



CENTER FOR STUDENT LIFE

Registered Student Organization (RSO) Handbook

Distributed by:
Center for Student Life
Updated: October 2026

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Center for Student Life

Building Community

- Coordinates programs and activities that promote the intellectual, professional, moral, social, physical, and emotional development of all students.
- Assists student groups and governments with leadership development and the planning of activities and events.
- Serves as a resource in the planning of student-sponsored events, helps with the student organization registration process, and assists in fiscal management of student organizations and governments.

How to Use this Handbook

The UNT Health Registered Student Organization Handbook is a tool for student officers and advisors. It provides tips on how to perform everyday functions (such as requesting rooms for events, recruiting members, submitting purchase requests), and information on campus policies and procedures. This handbook also includes a section for advisors to help understand the important role they have in aiding student organizations.

Please understand that this is a living and breathing document. Institutional and departmental policies and procedures can change throughout the year. This handbook is designed to help answer questions you may have about leading your student group, but it is not a replacement for the valuable personnel and staff members from the Center for Student Life. If you find you need more information on any topic after reading this handbook, please feel free to contact the Center for Student Life for assistance at centerforstudentlife@unthsc.edu.

Student Groups on Campus

Registered Student Organizations (RSO's)

All students are encouraged to enrich the UNT Health community and their own personal development by getting involved on-campus. One method of involvement is joining a student organization. These organizations provide students with leadership opportunities at the local, regional, and national levels.

New organizations are continuously accepted according to UNT Health new student organization policies and procedures. However, to receive funding, new RSOs must be approved by the Center for Student Life during the re-registration period which typically takes place during the summer or complete the necessary steps for re-registration if a new RSO is being created outside of the normal re-registration period.

Student Governments & Class Officers

Another way for students to get involved on campus is through student government. Each academic program has its own student government association. In addition, clinical programs elect officers for each graduating class. Student governments and class officers are supported by The Center for Student Life and must abide by the same policies and procedures as RSO's.

Expectations of Student Groups

Student groups are afforded privileges and resources at UNT Health and must adhere to and fulfill the following expectations as conditions of registration and recognition.

Organization & Administration:

Shall be open to all enrolled students regardless of race, creed, disability, sexual orientation, age and/or sex and adhere to the rules and procedures set forth in the organization or government constitution, including the non-discrimination requirements for membership.

Shall be led by UNT Health student officers elected or appointed by the student group.

Shall remain in good standing academically and behaviorally and with all aspects of UNT Health and conduct personal behavior in a manner that is consistent with the mission of the University.

Shall have one (1) faculty and/or staff advisor. **The faculty/staff advisor must be a full-time UNT Health employee with a UNT Health email.**

Shall not use "University of North Texas Health Science Center," "UNT Health," or "UNT Health at Fort Worth" in the name of the student organization.

Shall not use UNT Health address or tax-identification number, on any outside financial documents including checking accounts and signature cards. Using this information can result in suspension of the student group and disciplinary action of the executive board. (Please visit the [Student Code of Conduct and Civility](#)).

- The Center for Student Life is not involved in the set up or management of off-campus accounts.

Shall update student officer and advisor information as appropriate, including an updated constitution and/or by-laws annually.

Actively participate in training opportunities and make timely updates to registration information (officers, constitution, etc.) as changes occur.

Shall be responsible for reading and abiding by all procedures in the RSO Handbook and follow and abide by all federal, state, and local laws and regulations, and all policies and procedures of UNT Health, including the Student Policy Handbook (including [Student Code of Conduct and Civility](#) and [Student Travel Policy](#)).

Shall be familiar with the [Student Code of Conduct and Civility](#) regarding misconduct, violations, hazing, fire safety, and alcohol and shall not participate in any hazing activities or activities that would fall under the guidelines of hazing.

- Organizations found responsible for hazing will be subject to disciplinary actions. "Disciplinary actions" means formal action(s) taken by the institution that may impact standing and may include a loss of privileges. Disciplinary actions include written warning, disciplinary probation, suspension, expulsion, loss of privileges, and restitution. Loss of privileges means a temporary or permanent loss of the opportunity to participate in programs, activities, or services offered by the institution, or to receive the benefits of being a UNT Health student or registered student organization. Loss of privileges may include the restriction of specific locations or the restriction of specific activities or resources.

Ensure proper planning and execution of student group events and consult with the Center for Student Life staff for help with event procedures, including proper use of campus resources, including meeting and event space, office space, and all other afforded benefits and resources to the student group.

Shall provide appropriate orientation, education, and communication throughout the officer transition process.

- Shall establish consistent communication with the student group advisor and keep the advisor informed of the student group's activities and decisions.

Annual RSO Re-Registration Process

Every Registered Student Organization must complete an annual renewal process. **This process must be completed to be eligible to use funding.** The requirements can be found below:

- **Step 1: Update RSO Officer Information via Engage Portal**
Update officer information by notifying the centerforstudentlife@unthsc.edu and update constitution/by-laws as necessary. Members must be added annually, and rosters must be up to date at all times.
o Any time there is a change in leadership within your student group, you must notify the Center for Student Life by email. centerforstudentlife@unthsc.edu
- **Step 2: Complete RSO Student Leader Training Canvas Course**
All executive officers of each student group will self-enroll into a Canvas Course. **Each RSO Executive Officer will need to score 100 % on the self-paced quiz and sign the Risk Management Attestation Form on the training Canvas course.**
- **Step 3: Attend Mandatory RSO Student Leader Training**
One executive officer from each student group will attend the mandatory training that takes place in the Fall.

*** Failure to complete these steps will result in the organization being frozen on Engage. ***

Starting a New Organization

All student organizations must be registered with the Center for Student Life in order to use funding from student service fees and utilize space on campus. To be recognized and use funding, the organization in question must contact the Center for Student Life and complete the appropriate form via [Engage](#). Once you click on the link, please select "Register an Organization. After you click on "Register an Organization, select the blue box at the bottom that says "Register a New Organization" to start the form.

STEPS TO BECOMING A REGISTERED STUDENT ORGANIZATION:

- Step 1: The organization must prepare a written constitution/ by-laws.
- Step 2: The organization must have a UNT Health faculty or staff advisor.
- Step 3: The organization must have a President, Vice President, Secretary, and Treasurer (email centerforstudentlife@unthsc.edu the list of officer names with their assigned positions).
- Step 4: The Organization must have at least 5 interested members (does not include the four officers chosen in Step 3).
- Step 5: The Organization must submit the constitution/ by-laws, a list of a minimum of five interested members, the four executive officers, and the advisor's name to the Center for Student Life by registering through [Engage](#).
 - o Once you click on the link, please select "Register an Organization". After you select "Register an Organization", click on the blue box at the bottom that says "Register a New Organization" to start the form.

Staff from the Center for Student Life are available to consult on the formation of new student groups. You can schedule an appointment via [Symplicity](#) for a "New Registered Student Organization Meeting"

The Constitution and By-Laws

According to *Robert's Rules of Order*, a student group forming a constitution and by-laws should begin by reviewing copies of those documents that have been adopted by similar student groups. Select one as a basis for your own and amend each article to reflect your student group's goals and objectives.

