2019 - 2020 Student Organization Handbook

Policies and Procedures for Student Organizations at Lamar University
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*** All contents in this handbook revised effective August 2019. Any additions after the start of the academic year will be in addendum form and communicated through the Setzer Student Center website and through OrgSync to all student organization advisors and listed officers.***
To All Lamar University Student Organization Leaders and Advisors:

Student organizations play an integral role in campus life at Lamar University by providing opportunities for students to develop and refine leadership skills and to interact and network with their peers, faculty, and staff. The Setzer Student Center Office of Student Organization Services is committed to assisting all student organizations in reaching their co-curricular goals.

To effectively and efficiently plan activities, organization leaders should be knowledgeable about available resources as well as university rules and regulations. Several of the policies and procedures for student organizations have been updated. Please thoroughly review this Handbook so that you will be informed. This Handbook provides information on policies, procedures, forms, and resources available to student organizations and advisors. Also, the Office of Student Organization Services expects the student organizations to conduct their affairs in accordance with state/national law and university policy. This Handbook outlines many of these expectations in summary form. Specific policies are found in the Student Handbook and the Code of Conduct.

The Setzer Student Center staff looks forward to assisting you and members of your organization with your out-of-classroom experience at Lamar University.

With Cardinal Pride,

Dr. Terry C. Mena
Associate Vice President of Student Engagement, and Dean of Students
MISSION STATEMENT

The Setzer Student Center provides programs that enhance personal, social, and leadership development to compliment the educational growth of Lamar University students. The Setzer Student Center also serves as the center of campus life and provides a shared home for the university; welcoming students, faculty, alumni, staff, parents, and guests. This mission is accomplished in the following ways:

- Complement the academic experience through a variety of cultural, educational, leadership, social, and recreational programs.
- Create an environment that values participatory student-centered decision-making.
- Provide opportunities through volunteerism, advisory boards, student organizations, student employment, and committees for students to take part in the development of policies and procedures for the center.
- Encourage diversity and multicultural programming throughout the operations of the center.
- Foster sponsorships with university departments in the development of educational programming.
- Maintain a safe, clean, and functional facility that enhances the community life of the campus.
- Develop a communications system to notify students about activities on campus through the website, banners, flyers, newsletters, and intercampus communication systems.
- Develop programs that award students and student organization excellence.

SETZER STUDENT CENTER ADMINISTRATION

- Director of the Setzer Student Center
- Associate Director for Programming and Events
- Associate Director for Greek Life
- Assistant Director for Scheduling, Operations and Event Services
- Coordinator for Student Engagement
- Operations Manager
- Senior Administrative Associate

ABOUT THE SETZER STUDENT CENTER

The Setzer Student Center was named for Dr. Richard W. Setzer, Lamar University President from 1967 to 1969. Dr. Setzer was an active and well-known participant in student life. The Setzer Student Center, AKA “the Set” serves as the center of campus life. Other entities located in the Set are the Barnes and Noble Bookstore, Dining Services food operations, the Student Government Association, New Student and Leadership Programs, Dean of Students and the Vice President for Student Engagement. The Set also has meeting rooms of various sizes available for use by student organizations.

THINGS YOU CAN DO AT THE SET

- Buy books, snacks, and LU apparel at the Bookstore
- Enjoy free activities with Cardinals Activities Board
- Become a member of Cardinals Activities Board
- Rock away in one of our rocking chairs located on the second-floor lounge and balcony
- Study, meet friends, and relax in one of our many lounges
- Reserve rooms for organization meetings in the Setzer Student Center through OrgSync
- Join the Setzer Student Center team as a student assistant
- Learn about fraternities and sororities
- Visit your SGA representative on the second floor
• Enjoy food from Jason’s Deli, Panda Express or Chick-Fil-A at the food court
• Get a quick beverage or snack from The Market
• Collaborate with other student leaders in the Student Organization Work Room in Suite 270
• Define your Cardinal Experience at the Set!

DEFINITIONS

In this handbook, unless the context requires a different meaning:

1. **Advisor** means a full-time member of the faculty or staff who counsels the members of an organization.
2. **Class day** means a day on which classes or reading periods before semester or summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given.
3. **Student** means a person enrolled or accepted for admission or readmission at the university while present on the campus.
4. **Student Officers** means a student who has been elected or appointed into a student leadership position in their Student Organization which includes but not limited to: President, Vice President, Treasurer, Secretary and any other student leadership position.
5. **President** means the President of Lamar University.
6. **Vice President** means the Chief Student Engagement personnel officer, his/her designee, or his/her representative.
7. **Dean of Students** means the Chief Student Code of Conduct officer, his/her designee, or his/her representative.
8. **Director** means the Director of the Setzer Student Center, his/her designee, or his/her representative.
9. **Coordinator** means the Coordinator of Student Engagement.
10. **Organization** means a student group holding a valid provisional or permanent recognition certificate from the Office of Student Organization Services.
11. **University** means Lamar University.
12. **University facility** means a classroom, auditorium, residence hall, or any other area of the campus.
13. **Social Event** means dances, mixers, receptions, banquets, and rush parties. Business and/or routine meetings are not considered social events unless such meetings in fact become so as a result of the activity itself.

PARTICIPATION IN STUDENT ORGANIZATIONS

Studies have shown that students who are more active in co-curricular activities tend to persist in college longer and gain more satisfaction from their college experience. Employers are also eager to hire students who have exhibited dedication to activities outside the classroom. Participation in student organizations should be more than just fun and games; it can play a vital role in the educational process and in a student’s success at Lamar University. Student-to-student interaction, including participation in student organizations, produces positive outcomes. Students can benefit substantially from being involved in campus organizations. Highly involved students typically devote considerable energy to studying, spend more time on campus, participate actively in student organizations, and interact frequently with faculty members and other students. Serving as an officer of a campus organization also offers an opportunity to transform knowledge obtained in the classroom into practical experience. As a result, the underlying purpose of student organizations is to contribute to the classroom by serving the following functions:

• Providing support groups for students with common needs and interests
• Improving leadership and communication skills
• Allowing the student to apply learned concepts in a real setting
• Teaching self-discipline, initiative, and responsibility
• Helping students to develop friendships
• Gaining new skills that can be transferred to careers
• Networking with faculty, staff, and employee contacts are gained through the student organization
• Serving as a campus resource to faculty, staff, and other students
• Creating memories that connect you to Lamar University and the student experience

ELIGIBILITY TO PARTICIPATE IN STUDENT ORGANIZATIONS

All organizations shall conform to the university policy on eligibility for extracurricular activity as outlined in the Student Activities section of the Student Handbook:

• Any student currently registered in good standing with the university with a 2.0 GPA on all coursework completed at Lamar University and/or LIT is eligible to participate in any extracurricular activity. Members who do not meet this requirement will be limited to only meeting attendance and academic improvement programs.
• University organizations may establish higher individual requirements for GPA and enrollment status.
• In order to become a candidate for and/or hold student office in an extracurricular organization, a student must:
  o Be a full-time undergraduate or graduate student, and
  o Be in good standing (disciplinary, scholastic, and financial) with the university, and
  o Maintain at least a 2.5 cumulative GPA on all coursework completed at Lamar University.
• One-semester exemptions may be granted on a case-by-case basis by the Director.
• Freshmen are eligible to hold office after completion of one semester at Lamar University.

