



STUDENT organizations

MANUAL

2019-2020

University of Mary-Hardin Baylor

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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. The Office of Student Organizations provides training sessions, leadership development programs, organization consultations, the Office Update 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

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Sue Weaver

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Zachary Towell

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Campus Activities

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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. Student Organizations should not discriminate on the basis of race, religion, sex, age, or physical disability.

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

Campus Affiliate

Campus Affiliates are groups who are department sponsored and function as an extension of an office. These organizations do not receive funding from Student Government Association (SGA).

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 in the appropriate manner set forth by the Student Organizations Office. 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.

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 (khatt@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 sponsor 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 make an effort 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

For assistance with writing your constitution, please refer to the samples on the Student Organization website.

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:
 - 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 until re-chartered.

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 Government Association shall be empowered to investigate any activity of chartered organizations 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.

All evidence that a violation has occurred shall be given to Student Organizations, who will forward it to the Vice President for Student Life

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 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*

- Campus Events
- Philanthropy
- Service
- Leadership

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 five 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 Crusader Leadership Conference, CASL, McLane Lecture, Retreat, Conference, Student Orgs Workshop, a partnership with another organization, etc.

Faith-informed Discernment

UMHB is a Christian university that believes in upholding the standards of Christ. As an organization, you must attend one event based around 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.

Campus-Wide Event

Your organization is required to put on two campus events per year. These events should be available to all students at UMHB. Examples of these events include an open mic night, tailgating, tabling for a cause in Bawcom, etc.

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 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":

- 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 outside partnerships including National Honor Societies, community organizations, service organizations, etc. When partnering with an outside organization, the UMHB advisor has final approval of all events and meetings that are sponsored by UMHB. If the event or meeting is sponsored by the community partnership then the community representative will have final approval. 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

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.
- 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

Members must obtain approval to drive using personally owned vehicles for organization travel from the Student Organization Advisor and the Director of Student Organizations in advance of each occasion.

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.

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 Development Office in person, via fax at (254) 295-5013 or email to mball@umhb.edu. The Development 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 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 James Stafford at jstafford@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.
- 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 acquainted with 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.
- Represent the University in questions of acceptable or unacceptable behavior or activities, which involve the organization. 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 Organization 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 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.

Eligibility

Any chartered organization, which is open to UMHB students regardless of race, creed, color, sex, marital status, national origin, age, and disability, is 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. 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 ½ 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.

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. These cards are ordered through the Payment Request form. Simply complete and indicate that you would like a Student Organization Debit Card. You will be contacted by the Accounting Office. From here, you will complete additional paperwork and be given instructions on how to return the card after its use.

Event Planning

Event Registration

Every event, including weekly meetings must be registered with Event Services.

Time Regulations

Events may *not* be scheduled during the following times:

- Sunday-Thursday after 12:00 a.m. and weekend activities, Friday - Saturday after 1:00 a.m.
- During University holidays.

Scheduling and Room Reservations

UMHB-recognized organizations may reserve facilities such as classrooms, multipurpose rooms, auditoriums, lobbies, and outdoor facilities. 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.

Campus Scheduling Guidelines for Recognized University Activities:

- Your organization or department should authorize one member to serve as the Event Host. This person should act as the event contact on behalf of the organization.
- Academic classes have priority over all other uses.
- Because facilities are in high demand, it is recommended that you plan well in advance and submit all requests and forms two weeks before your event. All requests are considered in the order they are received.
- Include all event needs on the Facility Reservation Form. If they are not all listed, we may not be able to accommodate you.

Steps for Reserving University Facilities

All reservation is done online by the Advisor of the organization. Check with Event Services for availability of facilities. Reservations must be completed at least 2 weeks **before** the requested date.

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).
- 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.
- If changes need to be made to any of the forms after they have been submitted, please call (254) 295-4004 or email jellison@umhb.edu.
- If you decide to cancel your event or choose not to use a facility after it is reserved, contact the Event Services at (254) 295-4004 or email jellison@umhb.edu.

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. For more information regarding facility use, please refer to the Event Services Facility Use Policies and Guidelines.

