

STUDENT ORGANIZATIONS GUIDE



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INTRODUCTION

The Handbook

Members of student organizations may find it a little difficult to navigate the policies, regulations, and intricacies of the University. This Handbook provides a "hands-on" reference for the procedures and services that are most commonly used by the members of student organizations.

Should you have any questions after examining this Handbook, please direct them to the Student Engagement Office located on the second floor of the Martin Center. Staff members will be pleased to assist your student organization in its development, program planning, interpretations of policies, and other areas of need.

Registered Student Organization

A registered student organization (RSO) is an organization that has registered with the Student Engagement Office. Being an RSO affords certain benefits and services based on your organization's tier that is outlined in the following sections.

To Be a Recognized Student Organization

It is the responsibility of every RSO and/or its representatives to:

- Register their student organization on RamSpace (txwes.edu/RamSpace) every year;
 - RamSpace registrations requirements are indicated on page 6
- Attend the State-Mandated Risk Management Training;
- Manage itself and carry out its activities listed within its constitution, as well as obeying all local, state, and federal laws, as well as University regulations and policies;
- Check Organizational mailbox in the Student Organization Room weekly
- Anticipate, provide for, and meet all legitimate financial obligations;
- Act in the best interest of its members and the University;
- Comply with all distributed organization information;
- Take reasonable precautions for the safety and comfort of participants at organization events;
- Immediately notify Student Engagement of any changes in the organization's representatives, addresses, telephone numbers, emails, rosters, or constitution, and;
- Utilize the Office of Student Engagement for any questions or expert knowledge in events and activities.

Benefits of an RSO

Registered student organizations are granted certain privileges, including, but not limited to:

- Opportunity to hold meetings and other activities in university facilities at no cost or at a reduced rate;
- Eligibility to apply for funding from the Student Government Association and/or the Division of Student Affairs;
- Ability to participate, as an organization, in University-sponsored events (e.g., Homecoming, President's Picnic, New Student Orientation);
- Ability to use the name of the University as part of its organization name and use the University trademarks, logos, and other Texas Wesleyan works in conjunction with projects benefiting the university, subject to University policy;
- Ability to co-program with University departments;
- Ability to reserve classroom and event spaces;
- Ability to use campus advertising mediums on a space available basis to advertise organizational activities and membership, subject to University policy;
- Ability to sponsor fundraising projects;
- Ability to invite guest speakers to campus, and;
- Ability to grant awards and honors to organization members that are recognized and supported by the Office of Student Engagement.

Tier System

The section below outlines requirements and the additional benefits based on tier level.

TIER I:

- Must meet all RSO requirements
- Must be recognized for at least one semester
- Have a representative on Programming and Activities Committee
- Receives all RSO benefits and the following:
 - Ability to sign up for a table at Presidents Picnic
 - Access to one free custom poster print from our large format printer
 - 25 free flyer prints

TIER II:

- Must meet all Tier I requirements
- Must be recognized for at least one academic year
- Have 40 hours of recognized community service
- Receives all Tier I benefits and the following:

- 50 free flyer prints
- \$50 added to your university organizational account

TIER III:

- Must meet all Tier II requirements
- Must be Recognized for at least two consecutive years
- Have 75% of roster complete the Student Affairs Leadership Course
- 2/3 roster attendance for a stated Student Affairs Event
 - Stated Student Affairs Events are significantly developmental events indicated by Student Affairs on RamSpace as the category “Stated”.
- Receives all Tier II benefits and the following:
 - Access to an additional free custom poster print from our large format printer
 - 75 free flyer prints
 - A custom banner in the Student Organization Room in the Martin University Center

TIER IV:

- Must meet all Tier III requirements
- 100 hours of recognized community service
- Have 95% of roster complete Student Engagement Leadership Course
- 2/3 roster attendance for two stated* Student Affairs Events
- Receives all Tier III benefits and the following:
 - Access to an additional free custom poster print from our large format printer
 - A custom organizational table cloth*****
 - Access to Student Affairs sponsorship for a campus event (operation assistance and limited funding support)

GENERAL INFORMATION

RamSpace

RamSpace is the student engagement platform utilized by the University’s staff, faculty, students, and RSOs to connect to meaningful and guided opportunities, manage and track involvement, and share impact on the student experience. The entire TXWES Ramily has access to RamSpace by utilizing their Ramlink login credentials.

Through RamSpace, student organizations can:

MANAGE THEIR ORGANIZATIONS

- In RamSpace RSO leadership can register their organizations, conduct surveys, build forms, register events, and submit item check out forms. RSO's have control of the content for their individual pages.

EVENT PLAN

- The platform has a centralized social calendar, RSVP capability, social media integration, and involvement-finder technology. These pieces allow for the marketing and promotion of RSO events.

GUIDE PATHWAYS

- This system is designed with intuitive interest-based engagement experiences. Students can showcase their involvement in outside-the-classroom experiences with automated and verified co-curricular records.

Starting a New Organization

HOW TO GET STARTED

Below are the minimum requirements for starting a new student organization at Texas Wesleyan University:

- At least 5 currently enrolled Texas Wesleyan University student members;
- At least 2 students will serve as primary contacts for the organization, all of whom have at least a 2.5 cumulative GPA and are in good disciplinary standing;
- A mission/purpose statement of the organization, and;
- Constitution/bylaws (a sample constitution can be found on RamSpace).

*Please note that requirements for social Greek organizations differ and are outlined within the Greek Guide.

After you have met the above requirements, the next steps to create your new organization are:

- Complete new organization application online found [here](https://txwes.campuslabs.com/engage/);
 - <https://txwes.campuslabs.com/engage/>
- Identify a full-time faculty or staff member to serve as an advisor;
- Obtain a minimum of 5 total members for the organization;
- Submit a copy of the organization constitution, bylaws, and member list (includes name and student ID numbers) electronically to the Office of Student Engagement;
- Take part in the Texas Wesleyan University RSO Risk Management Process, and; register your organization at the beginning of each academic year.

MINIMUM REQUIREMENTS TO JOIN

Any student who wishes to join a recognized student organization must qualify by meeting the following membership standards. Individual organizations may have stricter standards based on their constitution/bylaws, but these standards cannot conflict with Texas Wesleyan Nondiscrimination Policy (found in the following section) of membership. Texas Wesleyan's academic eligibility standards supersedes organizational policy (including national and/or regional affiliate policies) except when an organization's policy demands higher academic standards than Texas Wesleyan's student organizational academic eligibility expectations.

Undergraduate Membership:

- Be enrolled in a minimum of six (6) credit hours per semester of membership;
- Student must have and maintain a minimum of a 2.0 cumulative grade point average in order to maintain active membership;
- Students must be in "Good Standing" with the university to maintain active membership;
 - A student in good standing maintains a cumulative (overall) and current (most recent term) grade point averages are 2.0 or better and does not hold any disciplinary sanctions that remove their good standing.
- Officers must have and maintain a minimum 2.5 cumulative grade point average in order to maintain officer position, and;
- Under no circumstances may a faculty, staff, or non-university student be an officer, voting member, or have any other active membership status within the organization.

