services web page. Student leadership may contact Event Services in reference to availability or location options.
- Reservations must be made through the Event Services Office, even if permission is granted from another source. All events will be reviewed for appropriate use of space.
- The Event Services office is available to assist in the planning and execution of events and welcomes the opportunity to provide assistance to faculty, staff, and students with facility scheduling and event planning needs. Please contact the Event Services Manager for assistance prior to and during your event. Event Services can be contacted at eventservices@umhb.edu.
- **Academic classes have priority over all other uses.**
- Many UMHB facilities have flexibility for the placement of furniture and equipment. Please note that some UMHB facilities are not fully accessible to persons with disabilities. Review these issues with the office through which you are reserving space.
- Podiums, tables, chalkboards, musical equipment, risers, staging and various other items are available for use in UMHB facilities. Note all items you will need for the event and list them on the facilities reservation form in order to ensure accommodation. In some cases, certain types of furniture or event equipment require different types of approvals. Please provide adequate time for special needs items.
- There are diagrams of several popular setup styles. If none of the diagrams suit your event's needs, check "Other" and attach a sketch of the way you would like the room to be situated.
- The Audio-Visual Office has equipment that can be reserved for campus events. Please be sure to list it on your Facility Reservation Form. Last minute requests are not recommended and will be accommodated only as equipment is available.
- If changes need to be made to any of the forms after they have been submitted, or you decide to cancel your event please email jellison@umhb.edu.
- For more information regarding facility use, please refer to the Event Services Facility Use Policies and Guidelines. Please note that an approved event may still subject to being moved or cancelled due to tradition events or academic needs.

- Once the event is over, it is your responsibility to return the facility back to its original condition. The room should be clean and presentable when you start your event and in return you should leave it the way you found it.
- Plan to have a crew of volunteers to help you clean up. In some cases, tables may need to be rearranged and trash may need to be picked up and removed.

Cancellation Policy

- We require a group or department to cancel their reservation if the space will not be used. Space is at a premium on UMHB's campus; canceling a reservation enables other groups to effectively utilize that space.
- The Event Host must contact the Event Services Office no later than two days prior to the originally scheduled event, when circumstances allow.

Calendars

When you reserve space with the Event Services Office, your event will automatically appear on the University calendar, if you chose for it to be displayed. It is important to include as much information as possible on the Facility Reservation form, in order for your event description to be as informative as possible.

The second calendar is on My Campus. In order for your event to appear on this calendar, please submit all announcements to announce.umhb.edu 10 days prior to event.

Campus Publicity

The time and energy you spend planning and organizing an event may be wasted if you do not properly advertise. You will find in this section rules and regulations on advertising and information to help you promote your event.

Advertising Guidelines

It is the University policy that the focus when advertising programs to be held on campus should be toward the students, faculty, and the staff of the UMHB community. Advertising must include all relevant information such as the time and place of the event, the admission policy and price, the name of the sponsoring group, and a means of obtaining additional information.

UMHB Posting Policy for Posters and Flyers

- No posters, flyers, or other announcements shall be placed on any wall, door, window, pillar, floor, ceiling, tree, outside building space, or other space on campus other than a designated bulletin board or official announcement space.
- Bulletin boards are completely cleared twice a week by the Student Activities Office. (Monday and Thursday)
- No group or individual shall post over another poster which advertises an event or activity yet to happen.
- No group or individual shall remove any poster other than their own while that poster is still active.
- UMHB-affiliated parties may post ONE flyer or poster per event per bulletin board.
- Chalking can be a very effective means of publicity; but the text of the message needs to be approved by the Student Activities Office. Only events that are campus-wide or appeal to a major segment of the campus community will be approved. Messages may be placed on UMHB sidewalks and streets with white chalk. **Never use colored chalk!** Violators will be billed for damages caused by colored chalk stains and will have to remove the chalk. Do not chalk on any portion of the buildings, including steps, walls, or on bricks.
- Flyers and posters must be submitted to the Student Activities Office before posting. (To avoid wasting funds and time, please wait until the flyer is approved before making copies.)
- Appropriate approval should be secured when posting flyers in residence halls or academic buildings.
- Drop posters or banners must be approved for posting in areas specifically reserved for this type of advertising.

- Groups are responsible for removing their posters when their event is over, otherwise it will be removed and discarded.
- Before constructing drop posters, banners, or making smaller poster advertisements, consult the publicity regulations.

Any member of the UMHB community is encouraged to send written complaints about posting abuses to the Student Activities Office.

Chalk Boards

Organizations can check out a chalk board through the Student Activities Office. They are on a first come first serve basis. Messages written on the board, need to be approved by the Student Activities Office. Once the event is over, the chalk board needs to be cleaned off and returned back to the Student Activities Office. Forgetting to do so will result in consequences towards the organization.

Napkin Dispensers

Organizations who wish to post flyers in the Residential Dining napkin dispensers will need to get the flyer approved through the Student Activities Office. The organization is able to print up to 40 flyers to be placed in the holders for up to 2 weeks. This is a first come first serve basis. At any point there is an overwhelming response to post in the dispensers, we will lower the number of allotted spaces. Napkin Holder Graphic Size: 6.5in wide x 4.25in high.

Promotional Booths and Tables

Booths and tables are available at several locations on campus for organizations and departments to promote their activities and services. People staffing them must remain at the booths and not attempt to “solicit” people passing by. Groups are encouraged to clear booths of all flyers and trash before leaving at the end of the day. Also, for safety reasons, no obstructions or electrical cords should disrupt or impede traffic flow or doorway areas.

The Bells

The Bells is published by the University of Mary Hardin-Baylor and is a bi-weekly student publication. Ads are subject to approval. Submit all information on paper and not by telephone. To discuss running an ad, please call the Sales Manager at (254) 295-4598.

Crusader News

It is a fast, convenient form of communication. You may submit your announcements for the Crusader News to the Announcement Portal at announce.umhb.edu. All announcements are subject to approval.

Residence Life Flyers

Approval for flyers in the residence halls and the apartments must be approved by the Student Development office.

Mail Box Flyers

Mail box flyers can be an effective way for UMHB-recognized organizations and departments to communicate to the student body if done properly. All mailbox flyers must be approved in the Student Activities Office before the Post Office will accept and deliver them. Approval is not needed for flyers that are specifically addressed to individuals, only for mass mail-outs.

Campus wide Announcements

Promote your event by submitting an announcement to announce.umhb.edu. Announcements will be shown for up to one week.

Social Media

Social media is a viable way to communicate messages to large groups of people. There are a number of UMHB social media accounts that can reach a great number of students. The Student Organization Office will help promote your organization’s information by reposting information that you tag Student Organizations in. This applies to Instagram and Twitter. You are allowed to create social media accounts for your organization to help in the promotion of your organization.