GRADE CHECKS OF OFFICERS

The Coordinator will verify the cumulative GPA of all Student Officers during the first two weeks of September and January. The Coordinator will notify students that are considered ineligible for office based on this process. The student leader may appeal their eligibility to the Dean of Students, whose decision will be final.

APPEALS

• If ineligible, student may appeal to the Dean. A request for review under this Regulation must be submitted in writing by the affected Student to the Dean of Students Office within three (3) business days after notification of ineligibility. Failure to submit a timely appeal will result in immediate relinquishment of the office.
• The request must state the grounds upon which the Student seeks review of his/her ineligibility. The Student may provide additional supporting documentation to support his/her eligibility by delivering those documents to the Dean of Students Office for consideration within three (3) business days after the notification of ineligibility.
• Within five (5) business days after the request has been received, the Dean of Students, or his/her designee, shall render a decision on the request for review and shall notify the Student of that decision in writing.

MEMBERSHIP IN STUDENT ORGANIZATIONS

Membership in a Lamar University student organization may not be restricted on the basis of race, color, creed, sex, age, handicap, or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973. Organizations must sign a statement to this effect before approval may be granted and once a year thereafter. This Statement of Compliance is included in the registration process on OrgSync.

NON-STUDENT MEMBERS OF STUDENT ORGANIZATIONS

Only currently enrolled Lamar University students are eligible to hold office in recognized campus organizations. Provisions for membership of faculty and staff members may be made, but non-students may not outnumber student members in any of the organizations.
SINGLE-SEX ORGANIZATIONS

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university.

Since passage of this law and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights has developed a clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. These criteria are as follows:

- The organization must have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code;
- Members must be limited to student, staff or faculty at Lamar University;
- The organization must be a “social fraternity” as defined by the Department of Education. The Department of Education defines "social fraternity" as a group that can answer “no” to all the following questions:
  - Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
  - Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
  - Are the members permitted to hold membership in other fraternities or sororities at the university?
- If a group answers “yes” to any of the questions, it is not a “social fraternity” and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. An affirmative answer to any of these questions is evidence that the organization is professional, service, or honorary in nature and not a social fraternity or sorority for Title IX purposes.

United States Department of Education- Office for Civil Rights Rationale: The rationale for this distinction based on the intangible educational advantage afforded by membership in such professional, service and honorary organizations. Many such honor and service organizations have school and alumni recognition and reputation, which enhance student members’ careers. Members frequently gain enhanced status, which, as alumni, is often influential in decisions affecting campus life and university policy. This type of educational opportunity and benefit is significant and may not be denied to students on the basis of sex. (U.S. Department of Education, Office of Civil Rights)

DECLARATION OF NON-DISCRIMINATORY PRACTICES

The University is required to file with the federal government each year a report declaring its compliance with the Civil Rights Act. Failure to comply could result in loss of support for virtually all of our student financial aid programs, loss of federal funds for buildings, and ineligibility for federally funded grants in support of institutes, conferences, research, and other activities. The University cannot properly declare its compliance with the Civil Rights Act if it practices discrimination on the basis of race, color, creed, sex, or national origin, except as may be provided by law, including the granting of official recognition to student organizations which practice such discrimination. We request your cooperation with the following:

Any student organization that practices discrimination, except as provided by law, will be in danger of removal of its charter and withdrawal of University recognition. This means that any student who presents himself/herself for membership in your organization must be accepted as long as he/she meets the necessary requirements as applied to all potential members. In case of recognized social sororities and fraternities, this means that any student who represents himself/herself for participating in intake activities must be accepted for this program and must be treated in exactly the same manner as all others. All requests for literature related to your organization and to new member intake must be filed without regard to race, color, creed, or national origin. Charges of discrimination will be investigated, and appropriate action taken.
GOVERNANCE ORGANIZATIONS
Governance organizations are formed to represent a group of organizations that have been specifically supported by the university to serve such a purpose. The groups have delegated a portion of their power to the larger organization but retain the right to representation. Membership in these types of organizations is usually based on involvement in one of the representative groups and an expressed interest in working with the umbrella organization.

ACADEMIC ORGANIZATIONS
Academic organizations include those groups with memberships in honor societies or professional organizations, or those based on an academic (departmental) field of study. University students form honor organizations to recognize academic and/or leadership achievements. Membership is based primarily on scholastic achievement, but also may consider character and leadership. All organizations have criteria for membership that must be met, and some are by invitation only. Most of these organizations are tied to university departments and belong to national organizations. Departmental and professional organizations are organized to further develop and promote a student’s learning within an academic department or program. These organizations normally work closely with a university department and are often part of a larger local, state, national, or international organization. Membership is normally based on an interest in a particular field or discipline that the organization represents.

MUTUAL INTEREST ORGANIZATIONS
Mutual interest organizations are groups that have formed solely on the basis of a group of individuals that have common interests. The groups in this category focus on a multitude of different topics, including service to the community. Membership is based on sharing the same interests.

MULTICULTURAL ORGANIZATIONS
Multicultural organizations are groups that strive to expand students’ knowledge of the different cultures represented in the LU community and abroad.

SPIRITUAL AND RELIGIOUS ORGANIZATIONS
Spiritual and religious organizations are formed to provide a campus community of students who share the same or similar religious faith or spiritual beliefs. Membership in these groups depends on a student’s beliefs and interests.

GREEK SOCIAL ORGANIZATIONS
Greek social fraternities and sororities are groups that are organized primarily for the purpose of social interaction among a particular group of students who share common interests. These types of organizations involve themselves in numerous activities including leadership development, community service, and recreational activities. Membership is based on the student’s interest, individual selection criteria, and some form of mutual selection. Although fraternities and sororities are an American invention, each group is designated by a Greek letter name. Members are referred to as Greeks. Chapters are often called Greek letter societies, and all are known collectively as the Greek Council. These groups must be a part of a national or international organization. The organizations are affiliated with the Inter-Fraternity Council, the College Pan-Hellenic Council, the Multicultural Greek Council, and the National Pan-Hellenic Council.

SPORTS ORGANIZATIONS
Sports organizations are formed to sponsor some type of athletic activity on a non-NCAA university level. Many of these groups work closely with the Sport Clubs program in the Department of Recreational Sports and may work with other types of organizations or groups of students to promote their activities. Membership is based on student’s interest and may involve some form of competition for membership.
The Office of Student Organization Services (SOS) was established to help coordinate organization services and to aid Registered Student Organizations (RSOs). The Office of Student Organization Services reports to the Director of the Setzer Student Center and works closely with the Committee on Student Organizations. The Committee is comprised of students, faculty, and staff who work with a variety of student organizations.