Graduate Membership:

- Be enrolled in a minimum of three (3) credit hours of graduate courses each semester of membership, and;
- Students must be in "Good Standing" with the university to maintain active membership.
 - A student in good standing maintains a cumulative (overall) and current (most recent term) grade point averages are 3.0 or better and does not hold any disciplinary sanctions that remove their good standing.
- The organization and its advisor are responsible for confirming the academic and disciplinary eligibility of organization membership each semester by the end of the second week of the semester.
 - A recognized student organization may request average GPA of its chapter and if members meet minimum GPA standards by submitting a request in writing to the Assistant Dean of Students for Student Engagement.
 - In order to provide this information, individual members must sign a "grade release form."

- Grade release forms will be kept on file for a period of 4 years and are valid until active membership ends.
- Failure to enforce eligibility membership requirements may result in organizational sanctions. 

NON-DISCRIMINATION POLICY

No student organization will deny membership on any basis prohibited by applicable law, including but not limited to sex, sexual orientation, gender identity/expression, race, color, national origin, religion, age, veteran status, or disability.

WRITING A CONSTITUTION

Student organizations must keep an organizational constitution on file with the Office of Student Engagement. A copy of the constitution must be submitted to the Office of Student Engagement each time it is revised. Constitutions submitted by new student organizations, and revised constitutions from existing student organizations, should be written according to the following guidelines and must include the articles indicated as being required.

- **NAME (REQUIRED):** States the official name of the student organization. The name of the student organization must follow the “Guidelines for Naming Your Student Organization and Using the Logo” in the Student Organization Handbook.
- **DATE OF CREATION AND REVISION (REQUIRED):** Provides the dates of creation and latest revision of the constitution/bylaws.
- **PURPOSE STATEMENT (REQUIRED):** The purpose statement is a short, detailed description of the purpose for the existence of the group.
- **MEMBERSHIP (REQUIRED):** Defines the composition of the student organization including membership requirements and selection procedures. Any student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. All officers/representatives must be currently enrolled students at the University.
- **LEGAL AGREEMENT STATEMENT (REQUIRED):** The organization agrees to abide by all University policies and local, state, and federal laws.
- **OFFICERS (REQUIRED):** List each major officer position with respective duties and authority. Describe who is eligible to be an officer (including academic requirements), how one becomes an officer, and how one obtains or loses officer status. Eligibility requirements must be included in this section that meet or exceed those described in the Student
- **AMENDMENTS (REQUIRED):** Describes how amendments to the constitution may be made.

- **FACULTY/STAFF ADVISOR (REQUIRED):** Procedures for selecting and replacing an advisor. Define the relationship between the advisor and the student organization. Advisors must be Texas Wesleyan Staff or Faculty.

The following guidelines are recommended:

- **PARLIAMENTARY AUTHORITY (RECOMMENDED):** Outlines the parliamentary procedures to be used for conducting meetings and official business of the organization. The most commonly used parliamentary procedures are Robert's Rules of Order.
- **FINANCES (RECOMMENDED):** Defines how funds will be collected, maintained and disbursed.
- **ACADEMIC STANDARD STATEMENT (RECOMMENDED):** At least a 2.0 cumulative GPA (3.0 for graduate students).
- **EXECUTIVE BOARD (RECOMMENDED):** Describes the special responsibilities and powers given to the Executive Board. Determine who can enter into contracts on behalf of the student organization.
- **MEETINGS (RECOMMENDED):** Describes how often the meetings will be held, who can call regular and special meetings, and attendance requirements.

The Office of Student Engagement reserves the right to inspect, review, or have the student organization update their constitution to meet all guidelines. Note: You do not have to list all of these pieces in this order; just include all components within your constitution. A sample constitution may be requested if needed from the office.

LOSS OF REGISTERED STATUS

A student organization found in violation of federal, state or local laws, the Code of Student Conduct, or any University policy is subject, after a hearing, to disciplinary sanctions. Those sanctions may range from a warning to expulsion. Please see the [Code of Student Conduct](#) for more details and definitions of sanctions. If an organization is suspended, they will lose their registration. Until the organization is declared to be, once again, in good standing with the University, it may not re-apply for registered status.

Event Planning

REGISTERING EVENTS

The following outlines the procedures RSOs must follow when planning activities to register an event. Please read these carefully to ensure ease of planning and a successful activity.

When is the Event Application Needed?

This application is needed whenever an RSO desires to host any event (e.g., event, activity, or meeting). An event held off-campus or in a university-owned student residence needs to be registered through this process if any of the following apply:

- An objective and reasonable observer would associate the event with a student organization/chapter;
- An individual representing a student organization/chapter authorizes, sponsors, supports, or endorses the event in any way;
- The event is discussed and/or voted on in an organization/chapter meeting, and/or;
- The event is funded in whole or in part by the organization or its representatives.

Event Application Deadline

The deadline for an event submission is at least 10 business days prior to the requested event.

Please be advised that your organization may be required to discuss steps to manage the risk of negative consequences for any event that involves one or more of the following:

- Serving food and/or beverages;
- Selling tickets for admission;
- Inviting off-campus guests;
- Handling hazardous materials (fire, sledgehammer, etc.);
- Expecting more than 100 people in attendance;
- Involving any kind of physical activity (flag football, basketball tournaments, etc.), and/or;
- Inviting minors (Any individuals under the age of 18).

Restricted Activities

A restricted activities period is enforced each long semester, beginning prior to the start of final examinations and continuing through the last day of final examinations. During the restricted activities period, no student activities may be held including organizational meetings.

Event Application Process

Please review the following steps to submit an event application:

1. Ensure that your student organization is currently registered with the Office of Student Engagement.
2. Sign in to [RamSpace](#) using your Ramlink credentials and then click to manage your organization.
3. Unless otherwise noted, complete all fields of the Event Application located in the events tab under your organization (be sure to click “CREATE EVENT” in the upper right-hand corner). Please contact the Division of Student Affairs for additional guidance.
4. Submit the application; at a minimum of 10 business days for any events. If necessary, a professional staff member will be in contact with you to discuss event details. Follow up communication may be done via RamSpace, email, phone, or in person.
5. If the requested space is available, you will receive a confirmation. If the organization does not fulfill any requirements stated by the institution at any time, the event may be canceled
6. If the request form is denied, you will be contacted promptly with details outlining next steps. Be aware that if the denial is due to adjustments for programming for resubmission; the deadlines still apply. Texas Wesleyan reserves the right to approve or deny any event application.

RESERVING SPACES

The room request process has been integrated into the event registration process in RamSpace for your convenience. Room requests are processed one semester at a time and are assigned on a first come, first serve basis. Your event registration form must be submitted 10 business days in advanced for events. Please be advised that not all spaces across campus are available to student organizations. Should you need a room for an event, make sure to note it in your event registration form.

FOOD AT EVENTS

If you are serving food at your organization meeting or event, you will need to submit proof of having a food handler license to Student Engagement when you submit your program. Please see this [website](#) for more information on obtaining one.