It is recommended that both the constitution and by-laws be created as two separate sections of one document. A constitution is the rules that the society consider so important that they cannot easily be changed or suspended. The constitution should contain the primary characteristics of the society and how it functions:

- Name of student group
- Organizational History
- Purpose of Student Group
- Qualification(s) of members
- Officers and Duties
- How to amend the Constitution

The by-laws should contain all other standing rules of the society. The by-laws should be much easier to change than the articles of the constitution. The bylaws should contain the rules of the society:

- Officer election process
- Meetings of the society (essential only)
- Membership Dues
- Committees
- Rules of Order
- How to amend the by-laws

Sample Constitution

Article I: Official Name of Student Group

Article II: Organizational History (date founded and founders)

Article III: Purpose of Student Group

Article IV: Membership

- Requirements and procedure for joining and recruitment

Following statement is required on every student organization's constitution regardless of the type of organization:

Membership is open to all students without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law.

Article V: Officers

- Prerequisites of each officer
- Job descriptions for officer positions
- Appointed positions Volunteer positions Officer replacement

Article VI: Amendments

- Passing requirements (2/3 majority, etc.)
- Time frame for notice given

Sample By-Laws Article

I: Officer Elections

- Nomination procedures and time frames
- Election procedures and time frames

Article II: Meetings

- Frequency of regular meetings
- Procedure for calling emergency or special meetings or identify who presides in absence of the president Proxy authorization
- Identify quorum for voting
- Identify voting and non-voting membership

Article III: Rules of Order

- Brief statement of how meetings will be conducted
- Quorum (% needed for a vote)

Article IV: Membership Dues

Article V: Committees Article

VI: Amendments

- Passing requirements (2/3 majority, etc.)
- Time frame for notice given

Risk Management Policy

In accordance with House Bill 2639, each student group must adopt a risk management policy. UNT Health's Risk Management policy must be signed by the RSO executive officers and RSO advisor. The Risk Management Policy is available to sign on the Canvas Course that is distributed yearly during the re-registration process as a requirement to be re-registered with UNT Health.

UNT Health's risk management policy includes the following topics/concerns:

- Risk Control (travel, personal liability, health, insurance)
- Transferring risk through third-party waivers, hold-harmless agreements, and vendor contracting
- Drug/Substance Abuse
- Sexual Abuse/Harassment/Discrimination/Hazing
- General Health and Safety
- Individuals with Disabilities
- Periodic evaluation of risk management policy; this may be done at the discretion of the Center for Student Life and should be evaluated by RSO Officers regularly.

Officer Roles

Providing Effective Leadership

- Take advantage of all resources available at UNT Health.
- Be aware of the policies and procedures which govern UNT Health and your student group.
- Meet regularly to discuss upcoming events.
- Communicate. You are a vital link in the chain of communication on our campus.

- Remain open-minded. It is important that your personal agendas are not expressed as the view of the student group in which you represent and that you are willing to express the student group's view even if it differs from your personal opinion.

Election Campaign Procedure

- Candidates are responsible for familiarizing themselves and adhering to the campaign procedures described below, as well as any procedure within their student organization or government.
- In the event of a procedure conflict, if the RSO Handbook campaign guidelines are more restrictive, then this procedure will supersede any student organization or student government procedure. However, the student organization or student government may enact and enforce more restrictive campaign guidelines than are outlined in the RSO Handbook.
- Use of Engage messaging/email, Daily News, social media, university facilities, university list-serves, university emails and campus bulletin boards, for the purpose of campaigning, shall be prohibited.
- Campaigning shall be limited to person-to-person campaigning (verbal), speeches given by candidates on a day designated by the election chairperson, putting up information in a place designated by the election chairperson, as well as handing out paraphernalia.
- A candidate may be found in violation and disqualified for not abiding by the campaign rules.

****The role of President, Vice President, Treasurer, and Secretary should be held by four separate individuals. One individual is not permitted to hold more than one of these positions within the same student group. An exception would be allowed for an interim basis in the event that an officer position is vacated in between election cycles.****

The President

The Presidents are the primary external affairs officers and the voice of the student group and represent its interests to all external audiences. Presidents tend to be called on by administrators, faculty, and staff for information, assistance, input, decisions, and access to the peer group that they represent. It is important to check mailboxes frequently, delegate tasks, and ask for help or clarification when needed.

Presidents are elected by their peers because of their ability to provide leadership and instill trust that they will act prudently on behalf of the student body. This does not mean that presidents are expected to do it all. Instead, presidents are to lead the officers and the membership toward the goals established by the student group. Officers are there to aid and complete tasks. It is the duty of a president to ensure that each officer is aware of their tasks and responsibilities. It is in the best interest of the student group to have an officer meeting to identify these tasks and responsibilities. Once they are identified, presidents should share them with all officers, peers, and appropriate institutional personnel. As a result, presidents will not be the primary point of contact for every issue, and there will be a healthy level of consistency and delegation within leadership.

The President's Primary Responsibility

1. In preparing for success, take the time to:
 - a. Identify issues you have inherited and why they are issues to the student group.
 - b. Get to know all students in your student group. Take the time to go beyond your immediate circle and meet other members of the student group.
 - c. Remember, it is your duty to represent the entire membership.
 - d. Know how to access all your fiscal, physical, and personnel resources, including the appropriate use of the Engage platform.
 - e. Identify all the expectations for the upcoming year (those that are recurring events and those that will be implemented for the first time).

2. You should establish routines, making the lives of your officers and membership easier.
 - a. Set meeting dates well in advance. Meetings are easier to cancel than to schedule at the last minute.
 - b. Propose the agenda items for each meeting and stick to the adopted agenda. Remember that people have other responsibilities and do not like to sit for a 50-minute off-task meeting.
 - c. Ensure that all meetings are on the calendars of all key players and appropriate institutional personnel. This does not mean that all your meetings are open, but it does demonstrate that you are keeping the lines of communication open.
 - d. Maintain control of meetings. Limit the discussion to the agenda items until they have been completed and then open the floor for new business. Meetings without focus tend to become exceedingly long and those in attendance become increasingly frustrated. If the issues to be discussed are sensitive or complex, prepare an overhead or handouts allowing the presentation of the facts and opinions. Finally, be sure to review the costs and benefits of each possible decision regarding the issue being discussed.
 - e. A means for all members of the student group to place an item on the proposed agenda should be established and publicized within the student group.
 - f. Delegate the mechanics of the meeting to the appropriate officers and chairpersons as identified in your tasks and objectives meeting.

The Vice President

Vice Presidents are the primary internal affairs officers. They provide all the needed assistance to ensure the smooth operation of the student group. Vice Presidents provide primary support to Presidents. If Presidents are unable to conduct a meeting, carry out a responsibility, or complete the term of office, the Vice President will assume the role of President.

The Vice President's Primary Responsibilities:

1. Behind-the-scenes support. The Vice President's role includes, but is not limited to, the following:
 - a. Work to identify those issues and challenges that may require a decision by the president, officers, and/or the membership. This will help prevent the need for crisis decisions.
 - b. Act as the primary liaison with the past officers to determine what events the student group will be responsible for in the upcoming year.
 - c. Communicate with the president regarding upcoming issues and events.
 - d. Make suggestions for committees and chairpersons that will assist the student group in meeting its goals.
2. A public representative. There are many occasions when the Vice President is asked to represent the student group.
 - a. Be knowledgeable of the environment. Identify the issues, obtain the facts, and familiarize yourself with the key players.
 - b. Assume responsibility for the tasks that are visible to the public that the President cannot take on.
 - c. Apprise the President of all those in the student group who deserve to be recognized for various accomplishments.
 - d. Just as the President is a voice of the student group to the public, the Vice President is a voice of the student group to the President.

The Treasurer

The Treasurer is responsible for maintaining the financial order of the organization. Organization and accuracy are necessities for this position. The Treasurer will assist the officers and the organization best by maintaining records of estimated and actual expenditures. State and UNT System regulations govern all expenditures. Please consult with the RSO Handbook or the Center for Student Life staff with any questions prior to any expenditure, to ensure that the established procedures are being observed.

