

# 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 Department of Student Activities and Orientation located on the second floor of the Martin University Center. Staff members will be pleased to assist your student organization in its development, program planning, interpretations of policies, and other areas of need. The policies in this document are subject to change as deemed necessary by the institution.

### Registered Student Organization

A registered student organization (RSO) is an organization that has registered with the Department of Student Activities and Orientation. Being an RSO affords certain benefits and services based on your organizations 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 every year;
  - RamSpace registration 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 the Department of Student Activities and Orientation of any changes in the organization's representatives, addresses, telephone numbers, emails, rosters, or constitution, and;
- Utilize the Department of Student Activities and Orientation 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;
- Use the program equipment of the Department of Student Engagement (student computers, popcorn machines, tables, sandwich boards, etc.)
- 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 Department 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 the 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:
  - Access to an additional free custom poster print from our large format printer
  - 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 Student Engagement 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 Activities 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 Department of Student Activities and Orientation;

- Take part in the Texas Wesleyan University RSO Orientation 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 Coordinator for Student Activities.



- 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 Department of Student Activities and Orientation. A copy of the constitution must be submitted to the Department of Student Activities and Orientation 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 Department of Student Activities and Orientation 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 and 3 business days for meeting requests.

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 Department of Student Activities and Orientation.
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 and 3 business days for meeting requests. 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 of the reservation. If at any time the organization does not fulfill any requirements stated by the institution, the reservation and event may be cancelled.
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 3 business days in advanced for meetings and 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.

### RESERVING EQUIPMENT

Student Engagement equipment may be reserved by registered student organizations. Equipment check out requests are processed one semester at a time and are assigned on a first-come, first-served basis. Equipment needs can be indicated through your event registration form on RamSpace.

## 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 Activities when you submit your program. Please see this [website](#) for more information on obtaining one.

## SPECIFIC EVENTS

### *Fundraising*

Consulting with staff in the Department of Student Activities and Orientation 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 Activities 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 Department of Student Activities and Orientation 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 Department of Student Activities and Orientation 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 Department of Student Activities and Orientation. The Inspector reserves the right to limit what product can be sold on campus if they deem 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 Department of Student Activities and Orientation 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 Department of Student Activities and Orientation. The Department of Student Activities and Orientation 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 Department 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 with in 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 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 Coordinator for Student Activities, 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 Department of Student Activities and Orientation 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 Department 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 Department of Student Activities and Orientation. 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 Coordinator for Student Activities or their 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 Department of Student Activities and Orientation 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](http://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 affects 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 affects 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 Coordinator for Student Activities at 817.531.4891 or the Risk Manager at 817.531.8728 or stop by the Student Activities 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 they are 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 Department of Student Activities and Orientation 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 they are 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 they no longer have 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 their 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, they must be trained until they 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 their 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 them 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 their 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 they were 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 Activities Office on the second floor of the Martin University Center.

### **A University Student Organization Account Fund**

Pros	Cons
<ul style="list-style-type: none"><li>• Free for registered student organizations</li><li>• Already set up for you (all recognized student organizations automatically have an account)</li><li>• The account is right here on campus</li></ul>	<ul style="list-style-type: none"><li>• 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</li></ul>

- 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
- 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
<ul style="list-style-type: none"> <li>• Able to access money more freely (can get a debit card and checks)</li> <li>• Able to withdraw cash from this account type</li> <li>• Online access is often available for this account type</li> <li>• May be able to accept credit deposits</li> </ul>	<ul style="list-style-type: none"> <li>• Often comes with monthly fees and/or charges if you don't keep a minimum balance</li> <li>• Must physically go to the bank and transfer over access when new organization leadership is elected</li> <li>• Not able to transfer funds from Student Government into this account</li> <li>• Must travel to make deposits into this account type</li> </ul>

### *Purchases*

- Purchases under \$100:
  - Make purchases using your personal account (or external organization account), and make sure you keep the receipt.
    - Reimbursement is not possible without receipts.
  - Fill out the [Purchase Form](#) and get appropriate signatures.
  - Attach the original receipt (copies will not be accepted) to the Purchase Form.
  - Take the completed form 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.
- Purchases from \$100-\$500:
  - Fill out the Purchase Form.
  - Contact your Faculty/Staff advisor and make arrangements for them to make the purchases on their university purchasing card



(if they do not have a university purchasing card, contact the Coordinator of Student Activities to request the purchases).

- Give your Faculty/Staff advisor the completed Purchase Form, and tell them to allocate the charges to your account and attach the form to their receipt and submit it with their monthly packets.
- Purchases \$500+:
  - Fill out a Purchase Form.
  - Contact the Coordinator of Student Activities and request arrangements for them to create a Purchase Order to make the purchases.
  - Provide the Coordinator for Student Activities the completed Purchase Form and request them to build a Purchase Order.
  - Contact the Coordinator for Student Activities ask them to allocate the charges to your account.

### *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 business office directly at 817.531.4416.

## STUDENT DEVELOPMENT FUND

Student organizations are eligible to apply for funding through the student development fund. This fund promotes the personal and professional development of students and student groups. Funds may be used to but not limited to defer the cost of a variety of event expenses, conference registration, and travel. To learn more about the student development fund and/or apply check it out on RamSpace or click [here](#).