SPECIFIC EVENTS

Fundraising

Consulting with staff in the Office of Student Engagement in the early planning stages of fundraising can save time and effort and will ensure compliance with regulations. Whether you decide to consult early in the process or later in the

process, it is required that you speak with Student Engagement staff about fundraisers before starting them.

Individuals, officers, and members of organizations are reminded of the established University policies related to the matter of fundraising. RSOs shall be permitted to hold functions on campus and to charge admission for such functions provided:

- The desired facilities are available and the student organization requesting such facilities completes the proper forms (solicitation form) and does so within the designated time prior to the date of proposed use;
- Such student organizations pay the designated costs for the facilities used, and;
- The contractual arrangements made by such student organizations clearly show that the University is not sponsoring the event.

Food Sales & Bake Sales

The Office of Student Engagement in consultation with Risk Management has assessed the risk associated with RSOs holding Bake Sales to raise funds and has determined that Bake Sales will be allowed with the following guidelines:

- The Bake Sale is to be restricted to baked goods and candy that are "non-perishable."
- Examples of food NOT allowed would be any pies that require refrigeration. Pies that have meringues or are made of custard, cream or pudding are NOT allowed. No cakes with Whipped Cream or Cream Cheese based frosting. The basic rule is if it must be refrigerated it CANNOT be sold on campus at a Bake Sale.
- Information should be presented that includes the contents of all baked materials to ensure that consumers are aware of all ingredients to avoid allergy issues. This can be displayed on a 3x5 index card.
- The goods sold at the Bake Sale will be sealed and the product not left open to the elements for possible contamination by flying birds, dust, debris etc.
- The product will be served with single service disposable utensils and plates. Food utensils such as forks, knives and spoons must be

individually factory sealed. Single serving portions of product will be pre-portioned and wrapped prior to the beginning of the sale.

- Tables on which the product will be displayed will be washed and sanitized prior to service and all persons serving must wash their hands prior to serving customers and any time their hands have become contaminated during the sale.
- Member serving food will need to submit proof of having a food handler license to the Office of Student Engagement when you submit your program.
- If drinks are to be served at the event only canned or plastic bottled drinks are allowed. The drinks can be held on ice in a container but the ice must be used ONLY for keeping the drinks cold. No ice for human consumption is allowed.
- Any Bake Sale event could be subject to an inspection by Risk Management and/or the Office of Student Engagement. The Inspector reserves the right to limit what product can be sold on campus if he/she deems that product unsuitable or unsafe for human consumption.
- The above guidelines do not affect departmental parties, picnics etc. unless the event is a fundraiser in which case other policies, procedures and guidelines may come into effect.
- It is the desire of the Office of Student Engagement and Risk Management to help ensure that RSO events are conducted safely and with little or no risk to the campus population.

Movie Screenings

RSOs may sponsor films on campus; however, any public showing of a copyrighted film that is not within the privacy of one's home or residence hall room is a public performance. Student organizations must purchase a license to show the film (usually from a company such as swank.com) and provide proof of permission from the individuals who have the rights to the film prior to the showing of the film. In addition, an Event Application must be submitted to the Office of Student Engagement. The Office of Student Engagement will then review the request and verify that permission has been obtained. Even if an RSO has obtained the rights to show a film, they may not charge money to see the film, accept donations, or advertise the showing of the film.

Demonstrations

Registered student organizations can learn more about the demonstration process in the [Student Handbook](#). If there are any additional questions about the policy, they may be asked through the Dean of Students Office.

Outdoor Events

For all approved on-campus outdoor events outside of operating hour's Campus Security must be made aware of campus use. RSOs are also responsible for checking weather regularly leading up to the event. In the case of inclement weather, the program will need to be moved indoors, rescheduled, or cancelled. Inclement weather includes but is not limited to severe thunderstorms, hail, rain, lightning, snow/ice and freezing temperatures. If you would like assistance creating a plan for this type of event, please contact the Division of Student Affairs.

Guest Speakers

Student organizations may present guest speakers who may make speeches, give performances or lead discussions in fixed indoor or outdoor locations on campus with advance approval from the Office of Student Engagement. A guest speaker is an individual who is not a student, faculty member, or staff member.

When presenting a guest speaker, the student organization must make clear that the organization, not the University, invited the speaker and that the views expressed by the speaker are their own and do not necessarily represent the views of the University. Additionally, student organizations utilizing the university logo within their logo must refrain from use on any publication

materials including but not limited to, social media posts, flyers, lawn signs, emails and etc.

The student organization should make the following introductory comments during the program:

"Tonight's event is being hosted by (student organization name), a registered student organization. The views expressed tonight are of the student organization/invited guest speaker and do not represent the views of the University or its officers."

Campus Security may also be consulted to determine whether or not it is necessary to hire security or event management personnel to assist with the event. If security or other event management personnel are deemed necessary, the student organization and/or the guest speaker may be responsible for the cost of the same.

PUBLICITY AND ADVERTISING

Many organizations use flyers and posters to distribute information on upcoming events. With the diversity of our student body, it becomes imperative that everyone practice tolerance and respect for one another's opinions, activities, and goals. To get your flyers posted on campus, submit them to the Division of Student Affairs in the Martin University Center (Second Floor Suite 230) and they will post them for you in all available spaces on campus (unless you specifically ask for a more focused posting plan). Unless you have received written permission from the Director for Student Engagement, you should not post flyers on campus yourself. Students who post flyers themselves or remove flyers prior to the posting deadline will be subject to disciplinary action.

RSOs may distribute, or display literature on-campus in accordance with the following guidelines:

- The literature is not distributed by hawking, shouting, or accosting individuals;
- The literature is not a promotion for an off-campus for-profit business, organization, agency, or national association, and;
- The literature that is dropped on the ground in the area where it was distributed must be picked up by the sponsoring registered student organization.

With these expectations in mind, the Office of Student Engagement created the following policy on flyers and posters to facilitate a more constructive use of this advertising medium:

POSTERS AND FLYERS

RSOs may have one copy of their flier posted on each officially recognized announcement bulletin board by Division of Student Affairs staff members. Flyers may be no larger than legal-sized paper (8.5" x 14"). Larger size banners, posters, signs, etc. may be posted with approval from the Office of Student Engagement in locations that are determined as appropriate. Advertisements announcing an event must indicate the date and location of the event. They may be placed no sooner than 10 business days before the event and will be taken down within three business days after the event. Exceptions for major annual events may be granted at the discretion of the Office of Student Engagement. Signs or Flyers may NOT be posted on cars, trees, lamps, columns, trashcans, or other physical structures on-campus.

SIDEWALK CHALK

Writing on university sidewalks may be permitted through an event request form.