The Treasurer's Primary Responsibilities

1. *Track student group budget and allocate all other monetary transactions appropriately via the Engage Finance tab.* This includes submitting purchase requests via Engage whether it is for supplies, food, travel awards, etc.
2. *Reconcile all statements and accounts monthly. It is important that all student group bills are paid in a timely manner.*
3. *Ensure that the internal student group account is appropriately used during the fiscal year.*
 - a. *SGAs and Classes:* Any funds remaining in an internal 6000 account as of September 1st each year will be reallocated to the Student Service Fee account and thus, no longer accessible to the organization (the new fiscal year begins September 1st). This is an organization's "use it or lose it" budget and it will not roll over.
 - b. *All RSOs:* The 9000 account balance rolls over every year.
4. *Coordinate all 9000 account deposits regarding donations and sponsorships with the Office of Institutional Advancement.*

The Secretary

The Secretary is responsible for documenting and recording all internal student group proceedings. Few people can keep track of all student group decisions; thus, it is vital that the Secretary keeps accurate records. The Secretary will provide all necessary documentation to effectively maintain all phases of the organization's operations. Of all the officers, this position requires the highest level of organizational skills.

The Secretary's Primary Responsibility

1. Internal Responsibilities:
 - a. Completing forms and other paperwork as needed. Includes submitting event submissions via Engage.
 - b. Recording the minutes for all student group meetings. The minutes are not a transcript of the meeting; they should be brief and accurate. All minutes should be uploaded and stored in the documents section of Engage.
 - Minutes include:
 - Date, time, and place of the meeting
 - A list of those present
 - Major discussion items with arguments for and against
 - Motions and votes
2. External Responsibilities:

- a. Secretaries are responsible for drafting letters of request or acknowledgment for the purposes of any national affiliations. It is important to copy all appropriate institutional personnel. All correspondence for this purpose must be on UNT Health letterhead.
- b. The Center for Student Life should be privy to all activities on and off campus. This will ensure the minimum number of conflicts with other organizations, provide clear communication with other departments (i.e., Facilities, UNT Health Police, etc.), and improve campus-wide collaboration.

Academic Expectations

Registered student organizations, class and government appointments are designed to promote and enhance the scholarly activity and personal development of our students. All elected officers are required to maintain a specific level of academic performance. These policies will be enforced to ensure that our students do not allow their co-curricular involvement to interfere with their academic pursuits.

A student must be in good academic standing to run for office in any student organization, government and/or class and must remain in good academic standing throughout the term of office. **Students not in good standing or on academic and/or disciplinary probation in any program are not eligible to hold office in sanctioned student groups or classes and, therefore, are required to submit a resignation letter from any elected or appointed positions held at UNT Health to centerforstudentlife@unthsc.edu.**

- Students who are repeating (or have repeated) an academic year due to unsatisfactory performance may not be an elected or appointed officer in any campus-based organization.
- The Student Performance Committee OR the Academic Dean will have the authority to impose reasonable requirements and/or restrictions including but not limited to, resignation of all elected or appointed positions, limiting the extent of participation in on-campus organizations and increasing utilization of the services offered by CAP.

Advisor Role

All Registered Student Organizations must have an Advisor to be officially recognized and receive funding. The primary advisors must be full-time UNT Health faculty or staff. The advisors are identified as Campus Security Authorities (CSAs) under the Jeanne Clery Campus Safety Act. This Act is a federal law that requires universities annually to compile and publish crime statistics for their campuses and surrounding areas and requires all university “campus security authorities” to report crime statistics for inclusion in the institution’s Annual Security Report. The advisors are required to complete the annual CSA training. CSAs are automatically enrolled, and a direct link to the training is provided annually via email.

If the organization has difficulty finding appropriate advisors on campus, please notify the Center for Student Life.

The Advisor’s Primary Responsibilities:

- To maintain a thorough knowledge and understanding of the RSO Handbook, Risk Management Agreement, and RSO Training Procedures, including the organization’s Constitution and By-laws.
- Encourage the organization to provide opportunities for the educational and personal development of its members.

- Encourage the organization to plan activities which justify the expenditure of students' time, ability, energy, and funding.
- Be well-informed about all plans and activities of the group. This may be achieved through regular attendance at meetings and/or frequent consultation with the organization's officers.
- Assist in the orientation and transition of new officers.
- Provide long-term continuity within the group and be familiar with its history, including major changes in the group's programs.
- It is recommended that the advisor attend events sponsored by the group and assists in setting the tone of the occasion.
- Assist the organization in setting and evaluating realistic goals and objectives each academic year.
- Assist in the promotion of student interests through student group programming.
- Acknowledge that students may only use the UNT Health Tax Exemption Form with Government or RSO specific funds. Students are not allowed to use the school's tax exemption status with an outside account. Any outside accounts CANNOT be affiliated or labeled with UNT Health.

Leadership Transition

Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership. When an RSO transitions leadership, please submit the Re-registration form via Engage so the CSL team can update rosters and internal records.

Why transitioning is important:

- Provides the new leader with significant student group knowledge.
- Minimizes the confusion of leadership changes within the entire organization.
- Helps the incoming leadership gain some of the special expertise of the outgoing leaders.
- Increases the knowledge and confidence of the new leadership.
- Minimizes possible loss of momentum for student group accomplishments.
- Provides a sense of continuity among the membership.

The following are suggestions that may prove helpful in your leadership transition:

Start Early

- Identify potential leaders in your organization early in the year and encourage these potential leaders through personal contact. Share with them the benefits of leadership.
- Encourage the current officers to help develop skills by delegating responsibility to potential leaders. Clarify job responsibilities and model effective leadership styles.
- Develop a student group structure to support leadership development, mentoring/shadowing program, and informational notebooks.
- Orient the new officers together with the outgoing officers so they can understand each other's roles and start building their team.
- Transfer the knowledge, information, and materials necessary for the new officers to function well. Ask outgoing officers what they wish someone had told them.

Make the Transition Smooth

- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review and update your bylaws to reflect changes made during your administration.

- Review the job descriptions to make sure they accurately describe the offices your organization needs and uses.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat.
- Review and update your mailing list and/or membership records. Orient incoming officers to resources used in the past.
- Update and upload important files via Engage that might be helpful to the incoming officers.
- Introduce incoming officers to Advisors, the Center for Student Life, other student leaders, and university administrators.

Add Your Personal Touch

- Share the effective leadership qualities and skills you learned on the job.
- Share problems, helpful ideas, procedures and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out.
- Have the officers go through role-specific and RSO files together.
- Acquaint the new officers with physical environment, supplies, and equipment.

Share the Student Group's Structure

- Constitution and by-laws
- Officer descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluation of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Historical records, scrapbooks, and equipment
- Access/permission to and working knowledge of Engage

How to Run an Effective Meeting

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun. The following steps will guide you in planning a meeting that is informative and enjoyable for all members.

Before the Meeting:

- Define the purpose of the meeting. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted, and it could discourage their return to the organization.
- Develop and propose an agenda. Allow other members to add agenda items according to student group procedure.
- Choose an appropriate meeting time. Set a time limit and stick to it.

- Distribute the proposed agenda and any other materials before the meeting so that members can be prepared.
- The location of the meeting is very important. Choose a location that is easy for members to find or provide a virtual option as well. Keep in mind that many students do not always have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the desired space is appropriate.
- Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place. Room reservations are made on Engage through the Event Submission process; timely reservations will ensure your desired space is available.