# COVID-19 POLICY UPDATES

As the campus opens, we will continue to monitor situations and these policies are subject to change. We will follow limitations set out by the CDC and applicable jurisdictions.

## EVENT GUIDELINES

- Event requests should be submitted at least two weeks in advance along with room/space reservation requests via RamSpace.
- Event locations available are the Student Leadership Chambers (only indoor space available), Martin Center Amphitheater, Kay Granger Mall, Martin Center Plaza, Moritz Circle Drive, Dora's Lawn, Fire Pit, Sand Volleyball Court, and the Intramural Field.
- Official university programs must take place on campus to ensure proper safety precautions are in place and staff coverage is needed in case of emergency. Any exemptions to this protocol must be approved by the Division of Student Affairs
- Only current TXWES students, faculty, and staff can attend events. Any exemptions to this protocol must be approved by the Division of Student Affairs.
- Attendance limits:
  - Indoor Events: 10 people, including host and staff.
  - Outdoor Events: 25 people, including host and staff.
- Social Distancing:
  - Event attendees are required to observe social distancing guidelines of remaining six feet apart while at the event.
- Mask Guidelines:
  - All individuals will be required to wear a mask that covers the nose and the mouth completely while at the event at all times.
- Screening:
  - Event attendees are required to complete the Texas Wesleyan [online self-screening questionnaire](#) for COVID-19 symptoms prior to going to the event location. Please be prepared to show proof of completion.
- No food or drink allowed to be consumed at events.
- Failure to follow these rules may result in:
  - The student's removal from the program.
  - The program/event may immediately be shut down.
  - Both the individual attendee and organizer of the event may be subject to disciplinary action from the Dean of Students Office.
- If any student experiences behavior that they feel violates the Student Code of Conduct or is otherwise unsafe, please consider using the following report channels:
  - [Online Report Form.](#)
  - Call the Dean of Students office at 817-531-4872.
  - Email the Dean of Students office at [deanofstudents@txwes.edu](mailto:deanofstudents@txwes.edu).

## STUDENT GUIDELINES

- Upon arrival

- Students will submit Texas Wesleyan's [online self-screening questionnaire](#) for COVID-19 symptoms before attending the event/program and fill out an electronic event waiver and attendance form upon arrival.
  - Students will have their temperature checked by a professional staff member in attendance.
- During the event
  - Food
    - No food or drink can be provided or consumed during the event.
  - Attendance limits:
    - Indoor Events: 10 people, including host and staff.
    - Outdoor Events: 25 people, including host and staff.
  - Social Distancing:
    - Event attendees will observe social distancing guidelines of remaining six feet apart while at the event.
  - Mask Guidelines:
    - All individuals will be required to wear a mask that covers the nose and the mouth completely at all times during the event.
- Failure to follow these rules may result in:
  - The student's removal from the program.
  - The program/event may immediately be shut down.
  - Both the individual attendee and organizer of the event may be subject to disciplinary action from the Dean of Students Office.
- If any student experiences behavior that they feel violates the Student Code of Conduct or is otherwise unsafe, please consider using the following report channels:
  - [Online Report Form](#)
  - Call the Dean of Students office at 817-531-4872
  - Email the Dean of Students office at [deanofstudents@txwes.edu](mailto:deanofstudents@txwes.edu)

## PROFESSIONAL STAFF RESPONSIBILITIES

- Be prepared to verify attendee's completed Texas Wesleyan's [online self-screening questionnaire](#) results for COVID-19 symptoms before moving on to next steps.
- Ensure students check in according to guidelines.
- Conduct temperature checks for each attendee at the door.
- During the event, the professional staff member will monitor attendees and enforce event policies including:
  - Deliver expectations at start of event outlining policies.
  - Instruct attendees to keep food or water in their bag or on the ground next to them for the duration of the event.
  - Enforce attendance limits:
    - Indoor Events: 10 people, including host and staff.
    - Outdoor Events: 25 people, including host and staff.

- At any time, if attendees violate expectations they may be removed from the program, the event can be stopped immediately, and there is the potential for disciplinary action from the Dean of Students Office upon report.
- If any attendees fail to follow expectations, please use the resources below:
  - For immediate assistance, please call Campus Security at 817-531-4911
  - [Online Report Form.](#)
  - Call the Dean of Students office at 817-531-4872.
  - Email the Dean of Students office at [deanofstudents@txwes.edu](mailto:deanofstudents@txwes.edu).

## 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**

Glick House  
817-531-4911

[Website](#)

### **CAREER SERVICES**

Martin University Center 2<sup>nd</sup> Floor  
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](#)

### **EVENTS AND SCHEDULING**

Martin University Center 236  
817-531-4854

[Website](#)

### **HEALTH AND WELLNESS CENTER**

West Village SH Building #1 110  
817-531-4948

[Website](#)

### **MORTON FITNESS CENTER**

Morton Fitness Center  
817-531-7589

[Website](#)

### **RESIDENCE LIFE**

Martin University Center 2<sup>nd</sup> Floor  
817-531-5000

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### **RISK MANGEMENT**

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

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### **STUDENT ACTIVITIES AND ORIENTATION**

Martin University Center 233  
817-531-4923

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