COPYRIGHTS AND TRADEMARKS

RSOs are not permitted to use trademarks or logos owned by commercial entities in conjunction with any activity promoted or conducted on-campus unless given permission. This includes, but is not limited to using the logos on: flyers, posters, or banners. Without prior written approval from the Office of Marketing and Communications, RSOs shall not use trademarks of Texas Wesleyan University. Additionally, all products must be produced by licensed vendors that are authorized, pursuant to license agreement. Events and activities conducted by RSOs shall not be considered University sponsored under this policy unless the Assistant Director for Student Engagement or his/her designee confirms University sponsorship in writing. RSOs shall adhere to guidelines and practices appropriate to the relationship established in this policy, including, but not limited to:

Texas Wesleyan Name, Logos and Marks:

The Office of Marketing and Communications must approve the use of University branding **on all materials** before publishing.

RSOs may not use the name of the University or any University logo in connection with alcoholic beverages, cigarettes or other tobacco products, sexually explicit products or services, religious products or services, political parties or partisan political activities, gaming or games of chance, firearms, or as an endorsement of a product or service.

In addition, the name of the University or any University logo may not be used in a manner that suggests or implies University endorsement of a point of view or personal, religious, or political opinion, business, activity, movement, or program

that is not official University business. If there is potential for confusion in a statement describing affiliation with the University, the organization should use a disclaimer stating that the University is not involved in the business, activity, movement, etc. In these cases, please work closely with the staff in the Office of Student Engagement to ensure adherence to this expectation.

CONSEQUENCES FOR NON-ADHERENCE

- Any student organization failing to adhere to this policy will face consequences which may include the loss of all privileges regarding advertising and publicity.
- Any signage found to be of poor appearance and/or which does not adhere to this policy may be removed immediately by a properly authorized University official.

RISK MANAGEMENT

Effective September 1, 2007, the 80th Texas Legislature enacted HB 2639/SB 1138, adding section 51.9361 to the Texas Education Code regarding risk management training of members and advisors of student organizations at postsecondary educational institutions. A copy of the law can be found on www.legis.state.tx.us/Home.aspx.

The law requires student organization officers and advisors be trained in seven different areas of risk management. These areas include:

1. Possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;
2. Hazing;
3. Sexual abuse and harassment;
4. Fire safety and other safety issues;
5. Travel to a destination outside the area in which the institution is located;
6. Behavior at parties and other events held by a student organization, and;
7. Adoption of a risk management policy by all registered student organizations.

EVENT SECURITY

Organizational Advisors are required to be at any high-risk organizational events. Additionally, campus security must be notified of any after-hours events occurring on campus.

HAZING

Campus organizations strive to install leadership and confidence in their members. As a leader or member of an officially recognized student organization, you have the responsibility to ensure that your organization complies with University policies and

state statutes in all manners— especially those which have serious implications for you and your organization. Texas Wesleyan University adheres to the Texas Hazing Law.

Hazing may include but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely effects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame, or humiliation, or that adversely effects the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection, and;
5. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code. Sec. 4.52.

A person commits an offense if the person:

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. Intentionally, knowingly, or recklessly permits hazing to occur, and/or;
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Students Office or other appropriate officials of the institution.

Are you Hazing?

The following are incidents and activities which may be interpreted as hazing by Texas Wesleyan University. Certain behaviors correspond to and supplement

activities covered by the Texas State Anti-Hazing Statute. These include, but are not limited to, the following:

- Calisthenics or any other forms of physical exercise or abuse;
- Total or partial nudity;
- Eating or ingesting any unwanted substance;
- Allowing fewer than 8 successive hours per day away from chapter activities;
- Throwing oil, syrup, flour, or any other substance on a person;
- Forced consumption of alcoholic beverages either by threat or peer pressure;
- Transportation and abandonment (road trips, kidnaps, walks, rides, drops, etc.);
- Any type of personal servitude which is demeaning or is of only personal benefit to individual members;
- Wearing of embarrassing, uncomfortable, or abnormal clothing;
- Assigning of pranks such as stealing composites, painting objects, harassing other groups, or scavenger hunts;
- Intentionally messing up areas for pledges/new members to clean up;
- Yelling or screaming for the purposes of harassment, humiliation or embarrassment;
- Sexist or sexually related duties, tasks, or punishments;
- Disruption of normal and proper hygiene and diet schedules;
- Blindfolding, psychological shocks, or tests which inspire fear, and;
- Any activity which requires the breaking of state or local laws or of the Texas Wesleyan Code of Student Conduct.

By asking the following questions, organizations or teams can begin the process of determining if their activities are dangerous and considered hazing.

- Is alcohol involved?
- Will active or current members of the group refuse to participate with the new members and do exactly as they're being asked to do?
- Does the activity involve any form of emotional or physical abuse, or the perception that such abuse may occur?
- Is there any risk of injury or a question of safety?
- Is this activity forcing someone to do something that they do not want to do?
- Would you object to the activity being photographed for The Rambler, Dallas Morning News, or filmed by the local TV news crew?

- Would you feel comfortable engaging in these activities in front of your parents, Dean, Coach, or your founding members?
- Does the activity have a purpose, which cannot be achieved through other means?

Offenses and Penalties

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. Hazing is a crime and can be adjudicated through formal legal proceedings. Through the legal process, an offense under this section is a misdemeanor punishable by:

1. A fine of not less than \$5,000 nor more than \$10,000.
2. If the court finds that the offense caused personal injury, property damage, or other loss, a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

Maximum Penalties for Personal Offenses:

1. The offense of failing to report is a Class B misdemeanor (fine of up to \$2,000 and/or 180 days jail time).
2. Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor (fine of up to \$2,000 and/or 180 days jail time).
3. Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor (fine of up to \$4,000 and/or one year jail time).
4. Any other offense under this section that causes the death of another is a state jail felony (fine of up to \$10,000 and/or two years jail time).
5. Except if an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on a person placed on community supervision under Section 11, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

Where do I Report Hazing?

To report a hazing incident, please contact the Dean of Students Office (817-531-4872) directly or call the Campus Conduct Hotline (866-943-5787). You can also file a report electronically at <https://txwes.edu/incident-report-form/>.

Can I get in Trouble for Reporting Hazing?

Any person who reports a specific hazing incident involving a student to an appropriate university official is protected by the amnesty provision outlined in the Code of Student Conduct (Section VIII.C.3). A person who reports in bad faith or with malice is not protected by this policy.

ALCOHOL

The University prohibits the possession, use, or distribution of alcohol on-campus with the exception of the President's suite, Trustee Conference Room, East Room of the West Library, and other campus locations as authorized by the University President. Additionally, the University adheres to and enforces all federal, state, and local laws concerning alcohol.

Alcohol may only be sold and served at registered student organization events where the Division of Student Affairs and The Office of Risk Management has determined that:

1. All applicable federal, state, local laws, and university policies will be properly followed, and;
2. An appropriate risk management plan will be implemented by the sponsoring student organization.

The following applies to all student organization events where any type of alcohol will be served (e.g. beer & wine, full bar, etc.). If you have any questions, please contact the Assistant Director for Student Engagement at 817.531.6522 or the Risk Manager at 817.531.8728 or stop by the Student Engagement Office / the Human Resources Office 8AM and 5PM Monday-Friday.