MISSION STATEMENT:
The Office of Student Organizations creates and fosters leadership and involvement opportunities that enhance personal, interpersonal, and organizational development for Lamar University students.

CORE COMPETENCIES:
- Engagement
- Communication
- Recruitment and Retention
- Management
- Leadership

Registered Student Organizations play an important role in campus life at Lamar University. Throughout the year, they sponsor a variety of extra- and co-curricular activities for the campus community as well as participate in service projects on and off campus. In addition, Registered Student Organizations provide a means for students to develop and refine leadership skills and to interact and network with their peers, faculty and staff.

The Office of Student Organization Services provides administration of all student organizations using OrgSync, an online campus management software accessible by LU students, faculty, and staff.

The Office of Student Organization Services is located in the Setzer Student Center 270 office suite. Please stop by or call our office at 409-880-8721. We are here to help you!

SERVICES FOR STUDENT ORGANIZATIONS

MAILBOXES & LOCKERS
Every Registered Student Organization has the option to have a mailbox in the Office of Student Organization Services, Room 270 of the Setzer Student Center. Through these mailboxes, the university, other organizations, businesses, and students communicate with each of the organizations. These mailboxes are not secure; therefore, exercise discretion in the types of items routed through the mailboxes. Mail should be addressed to:

Organization’s Name
Lamar University
PO Box 10018
Beaumont, TX 77710

LU Student Organizations have access to several different options for storage at the Setzer Student Center. Student Organizations Services Office will provide lockers of various sizes during Fall and Spring semesters. These lockers will be allocated on a first-come, first-served basis and can only be used to hold Organization Supplies.

Locker rental period: August 26, 2019 – May 30, 2020

If an organization is wanting a mailbox or locker, they are to fill out a form on OrgSync.

STUDENT ORGANIZATION DIRECTORY AND HISTORICAL INFORMATION
The Office of Student Organization Services maintains accurate records of organizations officers, constitutions, by-laws, and other important documentation on OrgSync, an online communications tool.
STUDENT CLUB ACCOUNTS

ON-CAMPUS ACCOUNTS

It is mandatory that Registered Student Organizations that do not hold a 501(c)(3) status (A recognized status by the federal government) have a bank account with the Office of Student Organization Services. The Student Club Account is a free banking service provided to Registered Student Organizations. Student organizations are strongly encouraged to bank through this service unless they are fully or partially funded by a department or university office. Checks, bank statements, and mail service are provided free of charge. Upon request, a student club account statement is available from the SOS student assistant located in SSC, Room 270, or call 409-880-8721.

STUDENT CLUB ACCOUNT POLICIES

If a student organization elects to utilize the student club banking services offered by the Office of Student Organization Services, the President and Treasurer must submit a signed Student Club Account Signature Card to Room 212 in the Setzer Student Center. In submitting this Card, the officers agree to accept responsibility for the Student Club Bank Account.

1. They are authorized to withdraw funds from the treasury of this organization upon his/her signature until this permission is changed by the submission of a new signature card by the organization, which is signed by the organization’s Advisor.
2. They are responsible for repaying any negative balances in the account within seven (7) days after proper notification is given.
3. They are responsible for collecting any returned checks on the account.
4. If the account remains dormant over a period of two (2) years, the balance will automatically revert to the Student Clubs Closed Account after written notification to the student organization’s advisor, if the advisor is still employed by Lamar University.
5. Student organizations must show proof that their off-campus account has been closed (per the Audit during 2017 – 2018) or show proof of 501(c)(3) status.

FISCAL PROCEDURES

Unless it is financially responsible to a university department or agency, it is mandatory that organizations deposit their funds in a Student Clubs Bank Account through the Office of Student Organization Services.

Groups that are not chartered by Lamar University, but are associated with a university department or university program and have a full-time Lamar University official that will act as an official agent of this group, may request to be given a non-organizational account in the Office of Student Organization Services. The Director will evaluate these requests and will make the decision to grant these group’s initial requests and as to whether the groups may be continued or not. These groups must comply with all the requirements of the organizational accounts except the charter requirement.

No organization, whether registered or not, may use the facilities of the university as long as it owes a monetary debt to the university and the debt is considered delinquent by the crediting university agency.

OFF-CAMPUS ACCOUNTS

Registered Student Organizations that can furnish proper documentation of 501(c)(3) status may have an off-campus account. The organization must send proof of 501(c)(3) status to the Office of Student Organization services before they will be allowed to open an off-campus account.

Because the university does not regulate off-campus accounts for student organizations, it’s important to establish financial controls to limit the risk of mismanaging organization funds, specifically to prevent the use of funds for personal gain.
CO-SPONSORSHIP

Co-Sponsorship is defined as funds that are available to assist RSOs with their event or travel expenses. The Registered Student Organization can request a maximum amount up to $1,500 per academic year.

The Co-Sponsorship program assists Lamar University Registered Student Organizations (RSOs) with funding requests. Student organizations must submit an application, a general statement, and detailed budget regarding the purpose of a campus event or travel request. The request must follow University Travel guidelines.

PURPOSE

The Co-Sponsorship program assists Lamar University Registered Student Organizations with funding requests. Student organizations must submit an application, a general statement, and detailed budget regarding the purpose of a campus event and travel request.

DEFINITIONS

- Co-Sponsorship: Funds that are available to assist Registered Student Organizations with half of their event or travel expenses. The Registered Student Organization can request a maximum amount up to $1,500 per academic year.
- Campus Event: For purpose of these guidelines, the co-sponsorship funding can only be used for an educational activity or event that provides an educational enhancement to their personal or professional experiences at Lamar University.
- Registered Student Organization: A student organization that is registered with the Office of Student Organization Services and is in good standing with the Dean of Students Office.
- Travel: Lamar University Registered Student Organization are eligible to apply for travel funding to present academic research or attend a professional development conference at local, state-wide, regional or national levels.