Catering

Sodexo Campus Services Catering is the official caterer of the University. Any event hosted at a University-run building with food costing greater than \$300 must use Sodexo.

Contacting the Catering Office

As soon as you begin to plan your event, contact our office at 254-295-4229. Some very large events begin reserving space up to a year in advance, so it is important to get your event scheduled. For small events, contact the office approximately 30 days prior to your function.

We will make every attempt to accommodate events even with short notice, but this may result in additional fees. Most arrangements can be made via phone and fax, however, our catering manager will be happy to schedule an appointment to discuss any details, if you prefer.

Most events will require a standard contract, and before the event can occur, the catering department must have an

approved Purchase Order. As the function approaches, a detailed Banquet Event Order will be sent to you in order to verify all final arrangements. This order must be signed by you and returned to the Catering office 72 hours before the event, with any changes, questions, or concerns. Major changes after the signed Banquet Event Order is received in the Catering office may result in additional charges.

Payment for Services

All catered functions must have secured payment before they occur. Purchase Orders, University Funds, Checks, or Cash are all valid payment methods. Non-University related groups are required to make a deposit of \$300 or 50% of the estimated charges, whichever is less upon event confirmation, with the balance due 72 hours before the event.

Planning an Event

Pre-Planning

The earliest stage of event planning is pre-planning or event development. In this stage you will need to create a vision for what the event will look like. In pre-planning you should: be clear about why you are sponsoring the event

- Decide who will be involved and who will be responsible for doing what.
- Consider and contact potential co-sponsors for your event and decide what each cosponsor will be responsible for.
- Know who your intended audience is and determine a realistic expectation for the attendance at the event itself.
- Determine the amount of available funds and the amount you are willing to spend.
- Begin developing an effective advertising campaign.
- Develop a realistic timeline for beginning and completing the various components of the planning process.
- Identify potential locations where the event could be held, including rain locations.
- Plan room set-up.
- Determine possible dates and times for your event, while considering the scheduling of other campus events.
- Research and select potential entertainers, speakers, facilitators, etc.
- Consult University guidelines for facility use.

These are just some of the many considerations you should make prior to planning an event. Once you have spent time thinking about who, what, when, where, why and how's of your event, you are ready to begin making the necessary arrangements.

Arrangements

Planning for your event is very important. Do not assume anything. For example, when you think about reserving a room on campus, do not assume that the room will have furniture in it or that a podium and microphone will be there for you. Keep in mind that in the business of event planning, the only thing that will happen for you is what your organization arranges to have happen. That is why it is important to be specific and complete on your Facility Reservation Form. Once you know what you want to do, you can then begin tackling the logistics of making it happen.

Closing Time for Events

All events must end by the stated closing time on the Facility Reservation Form with no exceptions. This means that the audience must leave the room by the closing time.

Equipment and Furniture

Regardless of your event or its location, you will need to consider the set-up of the room. 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. The Event Services Office can assist you in making arrangements for reserving equipment.

Basic Room Setup

Many UMHB facilities have flexibility for the placement of furniture and equipment. There are diagrams of several popular setup styles. Please refer to these when filling out your Facility Reservation Form. If none of the diagrams suit your event's needs, check "Other" and attach a sheet of paper with a sketch of the way you would like the room to be situated.

Audio-Visual Support

The Audio-Visual Office has equipment that can be reserved for campus events. If you are in need of any equipment, 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. They may be contacted at (254) 295-4152.

Direction Signs

Signs directing people to your event should be easy to read, precise and eye-catching. Signs may not be placed on walls, windows, or on walkways. Inside campus buildings the best way to catch one's attention is to place signs on tall white sign holders called standards. For outdoor locations, signs placed on stakes are helpful in directing people to the appropriate buildings.

Be Prepared

No matter how much you plan, a few unexpected problems may arise and you might discover that you have a few last-minute details to resolve. The only thing you can do is prepare for the unexpected. Make sure you have at your fingertips the tools to solve any problems that may occur. Have volunteers on hand – One or two "runners" is always a good idea because some problems can only be resolved away from the event site. Telephone List – Bring telephone numbers with you for anyone you may need to contact during the event.

Who's in Charge?