Reminders about Student Alcohol Use:

1. The legal age to consume is twenty-one. No student under the age of twenty-one may possess or consume alcoholic beverages anywhere on or off campus.
2. Alcoholic beverages are not permitted on campus.
3. The following are prohibited under the University alcohol policy: binge drinking; driving under the influence; kegs and beer balls, whether empty or full, tapped or untapped; spiked punch; Jell-O shots containing alcohol; drinking games or any behavior that encourages or contributes to excess alcohol consumption; and carrying open containers in any public area of campus.

4. Possessing, consuming, and storage of alcohol are prohibited in all public areas, including reserved spaces, e.g. lounges, hallways, stairwells, common bathrooms, or outdoor areas unless prior approval has been received.

Serving Alcohol at Off-Campus Student Organization Events:

1. All off-campus events sponsored by student organizations must be registered Via the Off-Campus Event Registration Form.
2. Reminder: Open bars and drink tickets are NEVER permitted at student organization Events, even if held off-campus. Only cash bars are permitted, as they transfer risk from the sponsoring organization to the alcohol provider regarding over-serving, the serving of already intoxicated individuals, and the serving of underage persons.
3. When looking to serve alcohol at an off-campus event, the student organization sponsoring the event must contract with a vendor who has received a serving license. You may be asked to provide proof of this permit before your event can be appropriately registered.
4. It is highly recommended that student organizations contract with the venue when possible to provide licensed alcohol services as the venue is likely to have a license already in place for their premises.
5. The licensed/permitted vendor providing the alcohol must be in charge of checking an individual's state/federal identification to determine if he/she is of legal age to purchase and consume alcohol. At no time should a university student or member of a sponsoring organization be responsible for checking identification for the purpose of legal age verification.
6. Any off-campus event hosted by a recognized student organization where alcohol is served must be insured with an insurance policy that includes liquor liability coverage and names Texas Wesleyan University as an additional insured.

Violations of this Policy:

Any student organization found in violation of any part of this policy may have their registration with the university immediately frozen, their space reservation privileges revoked, and executive board and/or members referred to Community Standards for violations of the student code of conduct.

Alcohol beverages may be approved to serve at off-campus functions for events by RSOs under certain provisions:

1. The event has been discussed and approved by staff from the Office of Student Engagement and the Office of Risk Management;

2. A third-party vendor (licensed bartender covered by site liability) sells and distributes the alcoholic beverages;
3. Neither the sale nor use of alcoholic beverages shall in any way violate federal, state or local ordinances;
4. Alcoholic beverages are not the formal focus of the activity;
5. Advertisement of the event may not use alcohol or its semblance;
6. No Alcoholic beverages may be purchased through or with organization funds. Organization members or guests cannot coordinate in the name of or on behalf of the organization, any purchase of alcohol;
7. A variety of non-alcoholic beverages will be conveniently and readily available;
8. Events with alcohol are limited to six hours in length and must end no later than 2AM;
9. It is highly recommended that student organizations contract with the venue when possible to provide licensed alcohol services, and;
10. The licensed/permitted vendor providing the alcohol must be in charge of checking an individual's state/federal identification to determine if he/she is of legal age to purchase and consume alcohol, at no time should a TXWES student or member of a registered organization be responsible for checking identification for the purpose of legal age verification.

The use of alcohol will not, under any circumstance, be accepted as an excuse for irresponsible behavior such as making of excessive noise, vandalism, violence, etc. The legal definition of "intoxication" is a condition that results in a person's normal faculties, either of perception, physical ability or judgment, being impaired so that he/she no longer has the capacity to form or entertain a specific intent. Legal symptoms include red, bloodshot eyes; slurred speech; odor of alcohol; and common odors associated with an alcoholic beverage. Students who are under the influence of alcohol and who are excessively noisy, abusive, do not obey University staff or Security, or break any University rules will be subject to the Code of Student Conduct.

DRUGS

The use, possession, presence, sale, and/or distribution of illegal drugs (those specified as illegal by federal, state and local laws) and/or drug paraphernalia on and off-campus will lead to disciplinary action and/or criminal action.

Students may not use, possess, sell, manufacture, or distribute illegal drugs, inhalants, or controlled substances (narcotics or dangerous drugs), be in possession of drug paraphernalia, or misuse any legal drug or other substance in or on university owned or controlled property or as a part of any university sponsored activity.

Penalties

Penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol are:

- Probation;
- Loss of rights and privileges;
- Suspension for a specified period of time, and/or;
- Expulsion or such other penalty as may be deemed appropriate under the circumstances.

TRAVEL

RSOs may make off-campus trips that are approved event submissions. Students should understand that participation in such off-campus trips and activities is at the student's own risk. If personal injury or accident should occur to student or other persons during the trip, Texas Wesleyan will assume no responsibility, financial or otherwise. Faculty and staff advisors of such trips and organization officers are urged to take all possible precautions to insure the safety and wellbeing of all persons participating in the activity. In addition, faculty and staff advisors are responsible to ensure waivers have been received, reviewed and signed by TXWES participants before the activity. Any questions on the waivers, need to be addressed to the Office of Risk Management.

Vehicular Travel

The following policy regarding the use of University vehicles, leased vehicles, and privately-owned vehicles shall be followed in all University-related activities, events and work. The use of Texas Wesleyan vehicles and student vehicles by students for RSO travel is subject to strict compliance with all Texas Wesleyan policies and rules governing the use and operation of motor vehicles. Vehicles are defined as motorized equipment, cars, trucks, tractors, pick-ups, vans, golf carts, construction equipment, and other moving equipment.

Driver Qualifications

No university member will be permitted to drive University-owned vehicles unless their driver's license and motor vehicle report is on file, and a driver's motor vehicle record will be checked at least once every two years or sooner, if necessary. Texas Wesleyan University will maintain a copy of the motor vehicle record (MVR) in the Office of Risk Management.

All drivers must comply with the following qualifications and obligations:

1. Have a valid driver's license in effect for at least two years;

2. Have fewer than two moving violations within the 18 months preceding the occasion of the driver's use of the University's vehicle;
3. Have no arrest or conviction for drunk driving, driving under the influence of drugs or for reckless driving within two years of the occasion of the driver's use of the University's vehicle;
4. Agree not to drink and then drive any University vehicle;
5. Be at least 18 years of age;
6. Meet all qualifications and requirements for the vehicle that they are driving, including licensing requirements, and;
7. Cannot have a homicide or assault arising out of the use of a vehicle.

All student drivers will complete and sign a "Driving History" form. On a case by case basis, the rule may be temporarily over-ridden by specific authorization of the President of Texas Wesleyan University or his/her designee. Such authorization must be in writing and will be maintained in the driver's file. It is the responsibility of the driver to report any changes in the status of their driving record.

Any student found not adhering to the policy may have his driving privileges suspended for the rest of the semester.

12 and 15 Passenger Vans

Given the historic safety record of 12 and 15-passenger vans in general, these vehicles should only be driven by drivers authorized to drive these vehicles. The use of 12 and 15-passenger vans should only be used when no other vehicle is available to accommodate the required task.