During the Meeting:

- Greet members to make them feel welcome and be sure to introduce any new members.
- Be sure to introduce any higher-level administrators attending the meeting whether they attend continuously or not, as a matter of respect.
- Start on time. End on time. Follow the agenda.
- Encourage discussion/debate according to parliamentary procedure. Remember that the organization belongs to all of the members. When members see that their ideas have an impact on the decision-making process, their commitment to the organization increases.
- Keep the discussion on topic and move towards an eventual decision.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- Minutes are the official record of discussion items and decisions.
- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
- Set a date and time for the next meeting.

After the meeting:

- Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
- Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made
- Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
- Put unfinished business on the agenda for the next meeting.
- Most importantly, give recognition and appreciation to the members for excellent and timely progress.

Event Planning

Liability Insurance Coverage

Registered Student Organizations (RSOs) have liability insurance coverage under UNT Health's liability insurance for certain on-campus activities if they are university-sanctioned activities that are approved through proper university procedures. University policies and procedures can be found on the UNT Health website.

It is the responsibility of the RSO to ensure that they are in good standing and registered with the Center for Student Life. UNT Health Science Center does not provide liability insurance coverage for the off-campus activities of registered student organizations. Although UNT Health cannot require that registered student organizations obtain insurance for off-campus events, having insurance is recommended, especially for events involving physical activity. In some cases, the registered student organization may have no choice but to obtain insurance; because the outside facility/venue hosting the event requires proof of coverage before allowing the event to occur.

Registered student organizations should start the process of obtaining third party liability insurance coverage at least 45 days in advance of the event. The RSO is responsible for locating an insurance agency to purchase coverage for their event. RSOs can use their university accounts to pay for the insurance policy. All policies paid for with a university account will be processed through the normal payment procedures with the Center for Student Life. Payment procedures can be located within the payment methods section of the RSO Handbook.

Third Party Liability Insurance coverage should be considered for the following types of events:

- Physical Activity/Sports
- Immunization Administration (Health Fair)
- Events with alcohol

*****RSOs must contact the Center for Student Life 60 days IN ADVANCE to discuss the risks associated with any event.*****

Ensure proper planning and execution of student group events and consult with the Center for Student Life staff for help with event procedures, including proper use of campus resources, including meeting and event space, office space, and all other afforded benefits and resources to the student group.

Establishing a Calendar of Events

- Generate a list of tasks that need to be accomplished for the program.
- On a blank calendar, mark the date of the program.
- Check your task list and turnaround time needed. Then plot deadlines accordingly.
- Allow some extra time for Murphy's Law (whatever can go wrong will).
- Distribute copies of the calendar to all people involved.
- Designate the individuals responsible for designated tasks.
- Post upcoming meetings, news, and discussions on your organization's Engage profile.
- Use the calendar as a guide and a checklist. Remember to be flexible— sometimes it is necessary to obtain the intended outcome.

Scheduling Events

All meetings and events, regardless of format or location, **must** be registered through the Center for Student Life via Engage at least 14 standard days prior to the event.

Organizations should schedule all in-person meetings and events at least 14 standard days prior to their occurrence. Meeting rooms are booked on a first-come, first-serve basis, so request them early via Engage through the Event Submission Form. When scheduling events, it is important to consider academic commitments (i.e. exams take priority).

Rooms will be assigned based on event type, timing and size. CSL will attempt to schedule in preferred locations based on type (indoors, auditorium, conference, classroom, outdoors).

To coordinate on-campus schedules and the collective interest of all recognized student organizations equitably, the Center for Student Life reserves the right to decline a room reservation. This can be for many reasons, *including but not limited to*, other events occurring prior to or after requested time and date, inadequate time to request space/CETS/facilities.

Clean Up and Clear Out

All programs and events must be completed, the room cleaned, and the trash removed before the reserved time frame has expired. It would be beneficial to include the time it takes to set up and breakdown in the event submission form. **Fines will be assessed if any equipment or space is damaged while used by an RSO.**

Reserving Facilities, MET Lawn, & Alumni Plaza

All facility reservations for student organizations must be completed by the Center for Student Life. The organization officer must submit a request through Engage, through the Event Submission Form, at least two weeks in advance of the date needed.

Please understand that there may be fees associated with events held during evenings and weekends. You are required to work with the Center for Student Life to identify the best avenue for facility reservation and fee payment.

Audiovisual Equipment

A wide variety of audiovisual equipment is available for use during meetings and events. Please submit your request on the Event Submission form via Engage at least two weeks prior to your event. The Center for Student Life will send your request to the Classroom Educational Technology Support (CETS) Office. Depending on the equipment request, training with the CETS team may be required.

Student leaders are responsible for coordinating with the police department to store equipment for events ending after hours or over the weekend. **Fines will be assessed if any equipment** is damaged within the RSO's possession.

Student-led Conferences and Events

When planning a conference, student organization leaders are required to collaborate with the Center for Student Life in advance (this should occur no later than 6 months in advance). Our office will then point in the direction of working with other UNT Health departments or offices depending on the needs of your conference.

Guest Speakers

Speakers within the UNT Health community should be contacted at least four weeks in advance and outside speakers should be contacted two to three months in advance. The more prominent the speaker, the more lead-time.

Health Fair Procedures

If an RSO would like to conduct a health fair or participate in a health fair put on by another organization, the organization must comply with all UNT Health, academic programs, and professional standards regarding administering unlicensed health care services while enrolled as a student. This includes but is not limited to having a supervising preceptor, appropriate training for services administered, and communication with attendees informing them that you are students.

Vaccines

RSOs cannot purchase vaccines with Student Service Fee Money. Student Life does not handle this process. Faculty Advisors must procure the vaccines for students to use.

Additional Information

RSOs cannot host live band performances inside UNT Health buildings. This decision was informed by UNT Health Facilities.

Free Speech and Public Assembly

The University of North Texas Health Science Center recognizes that freedom of expression and public assembly are fundamental rights of all persons and are essential components of the educational process. Such activities promote debate and the sharing of ideas, which are the foundation of educational institutions. Registered Student Organizations are encouraged to be familiar with the Free Speech and Public Assembly on Campus Grounds Policy, available [here](#).

ADA Compliance

State and federal law (Americans with Disabilities Act of 1990 as Amended, Section 504 of the Rehabilitation Act of 1973 and UNT Health policy 07.105 mandate equal access for persons with disabilities in all facilities, programs, and services of the University. This includes student organizations, participation and any meetings or events. All individuals should be able to fully participate in events, including on-campus and off-campus events for attendees who are students and/or from the community.

Some helpful hints are:

On flyers or postings for any events, you should include a statement regarding requests for accommodation needs.

Plan ahead, know the venue and any access issues that could arise.

Make sure that all parts of your events or activities are accessible.

Remember, not all disabilities are visible, and you should be sensitive to any request.

If an individual makes a request, consider any experience they have had and contact the disabilities office on campus.

For more recommendations, click [here](#).

For additional information, please contact the Office of Disability Access at oda@unthsc.edu.

Alcohol at Events

The individual student organization sponsoring the event, as well as the third-party vendor, retains all risk related to the distribution and consumption of alcoholic beverages at both on and off-campus events. Likewise, the sponsor of such an event (including the organization and its officers) accepts the following conditions:

- To observe all applicable state laws and local ordinances;
- To prohibit the use of University funds for the purchase of alcoholic beverages;
- To maintain decorum appropriate to the University and their desired profession;

- To limit participation to the membership of the sponsoring organization and its invited guests;
- To refrain from advertising the availability of alcoholic beverages to the public on or off campus;
- To refrain from listing or implying in advertisements that attendees will be offered free alcohol;
- To provide for the distribution an assortment of food and non-alcoholic beverages. Providing water does not satisfy this requirement;
- To provide a safe ride program for all participant at the event (i.e. Uber, Lyft, or designated drivers);
- To assure that no minor or intoxicated person is served alcoholic beverages; and
- To ensure that consumption and service of alcoholic beverages is at or in the facility designated for the event.