As the Event Host (person who signed the Facility Reservation, Off-Campus Event Registration, or Campus Publicity Forms), you need to be at the event from start to finish. If you need to divide responsibilities for the program with other leaders in your group, make sure someone is in charge who has co-signed the forms. There must always be a person (or persons) who signed the forms present throughout the entire event. This individual must always be a member of the UMHB community. If questions arise during the event, the Event Services Manager and Campus Police need to know who to contact. Event Hosts should be easily identifiable throughout the event. Your volunteers and guests will feel more comfortable if it is clear to whom they should refer questions. Make sure all committee/group members know who is taking full responsibility for the event.

Volunteers

In many cases, there will be a number of people who will be involved in your event. Communicate effectively to those who are helping out.

Event Services Manager's Office

When holding an event in a campus facility, you should be able to reach the Event Services Manager. He or she may be contacted at the office or by cell phone if you need assistance.

Accessibility

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. They will assist you with issues such as identifying paths of travel and seating arrangements, nearest accessible restrooms, and special support services which might be required. Please be sure to inquire about this when hosting an event off-campus.

Safety Considerations Exit Doors

Exits may not be obstructed in any way and exit signs must remain clearly visible. NO EXCEPTIONS.

Handling Money

All money collected at an event should be deposited immediately. To ensure safety, a Campus Police escort can be used when moving cash from one location to another. You may also ask Campus Police about temporary safekeeping. Collected cash should never be kept in residence hall rooms, but should be locked up in a safe until deposited.

Cleaning Up

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. Failure to do so may result in a fine towards your organization and possibly organization privileges being on probation.

Basic Regulations for Facility Use

- No furniture or equipment may be moved without prior approval.
- 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. A Facility Reservation Form must be completed and approved.
- Burning of candles is not permitted inside any University building.

Event Planning Check List Preliminary Planning

- Set the goals for your event:
- Determine what each individual is responsible for.
- Identify your target audience.
- Determine potential entertainment/speakers/facilitators.
- Consider potential dates, times, and locations.
- Develop a timeline for the various components of the planning process.
- Determine costs and financial resources.
- Begin to develop an advertising and promotional plan.
- Consult University guidelines concerning facility use.
- Remember to include your organization advisor or sponsor in your planning.

Before reserving a facility, determine the following information:

- Event type.
- Identify audience and estimate attendance.
- Date and time of event
- Will you charge admission?
- Will you have food or drink?
- Determine equipment needs.
- Extra times needed for rehearsals, setup, etc.
- Extra room(s) needed for support of event (i.e. registration, dressing room, prep room, etc.).
- If all or part of your event is outdoors, consider your need for a rain location, rain date, and rain plan.

Reserve facilities and promotional spaces: (Event Services is responsible for the following steps.)

- Contact the Event Services Office and pick up forms.
- On-campus event: Facility Reservation Form

- Off-campus event: Off-Campus Event Registration Form
- Check availability of space.
- Complete forms and return to the Event Services Office.
- Upon receipt of confirmation, proceed to next step.
- Remember that reserving space does not mean the event is approved. Do not advertise or sell tickets until you have submitted your forms and received confirmation.

Proceed with advertising and ticket sales.

- Complete and turn in Campus Publicity Form.
- Bring publicity by Student Organization Office for approval before posting.

Prepare for the day/night of the event.

- Organize, coordinate, and train volunteers.
- Remember to arrive early.
- Review accessibility and safety concerns and considerations, particularly related to decorations room capacity, and room set-up.
- Consider how cash will be transported and deposited appropriately.

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 have advisor 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 Organization 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 Organization 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 Organizations 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 Organization Office. Organizations or departments that violate this policy will be warned. Frequent violations could result in the termination of campus publicity for events.

Chalk Boards

Organizations can check out a chalk board through the Student Organization Office. They are on a first come first serve basis. Messages written on the board, need to be approved by the Student Organization Office. Once the event is over, the chalk board needs to be cleaned off and returned back to the Student Organization 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 Organization 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 space. 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.

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 Organizations 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

Have advisor submit 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 Facebook groups that can reach a great number of students. You can also have the Student Organization Office tweet things for your organization.