Personal Vehicles

Drivers authorized to use personal vehicles on institution business are subject to the same rules as drivers of institution owned, leased, and rented vehicles. Drivers should be able to provide evidence of auto liability insurance that meets or exceeds the state minimum requirements.

Driver Duties & Responsibilities

Each driver will agree to each and every one of the following:

1. Provide a copy of his or her driver's license, upon request.
2. Provide all consents and approvals necessary for the University to obtain a report or other document describing the driver's driving record from any states in which the driver has been licensed.

3. Use University vehicles only for official business.
4. Not permit any unauthorized person to drive the vehicle.
5. Use seat belts and all other available occupant restraints and require all passengers to do likewise in accordance with state laws. The number of passengers should not exceed the number of seat belts.
6. Operate the vehicle in accordance with University regulations.
7. Know and strictly observe all traffic laws, ordinances and regulations.
8. Assume responsibility for any and all fines or traffic violations attributable to the driver. Never drive under the influence of drugs or Alcohol.
9. Not transport unauthorized passengers such as hitchhikers, family members or friends.
10. Obtain necessary authorization from appropriate source for use of University or privately owned or leased vehicles.
11. Use safe driving practices at all times.
12. Turn off the vehicle, remove the keys and lock the vehicle when it is left unattended.
13. Drive the vehicle at speeds appropriate for road conditions, even if that appropriate speed is below the legal posted speed limit.
14. All "off road" driving is prohibited.
15. Inspect the vehicle for safety and mechanical concerns, including checking tires, wipers, lights and other safety equipment for observable defects. Report any suspected defects immediately to the appropriate person.
16. Immediately report all accidents or violations to the prescribed authority. Accidents must be reported promptly to the immediate supervisor and the Office of Risk Management.
17. Make no modifications to any vehicle without approval.
18. Ensure that insurance coverage as required by state law is in effect on any privately owned vehicle used for University Business.
19. Be subject to applicable University disciplinary procedures for violations of University policy or rules.

Driver Training

In order to understand the responsibilities and techniques for driving safely, all drivers must be able to demonstrate their skills in the operation of their assigned vehicles. If they are not able to demonstrate their driving skills, they will be trained in the appropriate techniques. For example, if a driver needs to be able to drive a passenger van or a vehicle with an attached trailer, but has no experience in such a vehicle, he/she must be trained until he/she can demonstrate mastery of that vehicle's operation. This training will be provided by the responsible department and the Office of Risk Management.

Training may include audio-visual methods, or the online defensive driver's training course, as appropriate. TXWES student, staff, or faculty will need to complete the defensive driver's training course before they are authorized to drive a university vehicle.

All student drivers should receive safe driving instruction during each school year during which they are eligible to drive an institution vehicle. The training should be completed prior to their first use of the vehicle in the school year and will be coordinated through the responsible department.

Once the course is successfully negotiated, TXWES personnel will receive a confirmation email that they have passed the course(s). The Office of Risk Management will also be copied on the confirmation email.

Pre-Trip Safety

1. The driver and his supervisor will each complete and sign the Pre-/Post-Trip Vehicle Inspection form indicating that they have inspected the vehicle. The driver will keep the copy with him/her at all times while operating the vehicle and will complete the post-trip section upon return to Texas Wesleyan University.
2. Headlights, taillights and windows must be clean before operating the vehicle.
3. The driver and the supervisor should also verify that a copy of the accident report form and current insurance card are available in the vehicle.
4. Upon return from the trip, the driver will return the completed copy of the Pre-/Post-Trip Vehicle Inspection form to the department when turning in the vehicle keys. The department and the driver will complete a brief vehicle inspection using the Pre-/Post-Trip Vehicle Inspection form and document any mechanical problems with the vehicle, service required, new damage, the amount of gas added, the number of miles driven,

and any service that may have been provided to the vehicle. The department will keep the original copy in their files but the Office of Risk Management reserves the right to review and inspect them on a regular basis.

Seat Belts

Seat belts are one of the most important pieces of safety equipment installed on a motor vehicle. Thus, it should be noted that the use of seat belts is entirely under the control of the driver. All assigned vehicle drivers should follow the procedures listed below as a condition of assignment as a vehicle driver for Texas Wesleyan University.

When going on a trip (even a short trip across town), ensure that there is a seat belt for every passenger. If not, limit the number of passengers to the number of seat belts available.

Before shifting from "Park," the driver must secure his/her seat and shoulder belt and verify that all passengers are appropriately secured by their seat and shoulder belt.

Alcohol and Drugs

It is important for all drivers to recognize their responsibilities for operating a university vehicle in a safe and sober manner. No driver authorized by the Texas Wesleyan University should be under the influence of alcohol or drugs while operating a university owned vehicle at any time.

Cell Phones and Electronics

Cell phones may only be used to make calls through the assistance of Bluetooth or other hands-free devices. Headphones that reduce hearing should not be used. For navigation devices, program the destination before starting the vehicle, pull off the road to make changes and rely on the voice directions to guide you.

Stowed Items

Items that can become loose during travel should be properly secured and placed in proper storage areas or separated by a cage from the passenger area to prevent injury to passengers or damage to other vehicles. Stowed items should not obstruct the driver's view.

Vehicle Theft

To reduce the potential for theft and vandalism, the vehicle should be locked when left unattended, no valuables should be left in sight, and the vehicle should be parked in a well-lit area at night. Texas Wesleyan University is not responsible for personal items left in a vehicle.

Extended Trips

To reduce the possibility of fatigue-related accidents on extended trips, when the one-way distance to the destination will take four hours or more, at least two eligible drivers should be assigned to drive the vehicle if possible. The “shotgun passenger” will stay alert and act as co-pilot. In the event of inclement weather, the driver(s) will consider any weather alerts and utilize sound judgment on whether driving should be attempted.

Vehicle Accident Reporting Procedures

Vehicle accidents can seriously impact the lives of those involved, both as drivers and as passengers. To minimize the long-term effects of those accidents and to ensure that they do not recur, the following policies and procedures are in effect:

1. If a Texas Wesleyan University vehicle is involved in a collision with another vehicle, object or person or a one-car accident, such as rolling over and going into a ditch, the driver should call the police and, if there are any suspected injuries to driver or passengers, request emergency medical assistance.
2. The Office of Risk Management will be contacted at 214.280.2742 after contacting the police. The following information should be provided:
 - a) Driver’s name and the vehicle involved;
 - b) Location of the accident;
 - c) Description of any injuries to driver, passenger(s) or occupant(s) of other vehicles;
 - d) Indicate whether the police and/or ambulance been notified, and;
 - e) Indicate the medical facility where injured people have been taken.
3. Await further instructions from Campus Security and/or the Office of Risk Management.
4. Make sure to retrieve the current insurance card from the vehicle. This card shows evidence of insurance to police authorities and also provides the driver with basic information on the insurance company, the claim reporting phone number and the policy number.
5. The driver should begin to fill out the accident report form located in the vehicle. Be particularly careful to discuss the accident only with the police or the Office of Risk Management. Despite the fact

that the driver may feel that he/she was the cause of the accident, the driver should not make any admission of liability or assume any blame. There may be factors that the driver is unaware of at the time that could mitigate any responsibility.