On-Campus Events:

All on-campus events sponsored by a student organization/group that include the serving and/or consumption of alcoholic beverages must be approved by the Center for Student Life. **Alcoholic beverages may not be sold on Health Science Center premises. Security will also be required at the event with a fee of 1.5 times the officer's hourly rate (with a minimum of 3 hours) to be charged to the group/organization hosting the event. One campus police officer will be hired for every 75 persons and depending on the total number in attendance, the UNT Health police chief will determine if more than one officer is needed.** A third-party vendor must be responsible for the distribution of all alcoholic beverages. Fill out the [Alcohol Request Form](#) prior to submitting an event submission.

Off-Campus Events:

All off-campus events sponsored by a student organization/group that include the serving, selling and/or consumption of alcoholic beverages must be conducted at a location where a third-party vendor is responsible for the distribution of all alcoholic beverages. Food and non-alcoholic beverages must be served if alcohol is available.

RSOs that have alcohol at events will also need to follow these guidelines:

There must be non-alcoholic beverage options as well.

Food must be provided to attendees where alcohol is available. Substantial options are recommended.

We recommend limiting the number of complimentary beverages (2 is a good number). Some have used tickets in the past, but we encourage wrist bands.

Safe-ride information should be distributed to attendees and displayed at the event. These can include information on Uber, Lyft, and local safe ride numbers. **Safe ride signage is available for checkout in the Center for Student Life.**

Information related to the Drug Free Schools and Communities Act can be viewed [here](#).

Contracts, Letters of Agreement, and In-kind Sponsorships

Solidify the details at least 60 days prior to the event.

All contracts, without exception, must be submitted to the Center for Student Life. This includes any forms that state "terms and conditions".

The process for review and signature of contracts could take **up to 60 days** (including review by the UNT Health legal and purchasing department).

If the contracting parties have questions or concerns, have them contact the Center for Student Life at centerforstudentlife@unthsc.edu.

Approval must be given, and the agreement must be signed by both parties before any publicity of the program begins. **Students cannot sign letters of agreement or contracts.**

- UNT Health cannot provide business checks for vendors. Payment must be accepted via card payment (over the phone or via contract info) or EFT (Electronic Fund Transfer).
- **In any case in which the previous conditions, procedures and policies are not met, the student organization, student leaders, and organization members are subject to the disciplinary process as outlined by the Student Code of Conduct and Civility.**

Funding

Funding Source

In compliance with the Texas Education Code 54.5031, the Student Fee Advisory Committee (SFAC) at UNT Health at Fort Worth is established to advise the governing board and administration on the type, amount, and expenditure of compulsory fees for student services.

All student organizations must be registered to be eligible for funding. Student governments and classes will be allocated funds by the Student Fee Advisory Committee to their respective 6000 account. The SFAC will allocate student fees for the upcoming fiscal year, pending approval of the UNT Health President annually in May.

Use of Student Service Fee Funds

Registered Student Organizations (RSO) and Student Governments are funded by Student Service Fees. The money each SGA receives is budgeted through the Division of Student Affairs and is designated by the Student Fee Advisory Committee. These funds are placed in the organization's 6000 account. Other RSOs can request funding through the RSO Funding Process (minimum of \$100 per request). **Click [HERE](#) to learn more about the RSO Funding Process (for all non-SGA affiliated RSOs).**

This money is to be spent on university business only, cannot be used for personal gain (fundraiser items, gifts, reimbursement, etc.) or alcohol, and must always be consistent with the educational purpose of the organization/university.

Funds can be used to cover expenses such as:

- Speakers and films
- Publicity
- Operational costs, postage, office supplies
- Event supplies (events taking place that fiscal year)
- Equipment, if related to the purpose of the organization
- Travel – Professional Development
- Venue Rental Fees
- Social Activities
- Food

Appropriate Examples:

- T-shirts purchased for members to be worn at events and fundraisers
- Small tokens of appreciation (minimal in value-*less than \$25*)
- Framed Certificate/Plaque
- Equipment (pocket medical books, medical bags, etc.)
- Yearbook commemorating educational journey - **items of appreciation (outside of certificates/plaques) must be educational**

Educational materials include textbooks, supplies, implements, tools, or other goods related to any education, training, or experience required for participation in an educational program or organization. All requests must be tied to a specific event or program and all students/members must receive the item. **\$25 per person is the maximum amount allowed of all items (including food) purchased added together.** *Items of appreciation (outside of certificates/plaques) must be educational and must be purchased for each student.

Inappropriate Examples:

- Items purchased to sell or give-away (jackets, t-shirts, supplies, etc.)
- Consumables (jackets, t-shirts, coffee maker, etc.)
- Supplies purchased at the end of the fiscal year to stockpile for future events
- Selling student tickets to events paid for by 6000 funds

Purchase requests must be submitted to the Center for Student Life, via Engage, 14 days prior to an organization making any financial commitment to a vendor. In addition, the use of a State Procurement Card (PCard) has rules and requirements that govern their use.

Please contact the Center for Student Life well in advance with any questions at centerforstudentlife@unthsc.edu.

Student Government (6000) and Fundraising (9000) Accounts

The money your organization receives is budgeted through the Division of Student Affairs, from student service fees and is designated by the SFAC. It is placed in a Student Government (6000) account. This money is to be spent on university business only; for example, meetings, food, and supplies. You cannot use this money to buy items to re-sell. You cannot deposit money into your Student Government (6000) account. Any money not spent in this account by **the date specified by the Center for Student Life** of each academic year will no longer be accessible for the following fiscal year.

Money raised through direct fundraising (such as profit-sharing, donations, etc.) must be deposited into a Fundraising (9000) account through the Office of Institutional Advancement. All other fundraising (such as item sales, bake sales, membership dues) will no longer be deposited into a Fundraising (9000) account. RSOs will be responsible for managing these funds and may choose to open an outside bank account.

Only SGAs and classes will have a Student Government (6000) account. Other RSOs not affiliated with an SGA, will only have a Fundraising (9000) account. On your dashboard (for non-SGA affiliated RSOs), you may see a 9000 account and another account that is empty titled "Inactive"

*****Outside bank accounts MAY NOT use the UNT Health tax ID number, institution name, or address on the account. Additionally, purchases made using an outside bank account will not be eligible for tax-exemption.*****

Improper use of institutional information is a direct violation of the Student Code of Conduct and Civility and can result in disciplinary action.

Any money spent out of the 6000 or 9000 accounts must be approved by the Center for Student Life. For example, the RSO treasurer will submit a purchase request in Engage for a DSA staff member to make payment for t-shirts ordered from one of the accounts. Please note that alcohol cannot be purchased with either account. Use of a State Procurement Card has rules and requirements that govern their use. Failure to correctly submit requests will jeopardize your privileges as an RSO.

Payment Methods

When student organizations submit purchase requests, the Center for Student Life has two payment methods. The first method is payment using our state credit card or P-Card. For items that the Center for Student Life can pay over the phone such as food orders or in-person such as supply runs, we typically use a P-Card. For these purchases on our **P-Card**, The Center for Student Life requires a payment request **at least 14 business days** prior to the payment due date and before services are rendered. For purchases that require a contract, the payment request as well as all vendor documents (invoice, W9 and contact information) must be submitted **at least 60 days** in advance. Please note that the Center for Student Life can **NEVER** purchase alcohol or gift cards using on-campus funds.