GENERAL GUIDELINES:

- A Registered Student Organization can request a maximum of $1,500 during the academic year (September 1st – July 31st). The Council must review and approve/disapprove all co-sponsorship proposals more than $500.
- The Coordinator, and the Associate Director, may approve requests of $500 or less.
- The co-sponsorship applications are reviewed on a first come, first served basis. These guidelines for co-sponsorship apply to Lamar University Registered Student Organizations only.
- Organizations that are requesting co-sponsorship funding must complete 30 hours of community service BEFORE applying.
- For campus event or travel request to be considered for co-sponsorship funding by the Office of Student Organization Services, the co-sponsorship application must be submitted 21 business days in advance of the date of the event or travel request.
- Registered Student Organizations making requests for funding must be fully registered and in good standing with the Office of Student Organization Services and the Dean of Students Office, specifically:
  1. Registered with up to date officers in OrgSync
  2. Registered Student Organization President, Vice President and Advisor have completed Risk Management Training
  3. No outstanding balances with any University Departments
  4. Complete Co-Sponsorship application through OrgSync
  5. Complete an University Travel Waiver Form for all student travelers as part of the Co-Sponsorship application and submitted at least two business days in advance of travel to receive the travel funds
- All correspondence regarding co-sponsorship will be sent to the Registered Student Organization President and Advisor
- Only the Registered Student Organization President or Treasurer may submit a Co-Sponsorship application. If there are mistakes on the co-sponsorship application, the organization will have two (2) business days to make the necessary corrections. If the corrections are not made, the application will be denied and a new application must be submitted.
• Guideline for Receipts
  o The Registered Student Organization will have 14 business days after an event or travel to submit proper documentation of how the funds were used.
  o ALL receipts must be presented at once.
  o Failure to provide proper documentation in the allotted time will result in:
    ▪ If the co-sponsorship funds that were awarded cannot be properly documented on how they were used, then any remaining balance will be taken out of the Registered Student Organization account. If funds are not available, the Registered Student Organization’s privileges for requesting co-sponsorship funds will be suspended by the Office of Student Organization Services for the next academic school year.
  o Unused Funds: If the Registered Student Organization does not use funds provided, they can re-apply for co-sponsorship after 30 business days. Each case would be reviewed on a case-by-case basis.
    o In addition, if all of the funds that were given were not used, the RSO must be return remaining funds to the Office of Student Organization Services when receipts are turned in.

RESTRICTIONS OF CO-SPONSORSHIP
Co-sponsorship funding cannot be used for the following:

• Senior design project materials
• Materials for a competition
• Marketing
• Banquets
• Meetings
• Receptions
• Honorarium
• Promotional items
• Concerts
• Apparel
• Tobacco
• Alcohol
• Gift Cards
• Ammunition
• Firearms

SPECIFIC GUIDELINES FOR CAMPUS EVENTS:
  o Must be open and marketed to all Lamar University students
  o Must be in a form of an educational activity or event
  o Must have a university-wide impact
  o Request for food cost must not exceed $100
  o Must submit all forms of marketing materials including but not limited to social media, flyers, posters, etc.
  o Must provide all acceptable documents on how the co-sponsorship funds will be used for the event:
    ▪ Quotes for Speakers, services, program items and food
  o Standard University contracts will be required for certain services and speaker agreements
  o All acceptable methods and format for submitting the documents are: JPEG, PNG, & PDF

SPECIFIC GUIDELINES FOR TRAVEL:
  o The cost of meals will be calculated based on Lamar University Travel policy.
  o Must provide all acceptable documents on how the co-sponsorship funds will be used for the travel:
    ▪ Itinerary from sponsoring organization
    ▪ Hotel Invoice/ check-out receipts
    ▪ Registration cost
    ▪ Receipt(s) for meals, snacks and gas for off-campus travel.
    ▪ All receipts may be dated one day before, through one day after conference, if traveling.
  o All acceptable methods and format for submitting the documents are:
    ▪ Picture or Screenshot of Website - JPEG, PNG, & PDF
Registered Student Organizations may raise funds on and off campus at Lamar University. When raising funds on or off campus, you must complete the Event and Solicitation Request Form through OrgSync at least ten (10) days before your event.

Fundraising:

Provided below are some thoughts on how you can approach the concept of fundraising as well as some examples of things to get your brainstorming started. Before you begin you should be able to answer the following questions:

1. **What do we want to accomplish with this fundraiser?**
   a. This should be the first question your group considers.
   b. You need to understand how the money will be used so you can explain to others what your goals are.

2. **Who is the audience for the fundraiser?**
   a. Students
   b. Faculty and Staff
   c. All of the above
   d. Establishing your target audience will give you a clearer vision of how to promote your event.

3. **What is the financial goal for this fundraiser?**
   a. You need to know at the beginning what your end goal will be.
   b. Do not forget to factor in your initial/startup expenses.
   c. It is important to know how much money you may have to invest up front before you see a return.
   d. Knowing how much money is needed up front will give you a clearer picture of how you will proceed.

4. **How much time and energy can you devote to this fundraiser?**
   a. Raising funds takes time and energy.
   b. Is your organization setting realistic goals when it comes to the project?
   c. Do you have enough people who are willing to put in the time necessary?
   d. Have you given your group a reasonable amount of time to achieve your goal?

Now that you have answered these questions, it is time to begin brainstorming ideas for what your group would like to do. Always remember you have to tailor your event to campus and your target audience. With that in mind your group should do the following:

1. **Determine fundraising categories**
   a. Ongoing – events that raise funds over a period of time and are often sales oriented.
   b. Event specific – event that occurs once and can incorporate services.

2. **Establish fundraising goals**
   a. Assemble a budget
      i. For the fundraiser
      ii. For the event it supports
   b. Develop a realistic picture of the income and output required to conduct the fundraiser.

3. **Create a checklist**
   a. Include everything, such as advertising, decorations, donations, paperwork, pre-event deadlines, reservations, timeline, post-event thank you notes, etc.
   b. Make sure all group members have a copy of the checklist
   c. Remember that you will probably be running the fundraiser along with your regular events. It is an additional responsibility that may require you to adjust your events.
   d. Plan for advertising and publicity needs
   e. Be clever with promotion and don’t forget to remind participants how the proceeds will be used and the benefit(s) they get by contributing.
   f. Publicize your results
4. **Evaluate**  
   a. Assess the overall value.  
   b. Determine whether it was worthwhile.  
   c. Write up recommendations for what went well, what could be done better, timeline adjustments, etc.  
   d. Review the questions you addressed when you began planning to see if you met or exceeded your goals.  
   e. Was this fundraiser worth the effort involved? Or was it a drain on everyone?  

5. **Follow up with participants**  
   a. Ask them to contribute to the evaluation.  
   b. Send thank you notes.  

**NOTE:** Plans to sell any items should be approved by the Office of Event Services before you start. The sale of food may require permits.

### CHARITABLE RAFFLES

Most Registered Student Organizations are not qualified to conduct raffles in the State of Texas. Raffles involve paying money for the chance to win a prize of greater value, which is considered gambling. Instead of raffles, the Office of Student Organization Services suggests that student organizations hold “Free Drawings” in which no money is exchanged. The Charitable Raffle Enabling Act, effective January 1, 1990, permits “qualified organizations” to hold up to two raffles per calendar year.

Two types of student organizations may conduct raffles:  
- an association organized primarily for religious purposes that has been in existence in Texas for at least 10 years; or  
- a nonprofit organization that has existed for at least the three preceding years, during which it has had a governing body duly elected by its members and is exempt from federal income tax under Section 501(c)(3), Internal Revenue Code; and does not participate in any political campaign. [A copy of your organization’s IRS Letter of Determination verifying 501(c)(3) status will be required.]