6. Exchange basic information with the driver of each vehicle involved. Only the following information should be provided:
 - a) Name, address and telephone number of the driver and any passengers;
 - b) Type of vehicle and license plate number, and;
 - c) Insurance company name and policy number.

Accident Investigation

The Office of Risk Management will work with the affected university member and coordinate the accident investigation. The Office of Risk Management will gather reports from police investigators and will begin the investigation as soon as reasonably possible. The TXWES incident report form will be used to document the incident and report any bodily injury and property damage.

Texas Wesleyan University's Risk Management committee will review all auto accidents to identify ways to prevent future losses.

All TXWES students, staff, and faculty are expected to adhere to and follow the Texas Wesleyan University Motor Vehicle Safety and Authorized Driver Policy.

FINANCES & FUNDING

UNIVERSITY ACCOUNTS

There are two options for recognized student organizations to manage their money. Depending on your group's specific needs, you might choose to have one or both of these types of accounts for your student organization. Below are the details on each account type, if you have any additional questions, please stop by the Student Engagement Office on the second floor of the Martin University Center.

A University Student Organization Account Fund

Pros	Cons
• Free for registered student organizations • Can be set up for you by contacting Student Activities • The account is right here on campus • Authorized users automatically change over with new leadership • Often more secure than external accounts, because you can't withdraw cash from this account type, and because the account is in the name of the organization, not set up on behalf of it	• Need to plan more in advance than external accounts because money is a little more difficult to access than funds held in an external account • Must be registered for the academic year to access funds • Cannot withdraw cash from the account (must be used on purchases) • Can only accept deposits in the form of cash or check (no credit)

An External Bank Account

Pros	Cons
• Able to access money more freely (can get a debit card and checks) • Able to withdraw cash from this account type • Online access is often available for this account type • May be able to accept credit deposits	• Often comes with monthly fees and/or charges if you don't keep a minimum balance • Must physically go to the bank and transfer over access when new organization leadership is elected • Not able to transfer funds from Student Government into this account • Must travel to make deposits into this account type

Purchases

HOW TO REQUEST THE PURCHASE OF GOODS OR PAYMENT FOR SERVICES

Student organization leaders who wish to request the purchase of goods or services must complete a Request to Purchase Goods or Services Form.

The requestor must be authorized to make budget expenditures on behalf of their student organization. Only individuals identified as officers within the organization's RamSpace platform are allowed to spend that organization's funds or make financial requests on behalf of an organization.

To make a request, the requesting organization must have sufficient funds within a relevant line item of their budget to cover the total cost.

The requestor will need all documentation regarding their proposed purchase, such as the name and address of the vendor, the precise goods being purchased or a detailed description of the service being provided, the total cost of the proposed purchase, and all supporting data such as an invoice and event approval.

[Request to Purchase Goods or Services Form](#)

COMMON METHODS OF PAYMENT AND ASSOCIATED TIMELINES

Recognized Student Organizations can request the purchase of goods and services through the following methods.

Method of Payment	What is It?	Processing Time
Internal GL Budget Transfer	A payment method by which funds are transferred directly from a student organization's account to the account of a university service provider, such as University Scheduling and Event Services, University Copy and Print Services and etc.	Ten business days
University Purchase Order (PO)	A payment method by which a university-endorsed guarantee of payment is presented to a vendor* at the time of purchase. The vendor receives payment 30 days after the purchaser turns in their itemized receipt to Student Organization Financial Support. *Vendor must have previously arranged to conduct business with the university via this method.	Five business days (excluding, new vendor additions, advertising, production, and shipping time)
Electronic Purchase with Purchasing Card "P-Card"	A purchase method by which payment is electronically transmitted to a vendor on behalf of a student organization by Student Affairs in advance of sale. Goods purchased via this method may be shipped.	Ten business days (excluding production and shipping time)
Personal Reimbursement Under \$100	A method by which a student organization member, having paid for an eligible item or goods out of their personal funds (for less than \$100), provides an itemized receipt within 30 days of purchase and is reimbursed.	Same day (excluding the process by which the recipient has submitted the request form)
Personal Reimbursement Over \$100	A method by which a student organization member, having paid for an eligible item or goods out of their personal funds (for over \$100), provides an itemized receipt within 30 days of purchase and is reimbursed.	Ten business days (excluding the process by which the recipient is set-up, and a check is disbursed, which can take x weeks)

INTERNAL GL BUDGET TRANSFER

An Internal GL Budget Transfer is a method of payment by which a fund transfer can be made directly from a student organization's account to the account of a university-affiliated service provider. Many University providers require student organizations to provide their unique GL account in advance of service.

FACTORS TO CONSIDER:

Internal Purchase Order codes are only accepted by service providers who are funded by the university. Examples include:

- University Scheduling and Event Services
- University Print Services or Campus Copy
- There is generally a five-business-day turnaround for a request for an Internal Purchase Order to be processed into a unique Internal Purchase Order code once funds are available from a relevant line item within a student organization's budget.

The student organization leader must obtain a service quote or invoice from the service provider in advance and follow up with the service provider upon receipt of a unique Internal Purchase Order code.

HOW IT WORKS:

- A student organization leader contacts a university service provider and obtains a quote or an invoice from them in advance of service.
- The student organization leader completes a Request to Purchase Form.
- Upon completion of service, Funds are electronically transferred from the student organization's account to the university service provider without further action by the student organization.

ELECTRONIC PURCHASE WITH A PURCHASING CARD

The University Purchasing Card, or P-Card, is an electronic method of purchase initiated to a vendor on behalf of a student organization by Student Affairs Professional Staff. This purchase method allows student leaders to pre-pay for identified items or goods and either ship them to campus or pick them up on site.

FACTORS TO CONSIDER:

- Total costs may not exceed \$500 with this method of purchase.
- P-Card purchases are accepted by most vendors who accept credit cards.
- This payment method is an excellent choice for purchasing specific online items and for processing electronic invoices directly with a vendor.
- A brief meeting with DoSA professional Staff to place an online order, particularly an order with more than one component or item, will help ensure accuracy and decrease processing time.
- The P-Card cannot be used for:
 - Payments to third parties (e.g. GrubHub, InstaCart, Door Dash)
 - Digital fund transfers through platforms such as Venmo, Zelle, Google Pay, and similar
 - Ordering perishable items, such as meals and prepared food
 - On-site purchases

- Goods purchased with the P-Card must either be picked up by the student organization or shipped by the vendor to Texas Wesleyan University.
- The organization is responsible for any shipping costs.
- There is generally a ten-business day turnaround for a request for a P-Card transaction to be processed into a purchase. A student organization leader's failure to respond to a request for a meeting with Student Affairs Professional Staff will delay this timeline.