Making Deposits

The Treasurer of the student organization must work with the Office of Institutional Advancement to coordinate profit-sharing and donations. Institutional Advancement will transfer the funds to your 9000 account. Those funds will be available 5 weeks after deposit. The Center for Student Life will update your 9000 account on Engage accordingly.

Account Balances

The Treasurer of the organization can track and view the organization's 6000 and/or 9000 balances on Engage within the Finance tab. This is accessible at all times. New entries and a record of all student group transactions are easily managed through this function. Please e-mail the Center for Student Life for balance inquiry questions.

Membership Dues

Membership dues are optional. If required, membership dues are collected by the officers. Students may choose to deposit money raised through membership dues into an outside bank account.

Fundraisers/Soliciting Donations

For University purposes, fundraising is defined as "any activity in which money is collected." Even if all you wish to do is break even or recover costs, your activity will be considered fundraising if money is collected. Some examples of fundraising include, but are not limited to merchandise sales (i.e. t-shirts, stickers, mugs, etc.) bake sales, ticket sales including events held off campus, etc. In order to participate in fundraising:

- The student group must be a currently registered student organization or student government in good standing.
- Advance approval from the Center for Student Life is required for all fundraising activities. Approval must be provided prior to any advertisement, collection of money and/or contacting any community businesses. Collection of membership dues for your organization does not require advance approval.

- Fundraisers involving community businesses, university family members, and/or alumni **MUST** be approved by the Office of Institutional Advancement.
 - Includes soliciting for sponsorships or donations
- Any apparel (including t-shirts, sweatshirts, etc.) and promotional items (including marketing flyers, social media posts, etc.) featuring any representation of UNT Health at Fort Worth (such as the name, logo, or program name) must receive approval from the Office of Marketing and Communications before proceeding with purchase or posting regardless of the funding source. It is the student officer's responsibility to contact the Office of Marketing and Communications at marketing@unthsc.edu for approval.

How Student Organizations may use Funds Raised

Funds cannot be used for personal gain and must always be consistent with the purpose of the organization/club. The funds that your group raises may be used to cover the costs of the following types of expenses:

- Speakers and films
- Operational costs, postage, office supplies and event supplies
- Equipment, if related to the purpose of the organization
- Travel (send delegates to conference and/or mission trip expenses)
- Venue Rental Fees
- Social activities
- Food

Purchase Requests

All purchase request must be submitted 14 days prior to the organizations event or a financial commitment has been made to a vendor.

Tax Exempt Status

Please note that UNT Health is a tax-exempt institution. It is the organization's responsibility to inform the vendor of this status when placing an order. Our office will provide the tax-exempt form to the vendor when our office makes payment for the purchase request. The tax-exempt form CANNOT be sent to the student to distribute to the vendor.

The tax exemption form can only be used with University funds. Students are not allowed to use the school's tax-exempt status with an outside account. Any outside accounts CANNOT be affiliated or labeled with UNT Health.

Ordering Supplies

A \$25 minimum purchase is required for all RSO purchase requests for 6000 or 9000 account.

All purchases under \$5,000 that do not require a requisition (EFT) will be paid over the phone.

All supplies needed for purchase using University funds must be made by the Center of Student Life.

Organization officers and members will not be reimbursed if purchases are made with personal funds.

Supplies may also be ordered by the Center for Student Life through Amazon.com, Sam's Club, and Walmart. To submit the supply orders, please attach a detailed spreadsheet to your purchase request, this includes item name, price, quantity, and item link. Spreadsheets should be uploaded

to your 9000/6000 purchase requests or funding requests through Engage. These spreadsheets can be located on the homepage of Engage or the RSO Student Leader Canvas Course training.

- Please account for delivery times when requesting supplies.
- Additionally, keep in mind, Amazon prices are subject to change, so please overestimate your costs.
- Curbside pick-up is no longer available for Sam's Club Orders, therefore, if you need items from Sam's Club please submit your purchase request by Thursday the week prior to when you would need your items, which will then be available the following Tuesday to pick up from the cabinets in the Center for Student Life lounge located on the second floor of the Student Services Center.
- Walmart supply orders will be curbside pickup orders if delivery is not chosen. You are responsible for picking up your orders.
- Please coordinate with a staff member from the Center for Student Life for pick up date and time.

Each organization is responsible for the transportation and appropriate storage of purchased supplies.

- All orders will be shipped to:
 - The Center for Student Life at 1051 Haskell St., Fort Worth, TX, 76107.
 - Orders will NOT be shipped to personal addresses.

Items must be picked up from the Center for Student Life within 3 business days of notification.

Ordering Food

Officers will submit a purchase request for food from the appropriate account on Engage at least 14 business days in advance of the event. On the purchase request form, you will attach the "Food Order Request Form" (can also be located on the homepage of Engage towards the bottom). It is important to fill out the "Food Order Request Form" correctly and thoroughly with proper pricing, quantity, etc. Before submitting the purchase request, you should include details of who will be picking up the order or accepting the delivery along with time and date of the meeting. You are responsible for cancelling your order at least two business days in advance if applicable. Your RSO account will be charged if the vendor has not been notified of a cancellation. Once the purchase request has been viewed and approved by CSL staff, it will have an "approved" status on Engage. A CSL staff member will call in your order and make payment. If there are any changes to the order or it needs to be cancelled, please notify the staff member who approved your payment request. Your RSO account will be charged if the staff member has not been notified of a cancellation.

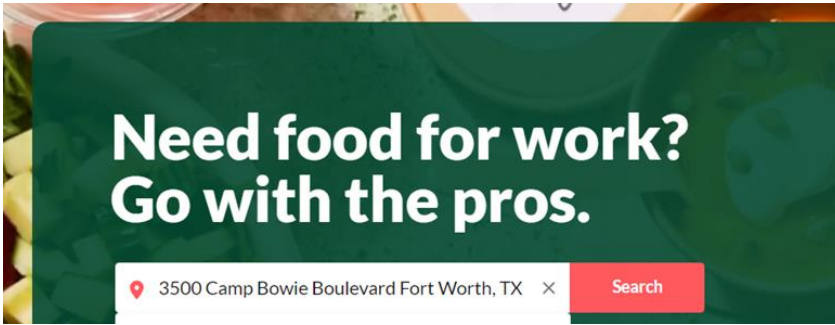
Food Ordering Process

CSL staff will use EZ Cater for food purchases. Please see this link [ezcater](#) to review menus for various restaurants such as:

- Boxed lunch options
- More restaurants – no more 5-mile radius limit
- No more receipt hassle
- Delivery and pickup options
- Filters for dietary restrictions

Steps:

1. Type in the address for the school: 3500 Camp Bowie Blvd.



2. Choose Delivery or Pickup – Please note delivery charges vary by restaurant and is not considered a tip.

1. Choose your items and add them to the “Food Order Request Form” (spreadsheet) to be uploaded to the Purchase Request Form along with the contact information for the person who will be picking up or meeting the delivery driver.
 - a. All deliveries will be at the lobby of each building. *EAD, RES, and Library will be on the 2nd floor lobby.
 2. Enter your purchase request in Engage with your completed “Food Order Request Form”.
 3. Receive an email stating your purchase has been placed.
- If the purchase amount is greater than \$5,000, the vendor does not accept credit card payment by phone, OR the purchase requires a contract, please allow 30 days for processing of an EFT.
 - You must upload the food order request from with your payment request if having a catered event.
 - If you are having your food delivered, please make sure to add a 10 -20% tip to your food order request.
 - It is suggested that you collect an **RSVP** from potential attendees to ensure your funds are used effectively and food is not wasted.
 - As a reminder, food costs should not exceed \$25 per person.
 - Officers are responsible for meeting the delivery person and setting up the food or picking up the food from the vendor.