Any organization conducting a raffle on campus must complete the *Event and Solicitation Request* and follow university ticketing procedures. Raffle tickets may not be advertised statewide or through paid advertisements. Each raffle ticket must state the name and address of the organization holding the raffle, the name of an officer of the organization, the price of the ticket, and a general description of each prize to be awarded that has a value of over $10. A prize may not be money. Only members of the organization may sell tickets. No one may be compensated directly or indirectly for organizing or conducting a raffle or for selling raffle tickets.


### OFF CAMPUS SOLICITATION POLICY STATEMENTS

The purpose of this policy is to provide Texas State University Schools with a coordinated process for off-campus fund solicitation by registered and chartered student organizations. A further purpose is to ensure that registered and chartered student organizations and local area merchants are aware of the off-campus solicitation policy and procedures. In order to maintain the good will of our local community and assure maximum private support, the university will coordinate and approve off-campus solicitation by registered and chartered student organizations.

The Vice President for University Advancement will coordinate the procedures necessary for implementation of this policy.

**PROCEDURES FOR IMPLEMENTATION OF PROCESS**  
All registered and chartered student organizations desiring to solicit off-campus must include this information when they submit the *Event and Solicitation Request Form* through OrgSync at least 10 days before the event.
• Completed forms, along with a draft of the requested letter or materials, must be uploaded along with the completed application.
• The Director of the Setzer Student Center, or designee, will approve all solicitation correspondence to vendors before distribution.

If the solicitation is approved, the form must be shown to all merchants from whom funds are solicited. The Director, or designee, will maintain a calendar showing approved solicitation permits to ensure there is not mass solicitation at one time and to answer any questions that may arise.

RATIONALE FOR APPROVAL OF OFF CAMPUS SOLICITATION REQUESTS
Approval of solicitation requests will be based on consideration of the following priorities:
• activity for which funds are requested (i.e., charity, trip, dance);
• value to the university;
• frequency of requests from the same group; and
• Number of requests received during a stated interval of time.

TAX DEDUCTIBLE GIFTS
Gifts to student organizations are not considered gifts to the University; they are considered gifts to the student groups, which, in most cases, are not non-profit organizations with the ability to issue tax-deductible receipts. Some student groups may be affiliated with a national non-profit organization, which would give them some ability to fundraise under that organization’s policies and procedures.

Gifts to student organizations are not tax deductible to the donor. Most donations to these groups are small and not motivated by a tax benefit; so 99% of the time this is not an issue. If there was a donor who wanted to make a large donation to a group and there could be an educational purpose to the donation or activity, you should consult with an academic department, if appropriate, to see if they would be willing to “run the donation through” their academic account.

For example, if the Accounting Honor Society might want to raise funds to attend an accounting related competition/event in Dallas, and if they identify one donor willing to fund $5,000, it would be reasonable to expect that the Accounting Department would be willing to assist them by accepting the donation into their account, following all applicable rules of the university. In that instance, the gift would be reported by the department to our office for instructions on how to handle the gift, and the donor would receive a tax-deductible receipt from us. The related expenses would need to be paid by the department out of their account, following standard university policies.

We would be happy to talk through any situation with you to brainstorm ideas whenever you have a substantial donor ($1,000 or more).

Solicitations from Major Donors
A few companies that are major donors to the university have asked that we not allow direct solicitations from student groups or individual departments. These are companies that make one large donation to the university spread out over several areas. They have asked that our office compile a list of funding requests that includes a listing of requested projects. This requirement allows the university to coordinate requests. There are also individuals that the university is working with and it would not be appropriate for them to also be solicited numerous times for small amounts from different student organizations.

Our current “do not solicit list”:

- ExxonMobil
- Entergy
- Education First Credit Union
- Walter Umphrey, Provost Umphrey Law Firm
- Reaud, Morgan and Quinn Law Firm, Glen Morgan, Wayne Reaud
- Regina Rogers
- Valero
- BASF
- Giglio Distributing
HAZING POLICY
Hazing is prohibited in state educational institutions by the Texas Education Code. Students of Lamar University are forbidden to engage in, encourage, aid, or assist any person(s) participating in what is commonly known and recognized as hazing. The Lamar University Hazing Policy is located here.

RIGHTS OF STUDENT ORGANIZATIONS
Student organizations are recognized on the assumption that their activities and programs contribute to the educational, professional, civic, and social development of the students involved. Neither the student organization nor its representatives may suggest that either is acting with authority or as an agent of Lamar University. Student organizations have the following rights:

- Use of the Lamar University name as part of the student organization’s formal name, specifically at the end of the organization’s name. Example: The Chess Club at Lamar University.
- The right to recruit new members from the Lamar University community.
- The services of the Office of Student Organization Services, including assistance in planning, carrying out, and evaluating activities and programs, club accounting, and assistance in making the organization more effective and efficient.
- The right to hold events and the use of university facilities free of charge or with a minimal fee.
- Invitation of off-campus speakers and artists to appear for regularly scheduled meetings and assemblies, subject to scheduling in accordance with Off-Campus Speaker Policy.
- Distribution of literature relating to the organization’s purpose and activities in those areas authorized by the University Posting Policy.
- Sponsorship of profit-making activities and solicitation of funds for organizational activities in accordance with the Fundraising Policies.
- Representation in the Student Government Association.
- To apply for Co-Sponsorship Funding. Provisional organizations are not eligible for co-sponsorship funding.
- The right to be listed as a Recognized Student Organization.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS

- To manage and carry out activities within its own constitution; local, state, and federal laws; and university rules and regulations.
- To conduct its business and fiscal operations in accordance with standards of good business management and practice.
- To be cognizant of the special role the organization holds as an integral part of Lamar University and to act accordingly in the best interest of its members and the university, as well as the surrounding community.
- Follow the Policies and Procedures for Student Organizations as outlined in this Handbook.

ANNUAL REGISTRATION RENEWAL
Every organization must renew their registration during the spring semester by updating their OrgSync portal; the President, one other officer, and Advisor must complete Student Organization Training on the Fall each year. All information and forms will be submitted via OrgSync. The registration process will begin April 1 and end August 21.

The Coordinator of Student Engagement will review each submitted registration renewal request to determine if the organization is eligible for continued recognition as a registered student organization. If the Coordinator determines that an organization is ineligible for registration, or is inactive, the Coordinator shall notify the organization President and Advisor via email of its status.
• Information on the OrgSync portal, including officer names and contact information, meeting days and times, membership requirements, etc. must be kept current and accurate throughout the semester. The organization President or designee will be responsible for ensuring that this information is kept current.
• The officers listed on the most recent registration request will be recognized as those authorized to speak for and represent the organization in its relations with the university.
• If the organization uses Student Club Account services, the President or Treasurer must submit a new Student Club Account Signature Card.
• 2 Officers must attend mandatory Officer Training at the beginning of fall semester. The Office of Student Organization Services will arrange additional training times if officer transition happens between the fall training and when the registration process reopens in spring semester.
• Organizations must have at least five eligible members, two of which must act as officers.
• Advisor must watch training video and submit certification via OrgSync every fall semester.