HOW IT WORKS:

- The student organization leader identifies an item they wish to purchase online as well as its cost, the quantity needed, and the vendor. Alternately, a student organization leader obtains an invoice provided to them by a vendor who accepts online payments.
- The student organization leader completes a Request to Purchase Form. Upon review and approval, a Professional Staff member will make the purchase and will email with confirmation of purchase to the requester.
- If the purchase involves items to be shipped, the student organization leader authorizing the purchase will be contacted when the items arrive.
- If the purchase involves items to be picked up with the vendor, the student organization leader bears responsibility for coordinating pick-up. In such situations, the student organization leader must also turn in an itemized receipt which identifies the date that the purchase was received.

PERSONAL REIMBURSEMENT

A Personal Reimbursement is a purchase method by which a student organization member, having paid for an eligible item or goods out of their personal funds, provides an itemized receipt within 30 days of purchase and is reimbursed for the expenditure.

FACTORS TO CONSIDER:

- The request will not be reviewed by Student Affairs until the expenditure has been authorized.
- This purchase method is the most flexible, as it requires very little advance planning.
- This purchase method is the highest risk, as it requires the purchaser to pay out of pocket and bear all financial risk.
- This purchase method is highly discouraged, as an evaluation of whether the purchase adheres to financial rules, policies, and timelines cannot be made until after the purchase is made.
- This purchase method is only available to university affiliates – individuals who are currently students or who are employed by the university.
- There is generally a 5-business-day turnaround for a request for a personal reimbursement to be processed and sent to the business office for payment. Business services has its own process by which the recipient must be set up in the university system, and this can delay payment for up to 2- 4 weeks.

HOW IT WORKS:

- A student organization member makes a purchase using their personal funds and obtains an itemized receipt. An itemized receipt contains detailed information about the transaction, including separate lines for each item purchased as well as the date, time, store name, price, tax, total, and payment method used.
- A Request to Purchase Form is completed, either by the purchaser or by a student organization leader who has financial authority for the student organization.
 - An image of the purchaser's Student ID card (front and back) must be included with the form.
 - If the individual who made the purchase completes the form, the approval of a different student leader who has financial authority for their student organization must be provided.
- The requestor includes transactional information and uploads a legible electronic copy of the itemized receipt.
- Upon review and approval, the requestor is notified, and the following actions need to be taken:
 - For purchases under \$100
 - Fill out the [Petty Cash Form](#) and get appropriate signatures.
 - Take the completed form and original receipt (copies will not be accepted) to the Cashier Office on the 3rd floor of the Oneal-Sells Administration Building within 10 business days of the original purchase date.
 - Get instantly reimbursed in cash.
 - For purchases above \$100
 - The reimbursement request is forwarded by Student Affairs to the University Business Office for processing, which can take as long as 10 business days.
 - A check will be mailed to the requester.

* Reimbursement requests must be made within 30 days of purchase.

UNIVERSITY PURCHASE ORDER

A University Purchase Order is a method of purchase involving an official document endorsed by the university which serves as a guarantee of payment when presented to a vendor at the time of purchase. Payment is sent to the vendor after the purchaser turns in their itemized purchase receipt to Student Organization Financial Support.

The University Purchase Order document identifies the terms of the purchase. It details the vendor, the method of delivery, the goods and services, quantities, and estimated cost(s) of the items a student organization has received approval to purchase. All student organization purchase orders identify a maximum purchase amount by including either a total cost or a not to exceed cost.

FACTORS TO CONSIDER:

- Gratuity may be included on a purchase order, provided it is itemized in advance of purchase and does not exceed 15 percent. Gratuity costs must be calculated into the total cost printed on the purchase order and therefore included in a student organization's request form.

- There is generally a 10 business-day turnaround for a request for a purchase order to be processed.
- Purchase orders are the preferred method for payment by the institution. Products purchased for Amazon and Staples must go through a purchase order request. Purchases from other vendors

HOW IT WORKS:

- A student organization leader identifies a vendor who is willing to take payment via check and the item(s), quantity, and per item cost that they wish to purchase from the vendor.
- The student organization leader completes a Request to Purchase Form. Upon review and approval, the Office of Student Affairs will complete a Purchase order Request.
- Depending on how the vendor needs to collect payment the check may be
 - Cut by the business office and sent to the vendor via the information provided in the vendor packet.
 - The check is picked up by the student organization and presented to the vendor at the time the purchase is made and obtains a receipt.
 - The student leader must adhere to the items and costs printed on the purchase order and may not make modifications.
- After receiving the funds, the student organization leader turns in the receipt to Student Affairs.

PURCHASES OF PREPARED FOOD; GROCERIES, SNACKS, GOODS; AND APPAREL OR BRANDED ITEMS

Type of Purchase	Additional Considerations
Prepared Food Purchases for pick-up by student org or for delivery to an on-campus event to be consumed at an org-sponsored event or activity <i>Ex: Pizza from Dominos</i>	• Prepared food must be consumed at approved an activity or event. Event may not occur in a private venue such as a personal residence. • Event must be approved with in Ram Space. • Vendor may not serve the food or provide on-site service at your activity or event with this method of purchase. • Student organization may add up to 15-percent gratuity. • Delivery Services (e.g., Grubhub or Door Dash) are not allowed.

Purchases of Groceries, Snacks, or Goods which support or are consumed at an organization-sponsored event or activity

Ex: Chips and candy from Walmart

- Groceries or snacks must be consumed at an activity or event.
- Goods must be used to support an activity or event.
- Delivery Services (e.g., Grubhub, Instacart, Door Dash) are not allowed.
- Items purchased using Incidental Funds become University property and are subject to inventory requirements.

Purchases of Apparel or Branded Items which support an organization-sponsored event or activity

Ex: Stickers from Sticker Mule

- Items purchased must be used to support an activity or event.
- Design may not violate trademark or copyright restrictions or University Brand Standards.
- Student organization must provide final invoice to Student Affairs when items are received.

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Deposits

- Fill out a Purchase Form.
- Submit the completed form and funds to the Cashier Office on the 3rd floor of the Oneal-Sells Administration Building.

Account Balance

Organizations can check their account balance by contacting the Student Activities office or the business office directly at 817.531.4416.

CAMPUS RESOURCES

ACADEMIC SUCCESS CENTER

Eunice & James L. West Library, first floor
817-531-4219

[Website](#)

ATHLETIC DEPARTMENT

Sid W Richardson
817-531-4857

[Website](#)

CAMPUS SECURITY

Baker Building
817-531-4911

[Website](#)

CAREER SERVICES

Martin University Center 250
817-531-6552

[Website](#)

COMMUNITY COUNSELING CENTER

Counseling Center 3110 E Rosedale Street
817-531-4859

[Website](#)

DEAN OF STUDENTS

Martin University Center 237
817-531-4872

[Website](#)

MORTON FITNESS CENTER

Morton Fitness Center
817-531-7589

[Website](#)

RESIDENCE LIFE

Stella Hall
817-531-5000

[Website](#)

RISK MANGEMENT

Oneal-Sells Admin. Bldg. HR
817-531-4286

[Email](#)

STUDENT ENGAGEMENT

Martin University Center 235
817-531-4923

[Website](#)