Catering

It is permissible to utilize catering options beyond EZCater if the venue you are working with for an event has specific options for catering as stated in the venue’s contract. When working within the confines of a budget, be sure to put a cap on the total cost for the caterer. Do not forget to include the cost of labor and gratuity. Please note that students CANNOT sign contracts on behalf of a student organization using on-

campus funds. Students must coordinate contracts with the Center for Student Life at least 30 days prior to event (see Contracts and Letters of Agreements on p.31).

Marketing Approval Process

Any apparel (including t-shirts, sweatshirts, etc.) and promotional items (including marketing flyers, social media posts, etc.) featuring any representation of UNT Health at Fort Worth (such as the name, logo, or program name) must receive approval from the Office of Marketing and Communications before proceeding with purchase or posting regardless of the funding source. Items purchased have to be appropriate and in good taste. It is the student officer's responsibility to contact the Office of Marketing and Communications at marketing@unthsc.edu for approval.

Once approval is granted, if using University Funds, an officer must forward the approval to the Center for Student Life and/or upload a photo proof via the Engage purchase/event request.

Submission Request Deadline

Purchase Requests:

- Submit **AT LEAST 14 business days** in advance of use

Funding Requests:

- Submit **AT LEAST 14 standard days** in advance of use

Event Submission Requests:

- Submit **AT LEAST 14 standard days** in advance of event

Travel Requests/Awards

- Submit **AT LEAST 30 standard days** in advance of travel

Contracts/EFT (Events/Entertainment)

- Submit **AT LEAST 60 standard days** in advance of services

*****These deadlines are minimums (hence the “at least” before each deadline), NOT exact. The earlier you submit these requests, the better!*****

Travel Policy

For all student travel, students must adhere to the [UNT Health Student Travel Policy](#). If travel is international, please notify centerforstudentlife@unthsc.edu at least 60 days prior to travel. Read more about requirements for international travel [HERE](#).

Using Organizational Funds for Travel

The organization treasurer will need to submit a purchase request on Engage for each traveler at least 30 standard days before the date of travel.

The treasurer must include the following information for each traveler in an excel spreadsheet and attach it in the payment request:

- Conference Name, Dates & Location
- Student Name
- Is the student a currently enrolled student at?
UNT Health
- Student ID#
- E-mail address

- Scholarship amount awarded

Student Organizations and Governments may use funds (via 6000 or 9000 account) to provide travel awards to members. The traveler will book all travel arrangements including registration, flight, lodging, rental car, etc.

Travel Awards must be a minimum of \$100 (each traveler, not total amount awarded).

Students MUST complete the Clery Form within 30 days of returning from their travels to receive the disbursed travel award that was allotted. The Center for Student Life will process an EFT with the total amount that was awarded once return confirmation and forms are completed. This process could take up to 30 business days to reflect the award in their bank account. This is not a reimbursement as approval was given prior to the travel.

Travel awards will not be awarded to non-students. All travelers must be currently enrolled students at UNT Health at the time of request, travel, and disbursement.

Poster Award

To submit a poster award, you can use the purchase request and provide the quote from a vendor of your choice (Staples, Office Depot, etc.). The poster award does NOT have to meet the minimum of \$100. You can choose to pick up or delivery (will be delivered to the Center for Student Life office). **If the content of the poster award features any representation of UNT Health at Fort Worth (such as the name, logo, or program name), you must receive approval from the Office of Marketing and Communications before proceeding with the purchase request. It is the student officer's responsibility to contact the Office of Marketing and Communications at marketing@unthsc.edu for approval.**

Raffle Policy

Raffles conducted on the property of UNT Health at Fort Worth must be conducted in accordance with the terms of the *Texas Charitable Raffle Enabling Act*, Occupations Code, Chapter 2002, Texas Codes Annotated & the UNT Health Student Life Raffle Policy. UNT Health does not sponsor raffles.

Student organizations cannot legally conduct a raffle unless designated as 501 (c) charitable organizations in existence more than 3 years. If the student organization is considered qualified under the Texas Code, it may be qualified to conduct a raffle. If it is not considered qualified, the organization cannot legally conduct a raffle.

An unauthorized raffle is considered gambling under the Texas Penal Code. Conducting such a raffle is a Class A misdemeanor. Participating in an unauthorized raffle is a Class C misdemeanor.

Please see a CSL staff member for more information about raffles, 501 (c) status, and related publications from the Texas Attorney General.

Hazing

Hazing is a criminal act under the state law of Texas.

By definition in the Student Code of Conduct & Civility, "Hazing" - Any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization, including:

- A. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, place of harmful substance on the body, or similar activity;
- B. Conduct involving sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- C. Conduct involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than described by paragraph E;
- D. Conduct involving any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code, the Code, other UNT Health policies;
- E. Conduct involving coercing the student to consume
 - i. A drug;
 - ii. An alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated.
- F. Any act that subjects the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

Hazing occurs regardless of whether the act is committed on or off the university campus and regardless of whether the student victim may have consented to or acquiesced in the activity.

Hazing is not only against UNT Health policy, but also against the law. The Texas Education Code, sections 51.936 and 37.151 through 37.157 make hazing a criminal offense. Criminal penalties for hazing can include:

- Failing to report hazing: Fine up to \$1,000 and/or up to 180 days in jail
- Hazing not resulting in serious bodily injury: Fine of \$500-\$1,000 and/or 90-180 days in jail
- Hazing resulting in serious bodily injury: Fine of \$1,000-\$5,000 and/or 180 days to 1 year in jail
- Hazing resulting in death: Fine of \$5,000-\$10,000 and/or 1-2 years in jail

Except where hazing results in death, an individual convicted of hazing may be required to perform community service in lieu of confinement to jail. Students who commit hazing can be subject to both criminal prosecution and penalties as well as sanctions through the university conduct process.

Student groups and individual students can be found guilty of hazing.

A person engages in hazing not only by directly engaging in hazing activity, but also by soliciting, directing, encouraging, directing, aiding, or attempting to aid another in hazing; or by recklessly allowing hazing to occur; or by knowingly failing to report firsthand knowledge that a specific hazing incident is planned or has occurred; **any person reporting a specific hazing incident involving a student to the Division of Student Affairs or other appropriate university official is immune from civil or criminal liability that might otherwise be incurred as a result of the report if the person: (1) reports the incident before being contacted by the institution concerning the incident or otherwise being included in the institution's investigation of the incident; and (2) as determined by the Student Conduct Officer or other appropriate official of the institution designated by the institution, cooperates in good faith throughout any institutional process regarding the incident.**

A person is not immune from civil or criminal liability (b) if the person: (1) reports the person's own act of hazing; or (2) reports an incident of hazing in bad faith or with malice.

Students may be prosecuted for committing an act of hazing or for failing to report first-hand knowledge of hazing.

Incidents or planned incidents of hazing must be reported to any one of the following:

- Division of Student Affairs - (817) 735-2000
- UNT Health Police Department - (817) 735-2600
- UNT Health Trust Line - 844-692-6025
- Anonymous reports can be made online through the [UNT Health Trust Line](#).

Organizations can also be prosecuted for committed acts of hazing, by condoning or encouraging hazing, or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing. State law specifically extends the definition of “organization” to include “a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group, or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group whose members are primarily students at an educational institution.”