Failure to register your student organization by the deadline will result in your organization being designated as inactive, and all privileges granted to your student organization will be suspended. This form must also be completed within 7 days of any change in officers.

MEETINGS
Organizations must give their members and advisor reasonable advance notice of its meetings. Organizations must conduct its meetings in accordance with its charter and constitution. All disputes shall be appealed to the Coordinator of Student Organizations.

UNIVERSITY TRADEMARK LICENSING POLICIES
All student organizations must adhere to the Student Organization Licensing guidelines and University Visual Standards when using Lamar University trademarks on marketing materials or apparel.

STARTING A NEW STUDENT ORGANIZATION

APPLICATION
A group may apply for recognition by completing the Intent to Organize a New Student Organization on OrgSync. The Coordinator will review the application and will grant provisional recognition to the organization if the rules for eligibility are met.

ELIGIBILITY
A group is eligible for recognition if:
• Its membership is limited to Lamar University students, faculty, and staff.
• Its membership is not denied anyone based on race, color, creed, sex, or national origin, except as may be provided by law.
• The group has at least five eligible members, two of which must act as officers.
• It has an eligible advisor (Advisor must have been employed by Lamar University for at least 6 months)
• Individuals are not under disciplinary sanction prohibiting recognition.
• It conducts its affairs in accordance with university rules and regulations.
• Its purposes are in accordance with the stated purpose and goals of the university. No organization may be recognized if the actions or activities of the organization are adverse to the educational purpose and work of the university.
RECOGNITION OF GREEK SOCIAL ORGANIZATIONS

For a Title IX-exempt social Greek-letter fraternity or sorority (as defined under the provisions of Section 1681 of the U.S. Education Act of 1972) to be recognized as a student organization at Lamar University, it must first be granted membership in its University-recognized Greek Council. Once membership is confirmed with the National Pan-Hellenic Council, the Inter-Fraternity Council, the College PanHellenic Council, or the Multicultural Greek Council, recognition materials will be processed by Greek Life.

PROVISIONAL RECOGNITION

The Office of Student Organization Services will notify the organization President and Advisor by email when a decision has been made about their application for recognition. If the application is approved, the office will create a new OrgSync portal for the organization. Then, the organization President must ensure the following steps are completed:

- Complete the OrgSync portal to include organization description, officer names and contact information, meeting days and times, membership requirements, etc.
- Consent to the Non-Discrimination and Hazing Policies included in the registration process and update the agreement date.
- Upload the organization’s Constitution and Bylaws to the OrgSync portal.
- The President and Advisor must view the Risk Management presentation. Both must then complete the Risk Management Quiz (Located in Blackboard under “My Courses”)

After these steps are completed, the organization is given provisional recognition for six weeks during the fall or spring semester. During this time, the organization has the following privileges:

- The right to reserve university facilities for the purpose of holding organizational meetings.
- The right to publicize the initial organizational meetings in line with university posting policies.
- The right to invite membership.

***During a student organizations provisional status, student’s organizations are not permitted to apply for co-sponsorship. Once their permanent recognition and charter is approved they will be able to apply.***

PERMANENT RECOGNITION AND CHARTER

The Director will consider applications for permanent recognition. In considering an application, the committee shall permanently recognize the applicant unless it does not meet the rules for eligibility.

The student organization will be notified via email if they have been approved for recognition.

If the Director refuses to grant permanent organization recognition, the applicant organization may petition in writing to the Committee on Student Organizations to review the application. The applicant organization shall attach a copy of its application to the petition.

If the Committee on Student Organizations, at its discretion, agrees to review the Director’s refusal, it shall direct the Director to furnish it and the organization a copy of the written statement of the reason for refusal.

The Committee on Student Organizations shall confine its review of the Director’s refusal to the petition, application, and Director’s statement. The Committee on Student Organizations may:

- Affirm the Director’s decision;
- Refer the matter to the Director for reconsideration; or
- Grant recognition to the provisional student organization.
### ORGANIZATION CONDUCT OFFENSES

Student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the university. Such responsibilities include:

- Compliance with university regulations, policies and/or procedures except for those offenses listed below, will be reported to and adjudicated by the Dean of Students;
- Taking reasonable steps, as an organization, to prevent violations of law or university regulations by its members; and
- A willingness to deal individually with those members of the organization whose behavior reflects unfavorably upon the organization or upon the university.
- Failure to accept the responsibilities of organization membership may subject the organization to permanent or temporary withdrawal of university recognition and/or support, social probation, denial of use of university facilities, or other appropriate action.
- The Director has responsibility for initiating and expanding disciplinary action in any group offense cases.
- A student may also be disciplined for a violation under the Student Code of Conduct even though the organization of which he/she is a member is penalized for the same violation growing out of the same factual situation.
- Judicial and appeal procedures are outlined in the Student Code of Conduct.

### ADMINISTRATIVE OFFENSES

When the Coordinator for Student Involvement receives information that an organization has allegedly violated an administrative rule or regulation, he/she shall investigate. The Coordinator for Student Involvement may then dismiss the allegation, requiring no further action, or conduct a meeting with the student organization and their advisor to obtain more information about the allegations. An organization violates a university regulation or administrative rule when:

- One or more of its officers or authorized members acting in the scope of his/her general responsibilities commits the violation;
- One or more of its members commits the violation after the action that constitutes the violation was approved by a majority vote of those members of the organization present and voting;
- One or more members of a committee of the organization commits the violation while acting in the scope of the committee's assignment; or
- A majority of the members of an organization commit the violation.

### SANCTIONS

When, after the meeting, the Coordinator finds that an organization has violated an administrative rule or regulation, he/she may make their recommendation for sanction to the Director. The Director may choose to penalize the student organization by one or more of the following actions, including but not limited to:

- Suspend for not more than one calendar year the organization’s right to do one or more of the following, including but not limited to:
  - publicly post signs;
  - publicly assemble or demonstrate;
  - sponsor or present a public performance;
  - publicly raise funds or make a solicitation;
  - reserve the use of university facilities;
  - participate in intramural athletics;
  - engage in recruitment of members (fraternity and sororities will be referred to Greek Life office); or
  - apply for co-sponsorship funding.
- Suspend for not more than one calendar year the organization's recognition; or
- Cancel the organization's recognition for not less than one calendar year.
APPEALS
If a student organization believes these procedures were not followed it may choose to appeal to the Dean of Students. All appeals must be submitted within five class days from the date of notification to the Dean of Students. The letter of appeal must provide a clear explanation of how this process was not followed or their disagreement with the severity of the sanction.

EVENT SERVICES GUIDELINES AND POLICIES

CONTACT & ADDITIONAL INFORMATION

EVENT SERVICES – SCHEDULING AND PLANNING
Setzer Student Center, Suite 270
409-880-7285 or sscreserervations@lamar.edu

OPERATIONS – DAY-OF SETUP AND SUPPORT
Setzer Student Center, Suite 270
409-550-0100

POLICIES
To ensure the safe, fair, and inclusive operation of the programs and services certain policies will be followed in addition to general Lamar University policies and procedures. A full listing is available under the Policies tab at lamar.edu/setzer.

PROGRAMMING HOW-TO

BRAINSTORMING
• What type of event are you planning?
• What is our theme?
• What is our goal of this program?
• Is this program consistent with the purposes and constitution of your group?
• Who will be invited to the event/what is the audience – group members, LU students, the entire LU community?
• How many people are expected? (this should be a realistic estimate, not a wish!)
• How do you need the room to be arranged? Do you need extra tables, chairs, staging? Imagine yourself walking into the room the day of the event – how should it look?
• What time will the event begin and end? Do you need extra time to set up, decorate, clean up?
• Do you need any special equipment (microphone, projector, lectern, etc)?
• Are you charging admission or selling anything? How much? Do you need a cash box?
• Are you having food? Where is this coming from? How will it get to the event?
• What is your budget? Will we need to do any fundraising?

PLANNING
• Date: Find a convenient date for your audience and for the activity you would like to sponsor. Choose a date that doesn’t conflict with other existing campus programs.
• Activity: Determine the type of activity you would like to sponsor, research local, regional and national possibilities. Contact your options and negotiate a fee.
• Location: Project the attendance and determine type of space and setup you need. Cross check space availability with the dates that work for your activity.
• Time: Determine a convenient time for targeted audience.
• Budget: Project all expenses and incomes – fees, advertising, security, food, damage fees, etc. Brainstorm additional funding sources if needed – co-sponsors, fundraising, etc.
• Publicity: Consider all publicity possibilities and be creative! Design your promotion to fit the style and theme of the program, keeping your publicity neat and accurate – include name of program, date, time, place, ticket information, etc. Put publicity up/out in ample time for guests to plan – two weeks in advance.
• Food: Determine food needs, work with Cardinal Catering (cardinalcatering@lamar.edu or 409-880-8005) or other sources to find menu items that are appropriate for your theme.
• Liability: Assure that all university regulations, local/state/federal laws concerning fire and safety regulations, necessary security, and conduct will be followed during your event.

IMPLEMENTATION

1. Develop a list of tasks that need to occur before, during, and after the event and determine who is responsible for them. Consider a list of volunteers to assist with set up, elements during the activity, or cleanup afterwards.
2. Day of the Program: Begin to execute all your planning! Don’t worry if something goes wrong, your audience does not know what you had planned and will go with the flow! For events with a stage, or one focal point, consider planning a brief introduction statement to welcome guests and let them know what to expect.
3. At the end of the Program: Work to restore the space to the condition it was upon your arrival. Reset any tables, chairs and equipment to their original locations. Properly remove all your decorations, props, etc. either to the trash or your storage location. Leave the space ready for the next user.

EVALUATION

1. Do an evaluation of the program at your next meeting: Determine if you have accomplished your program goals. Record results (positive/negative) for future planning. Begin to tally up your expenses and account for any revenue.
2. Send thank you notes to appropriate people

THE EVENT REQUEST

Registered Student Organizations will need to complete the Event and Solicitation Request Form through OrgSync. This form is extremely thorough and has eliminated the need for multiple forms and paper documents. This form will allow you to request:
  • Space throughout campus
  • Setup and AV
  • Items or services that require Work Orders or Personnel
  • Solicitation Permit
  • Off-Campus Guest Speakers
  • Temporary Food Permit

ORGSYNC SUBMISSION STATUSES

• Pending: Waiting on event approvals (organization advisor, Risk Management, etc.) and/or request is outside of the Priority Scheduling timeline.
• Deferred: Waiting on location approval and, if needed, any work orders and/or police detail to be confirmed
• Re-Opened: Request has missing information and/or requires changes as noted in your email
• Approved: Check your email to confirm all details
• Denied: Rejected, check your email for reasoning

COMMON HOLD-UPS

The Office of Event Services requires ample time to allow all parties to review and process your request.
  • All events will require approval by the organization’s advisor.
  • Depending on location and what is requested, approval may be required by several University offices.
  • Events in buildings, aside from the Setzer Student Center, require approval and coordination from the administrator of that facility.
  • Lack of clear or required information for all fields on the form.
  • Vague or inconsistent information that causes question, either for risk management or logistical concerns.
NOTES ON EVENT SERVICES

REQUESTERS
To ensure communication and authorized requests are coming from Student Organizations, event requests will only be permitted by the registered President and Treasurer.

FOOD
The following policies apply to Student Organizations per the Office of Risk Management and the Setzer Student Center. They are to ensure safe and proper food handling.

- All groups must comply with the University’s Temporary Food Dealer’s policies and procedures.
- The use of deep fryers, crockpots or other electric cooking appliances, as well as chafing dishes with Sterno’s are not permitted.
- “Pot-luck” type items that require refrigeration, heating, or similar temperature control in order to preserve food quality and safety are prohibited.

PERSONNEL AT EVENTS
Some events may require event or security staff present. Before the event request is approved, Organizations must have funds to cover these potential costs. These costs will be communicated by Event Services and reflected on the reservation confirmation. Any unpaid bills will prohibit the Organization from holding events on campus.

EVENT/TECHNICAL STAFF
Some events may require additional event personnel and sound/audio-visual equipment will require on-site personnel to operate. The cost of the required event personnel will be charged to the reserving group. These charges will be discussed with the Events Services in advance and reflected on the reservation confirmation.

SECURITY/POLICE
Events that are high risk or high occupancy require security personnel. Only Lamar University police may be used to satisfy security requirements. The cost of the security personnel will be charged to the reserving group. The Event Services office will be responsible for the hiring and scheduling of the security personnel for the events.

OFF-CAMPUS EVENTS
Lamar University recognizes the right of university-affiliated organizations to sponsor and hold off-campus events. The university assumes no responsibility for the conduct of participants, nor for the financial and/or contractual obligations associated with off-campus events. However, the university does hold each organization and its officers responsible for abiding by all federal, state and local laws. Violations of law, unacceptable conduct, and/or failure to meet financial or contracted responsibilities may subject an organization to disciplinary action by the university.