Organizations found to have committed an act of hazing may be fined. Individuals found guilty of hazing can be fined and sentenced to jail. Additionally, the university may discipline a student, including permanent expulsion, and may also discipline an organization, including permanently removing the organization from campus.

State law requires UNT Health to post on the institution’s website a report of hazing committed on or off campus by an organization registered with or recognized by the institution. The report must also include information regarding each disciplinary action taken by the institution against an organization for hazing, and each conviction of hazing under [Texas Education Code 37.152](#) by an organization, during the three years preceding the date on which the report is issued or updated. No personally identifiable student information will be included in the report in compliance with the Family Educational Rights and Privacy Act of 1974. This report can be found [here](#).

For further information about hazing, please contact the Division of Student Affairs, Student Service Center 220, or (817) 735-2000, or the Student Code of Conduct & Civility at: [7.105 Student Code of Conduct and Civility](#)

Sexual Harassment

Federal and State Laws prohibit sexual harassment.

These laws include Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. UNT Health also prohibits student behavior that sexually demeans or humiliates other community members, even if the conduct does not violate the law. In assessing a disciplinary sanction, the seriousness of the sexual harassment incident will be evaluated. UNT Health reserves the right to impose any level of discipline, up to and including suspension or expulsion, for any act of sexual harassment.

Sexual harassment refers to unwelcome conduct of a sexual nature, sex or gender-based, including but not limited to unwelcome sexual advances, requests for sexual favors, sexual violence and other verbal, non-verbal, or physical conduct of a sexual nature. Harassing conduct can occur in various forms and combinations of forms, including:

- **Verbal:** Such as vulgar or lewd statements, gender-based name calling, sexually suggestive or graphic comments, or comments that demean a person because of his or her gender.
- **Physical:** Such as unwanted rubbing or touching, sexual gestures, or sexual intimidation through physical means.
- **Visual:** Such as exposing another person to unwanted pornographic images or displaying suggestive or lewd pictures.
- **Communication-based:** Such as sexually graphic, threatening, or vulgar phone calls, email, text messages, chats, or blogs.

A determination as to whether harassment occurred depends on the totality of the circumstances. For the purposes of state and federal law, harassment has occurred if a reasonable person would have found the behavior offensive and his or her living or working environment would be compromised as a result of the conduct. UNT Health reserves the right to discipline offensive conduct that is inconsistent with community standards even if it does not rise to the level of harassment as defined by state or federal law.

UNT Health also prohibits "**quid pro quo**" ("this for that") harassment. This form of harassment occurs when a person in a position of control links a benefit to another's submission to unwelcome sexual advances or sexual conduct or requires the other to perform or submit to demeaning or degrading sex acts. "Quid pro quo" harassment can be expressly stated, but it also can be implied by words, actions, or the surrounding circumstances. **Stalking** refers to engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or to suffer substantial emotional distress.

Confidentiality

UNT Health understands that a student who has been the victim of sexual misconduct or sexual harassment may wish to talk about the incident with the assurance that the discussion will be confidential. There are several support resources that students may utilize on a confidential basis. These include TimleyCare and Student Health or other emergency medical services. Because these services are confidential, a discussion with any of these sources does not result in a complaint being filed with UNT Health or result in action being taken to respond to the incident. UNT Health strives to respect and follow the wishes of an individual who brings forward any concern regarding sexual assault or sexual misconduct concerns.

Students should understand that UNT Health may have ethical or legal obligations to investigate, attempt to resolve or adjudicate incidents of sexual misconduct or sexual harassment that come to its attention. Depending on the circumstances, it may not be possible for a conversation with UNT Health police or other administration to be kept in confidence.

Retaliation

UNT Health strictly prohibits retaliation against any person for using the reporting procedure or filing, testifying, assisting or participating in any manner in any investigation proceeding involving allegations of sexual misconduct or sexual harassment as dictated in policy [5.106 Prohibition Against Discrimination, Sexual Misconduct, Harassment and Related Retaliation](#). Anyone who violates this policy will be subject to discipline.

[Prohibition Against Discrimination, Sexual Misconduct, Harassment and Related Retaliation](#)

[Title IX Policy](#)

UNT Health Sexual Harassment Support

UNT Health Police: 817-735-2600

CARE Team: 817-735-2740

UNT Health Interim Title IX Coordinator:

- Phone: 972-338-1125
- Office: DAL 1, Suite 356m 7300 University Hills Blvd, Dallas, TX 75421
- Larryisa.thomas@untsystem.edu

TimelyCare: 833-484-6359 (** *Confidential** *)

Timely Care Crisis Line: 817-735-2740 (** *Confidential** *)

Student Health: 817-735-5051(** *Confidential** *)

Donation Drive Policy

Only one donation drive per student organization is permitted during the semester.

Student organizations are **not** permitted to use cardboard boxes to collect donations. Donation boxes provided by the Center for Student Life (CSL) are the only permitted means of collecting donations.

CSL donation boxes may be used for two weeks at a time.

Student organizations must submit an event request through Engage to host a donation drive. Please upload a flyer to the event request. The flyer must include the following details:

- The name of the hosting RSO(s)
- The donation drive timeline
- List of items/materials to be collected
- The name of the organization the collected items will be donated to

Once the event request has been approved, CSL will unlock the donation box for the period of use and print the flyer to post on the designated donation box.

The donation boxes must be emptied daily to prevent overflow.

Items are subject to removal if they are damaged or not properly maintained.

The institution is not responsible for lost, damaged, or stolen items associated with a donation drive.

No more than three organizations will be permitted to conduct donation drives at one time.

UNT Health employees reserve the right to remove collected items at any time.

Collected items must be removed from the donation bins by 8 am the day after the donation drive concludes.

Tabling Policy

RSOs are required to submit an event submission if you wish to table on campus

- If you would like to table in the Library, please email hsclibrarypromo@unthsc.edu to request event space or if you have questions about holding an event in the library.

Flyer Policy

RSOs can hang flyers on designated bulletin boards (accessible bulletin boards available on campus). Any flyers that are posted must be taken down the day after the event has concluded.

Failure to follow the Center for Student Life guidelines can result in an RSO losing privileges to post flyers. **It is against UNT Health policy to post flyers on glass, walls, or doors anywhere on campus. Any flyers that are posted in non-designated areas will be removed.**

Minors on Campus

If there will be minors (age 17 or under) on campus for any meeting, event, or other engagement related to an RSO (participant in the event or someone's child), the RSO must complete several compliance measures prior to hosting an event with minors on campus. These measures include, but are not limited to, background checks, proof of adult supervision, written consent from the minor's parent or legal guardian, and training. Any costs incurred by the RSO to comply with the policy are the responsibility of the registered student organization or government. It is recommended that the RSO start on the checklist at least 60 days prior to the event start date to ensure there is enough time to complete the items on the following [checklist](#).

If you or an advisor have any questions regarding the approval of a CSL-requested event that may involve minors on campus, please reach out directly to Dennys Arrieta Hinojos, Senior Executive Assistant, OIIA, at dennys.arrieta@unthsc.edu or 817-735-0272

Art Exhibits On Campus

RSOs interested in hosting an art exhibit or incorporating the public display of artwork into an event should be aware of UNT Health's **Art Exhibited on Campus** policy regarding artistic expression on campus. The policy outlines designated exhibition spaces and considerations for displaying non-academic artwork, including space availability, installation and removal, safety, and compatibility with other campus activities. Because student organization exhibits would generally involve non-academic works, RSOs should review the policy and applicable approval requirements before planning or displaying artwork on campus