Organizations and their officers are additionally responsible for:
- Conducting off-campus events in a manner that reflects favorably upon themselves and the University, and for arrangements for adequate safeguards at these events.
- Fulfilling all financial and contracted obligations entered in conjunction with off-campus activities or venues.
- Following their international or national organization policies and standards for hosting off-campus events.
  - For more information for social fraternity and sorority events, please refer to the Greek Operational Guidelines and National Organization’s Risk Management Policies.
TRAVEL POLICIES FOR STUDENTS

Student Travel and Use of Motor Driven Vehicles and Equipment (Reference Texas Education Code Section 5 1.949, and Senate Bill No. 263)

These travel procedures apply to faculty and staff who engage in transporting students off campus a distance of 25 miles or more from campus to an activity or event that is organized, sponsored or funded by the institution, using a vehicle owned or operated by the institution, or travel that is required by an organization registered at the institution. These travel procedures are considered to be minimum standard; departments may mandate additional procedures.

It is recommended that a designated staff member (s) and/or faculty, accompany each student travel group. In the event an advisor cannot attend the function with the student/student group, the organization member/ members should be advised on what the expected behavior from each student should be. All University rules and regulations must be followed.

Groups of 24 and over may be required to obtain commercial/chartered transportation. This will be reviewed on a case-by-case basis and final decision for such an event will be given by the Vice President for Student Engagement or his/her designee after consultation with the student organization advisor. Chartered transportation must comply with all state and federal laws. Groups under 24 may travel by University owned, leased, rented, or privately owned motor vehicles.

For student/student organization travel, only employees of Lamar University are allowed to drive University owned, leased, or rented, motor vehicles. Lamar University students are not covered under the University insurance policy unless they are employed by the University. Any employee who is to drive a University vehicle must first provide the Vice President for Finance and/or his/her designee with a copy of their driver’s license and sign an “Application For Copy of Driver Record” form. A license check will be run which will reflect the status of the license, list any accidents and moving violations in the past three (3) years. Permission for an employee to drive a University owned, leased, or rented motor vehicle will depend on the results of their driving record. The employee’s driver’s license and the “Application For Copy of Driver Record” must be submitted to the Vice President for Finance office at least two (2) weeks prior to the date the employee is expected to drive the University owned, leased, rented, or privately owned motor vehicle.

Because personal automobile insurance will be considered first in the event of an accident, all persons who use their personal vehicles while conducting university business should be aware of the possibility of personal liability related to such use. No individual shall be required to use his/her personal vehicle to drive to official university sponsored activities. Use of personal vehicles by students to drive to official university sponsored activities is discouraged.

All state and federal laws will be followed when operating a vehicle for students/student organizations official travel. Drivers will comply with all applicable traffic laws and regulations. All occupants must use seat belts and other safety devices when the vehicle is in motion. Manufacturer suggested vehicle capacities will be followed when vehicles are used by students/student organizations.

The following activities are PROHIBITED for drivers while driving:

- Driving while under the influence of impairing drugs or alcohol
- Use of radar/laser detection devices
- Use of headphones or earphones
- Use of cell phone
- Eating, smoking, or drinking

The fatigue of the vehicle operator should be considered at the time of travel and only rested drivers should operate a vehicle.
Each student who travels by motor vehicle or any other form of transportation to participate in a University related activity must execute a copy of the Release and Indemnification Agreement. Each traveling student must have document proof of current medical insurance coverage. Any traveling student less than 18 years of age must have consent for treatment form on file. Organizations that travel frequently are encouraged to have consent for treatment forms on file for all travelers. Departments that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of this policy. Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provisions of the faculty handbook and the staff personnel manual. Individual students who violate this policy and the safe travel rules approved by the university are subject to disciplinary action, to include suspension. Student organizations that violate this policy and the safe travel rules are subject to disciplinary action, to include suspension and loss of funding.

COMMITTEE ON STUDENT ORGANIZATIONS

- COMPOSITION OF COMMITTEE
  - The Committee on Student Organizations advisory committee of the Setzer Student Center and has a membership of faculty, staff, and students.
  - The Associate Vice President and Dean of Students serves as the committee chairman, who presides over the committee meetings and serves as the committee's chief executive officer.
  - The Director of Setzer Student Center and the Coordinator for Student Engagement, or his/her representative, serve the committee as administrative advisor and ex-officio without vote.
  - A majority of the committee constitutes a quorum, and a majority of a quorum rules.

- JURISDICTION OF COMMITTEE
  - Except as provided in 2.a.ii., the committee has jurisdiction over all organizations. The committee does not have jurisdiction over:
    - Organizations where jurisdiction has been transferred by agreement between the Setzer Student Center and an Academic Dean or other administrative official and with the approval of the student organization;
    - Activities in which participation may yield academic credit in degree program offered by the university; or
    - Any NCAA regulations pertaining to Lamar University Athletics.

- GENERAL DUTIES OF THE COMMITTEE
  - The Committee on Student Organizations shall:
    - Review all appeals from new student organizations requesting recognition, and
    - Review and select the Student Organization Award Nominations, and
    - Review and recommend proposed changes to the Student Organization Handbook.

POLICIES FOR ADVISORS OF STUDENT ORGANIZATIONS

- All organizations are required to have at least one advisor who is a member of the faculty or staff.
- Advisors must be full-time employees with at least six (6) months of full-time employment at Lamar University except for administrative staff members whose job description includes specific advisement responsibilities.
- The Coordinator and Director have the responsibility of approving student organizations and advisors. It is the responsibility of each student organization to submit the names of advisors. The Coordinator will notify each organization of endorsement for Student Organizations.
- Advising is both beneficial and time consuming. Organizations should, therefore, attempt to find advisors who are not already working with more than two other student organizations. This will assure the organization of more attention from its advisor and permit the benefits of advising to accrue to others on the faculty and staff.
- University recognized student organizations are entitled to the use of university facilities, when available. In order to use campus facilities for meetings and other functions, the advisor must approve facility requests. Some university facilities
may require the attendance of the advisor or his/her designee, who will accept responsibility for the organization and the facilities.

- Before a faculty member or staff member accepts to be an advisor to a student organization, they should review the time commitment with RSO officers and the Coordinator.
- In accepting the position of advisor of a student organization, the faculty or staff member should be present at as many activities and meetings of the organization he/she is advising, as possible.
- Exceptions to these policies may be granted at the discretion of the Director, or her/his designee.

Student Officers and advisors may perceive his/her relation to a student organization differently. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is hoped that each advisor will maintain some regular contact with your organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. Advisors should be both accessible and interested and should provide whatever council a group or its members might seek.

Given the myriad of purposes, activities, and objectives of various student groups, the role of the advisor will vary in some degree between groups. As groups vary in their expectations and needs, it is important that you develop an understanding with your advisor as to the nature of your involvement. The advisor and group should agree on a set of expectations of one another from the onset and should write this list down as a contract between the group and the advisor. Following are some of the roles an advisor may assume:

- Mentor
- Team builder
- Conflict Mediator
- Reflective Agent

- Educator
- Motivator
- Policy Interpreter

All contents in this handbook revised effective August 2019. Any additions after the start of the academic year will be in addendum form and communicated through the Setzer Student Center website and through OrgSync to all student organization advisors and listed officers.