

**Distributed by**  
**The Office of Campus Life & FYE**  
**Student Organization**  
**Manual**  
**2007-2008**

**THE OFFICE OF CAMPUS LIFE AND FIRST YEAR EXPERIENCE**

Huston-Tillotson University believes that learning also takes place through experiences outside of the classroom. The Office of Campus Life and First Year Experience (FYE) is primarily responsible for the development of co-curricular programs, activities and events that contribute to the mission and goals of the University. Educational, cultural, civic and social programming is designed to expose students to growth avenues that will prepare them for success in a diverse society.

The Office of Campus Life & FYE is involved in the overall coordination of campus student activities, the advisement of the Student Government Association (SGA), the National Pan-Hellenic Council (NPHC), an umbrella organization for all Greek-letter organizations and Mr. and Miss Huston-Tillotson University.

For additional information or questions regarding officially recognized student organizations please contact the Office of the Director of Campus Life & FYE, Davage-Durden Student Union Office B, at (512) 505-3037 or [egmedina@htu.edu](mailto:egmedina@htu.edu).

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"The first responsibility of a leader is to define reality.  
The last is to say thank you. In between, the leader is a servant."

Max De Pree  
Leadership is an Art

## STUDENT ORGANIZATIONS

### Umbrella Organizations

#### Student Government Association

The representative body for all full-time and part-time students is the Student Government Association (SGA).

#### National Pan-Hellenic Council

The National Pan-Hellenic Council is an organization composed of officers and representatives from each Greek-letter organization on campus.

#### Residence Hall Association

The Residence Hall Association is an organization focused on providing activities and addressing issues in the residence halls.

### University Recognized Student Organizations

#### Academic Organizations

Beta Kappa Chi Honors Society  
Pi Gamma Mu Honors Society  
Business Club  
Education Club  
Kinesiology Club  
Psychology Association  
National Association of Black Accountants  
Honda Campus All-Star Challenge Club

**Greek-Letter Organizations**

Alpha Phi Alpha Fraternity, Inc.  
Alpha Kappa Alpha Sorority, Inc.  
Delta Sigma Theta Sorority, Inc.  
Omega Psi Phi Fraternity, Inc.  
Sigma Gamma Rho Sorority, Inc.

**Other Organizations**

Alpha Omega Psi  
BACCHUS & GAMMA  
HIV/AIDS Peer Educator Club  
International Student Association  
NAACP University Chapter  
Pre-Alumni Council  
Turning Faces  
15000 Watts

**Campus Ministry Organizations**

Sister Connection  
Brothers of Fellowship  
God's Anointed Angels of Praise  
Gospel Choir

**Athletic Organizations**

Rowdy Rams

## UNIVERSITY RECOGNITION

### REASONS TO BE RECOGNIZED

1. Use of the Huston-Tillotson University name to identify institutional affiliation.
2. Ability to publicize using campus bulletin boards and kiosks.
3. Ability to hold meetings and activities on campus.
4. Right to apply for student organization funding.
5. Use of campus facilities and services.

The privileges listed above are not extended without careful consideration. Once recognized, an organization carries the name of Huston-Tillotson University and the programs and activities planned and presented by the officers and membership of the organization are governed by the policies of the institution.

### THE RECOGNITION PROCESS

#### For New Organizations

In order to retain official university recognition, student organizations must meet and maintain certain requirements. The process of becoming a newly recognized student

organization requires completion of the following steps:

**Step 1:** Meet with the Director of Campus Life & FYE to discuss the process.

**Step 2:** Review the guidelines for student organizations outlined in this handbook.

**Step 3:** Complete the following:

**a. New Student Organization Proposal Form** (See Appendix A)

This form must be completed before recognition will be considered. All student organizations should be officially recognized and on file with the Office of Campus Life & FYE.

**b. Organization Constitution and By-Laws** (See Appendix B)

Every student organization should have a current copy of their constitution and by-laws on file with the Office of Campus Life & FYE. This will help in the development and stability of new organizations.

**Important things to remember about your constitution:**

1. It must be submitted to the Office of Campus Life & FYE on an annual basis.
2. The membership requirements must be aligned with those outlined in this handbook.

**All constitutions must contain the following:**

1. A concise statement of purpose
2. The main goal(s) of the organization
3. A clear outline of the general membership requirements
4. Officer positions, the duties of each and requirements to be an officer
5. A discussion of any other essential processes relevant to the organization

**Step 4:** Submit the completed form along with any supplemental items to the Director of Campus Life & FYE.

**Note:** New organizations must complete the entire proposal process outlined above. The

form and a sample organizational constitution and by-laws can be made available through the Office of Campus Life & FYE. Upon review of the information a determination of approval or denial will be made and formal notification will be provided by the Office of Campus Life & FYE.

### **For Current Organizations**

A similar process exists for student organizations seeking to renew their recognition but it includes some additional items. The steps are as follows:

**Step 1:** Meet with the Director of Campus Life & FYE to discuss the process.

**Step 2:** Review the guidelines for student organizations outlined in this handbook.

**Step 3:** Complete the following:

**a. Student Organization Renewal Form** (See Appendix C)

This form must be completed before renewal will be considered. All student organizations should be officially recognized and on file with the Office of Campus Life & FYE.

**b. Organization Constitution and By-Laws** (See Appendix B)

Every student organization should have a current copy of their constitution and by-laws on file with the Office of Campus Life & FYE. An updated copy of this document should be submitted annually.

**Note:** Constitutions and by-law must be submitted to the Office of Campus Life & FYE on an annual basis.

**c. Membership Roster**

A list that includes the names of all current members of the organization as well as their student identification number, e-mail address and telephone number.

**d. Activities Calendar**

Using a calendar template provide all activities both on campus and off campus that the organization has planned for the academic year. Include the name, time and location of each event. Calendars are reviewed at the start of each semester to accommodate updates and changes where feasible.

**Step 4:** Submit the completed form along with any supplemental items to the Director of Campus Life & FYE.

**Note:** Current organizations must complete the entire renewal process outlined above.

The form can be made available through the Office of Campus Life & FYE. Upon review of the information a determination of approval or denial will be made and formal notification will be provided by the Office of Campus Life & FYE.

## **RECOGNITION DEADLINES**

To secure official university recognition for the academic year the processes outlined above must be completed prior to the end of the second week of classes. If a currently recognized organization does not have the required items on file with the Office of Campus Life & FYE by the deadline all associated privileges will be suspended. In the case of a proposal for a new organization, failure to meet the deadline will necessitate placing the proposal on hold for submission at the start of the next academic year.

## **ORGANIZATION REQUIREMENTS**

Student organizations may be officially recognized when formed for purposes that are consistent with the goals and mission of Huston-Tillotson University. In order to retain official recognition, student organizations must also meet certain requirements. Only by complying with the following conditions may organizations enjoy the privileges associated with the status of being officially recognized by the University.

1. Officially recognized student organizations must:
  - a) Have a full-time (employed by the University at least on a nine-month basis) faculty or staff advisor.
  - b) Submit a renewal form to the Office of Campus Life & FYE at the start of each academic year.
  - c) File a copy of the organization's constitution and by-laws with the Office of Campus Life & FYE and keep it current by updating it regularly and resubmitting it annually.
  - d) Provide the Office of Campus Life & FYE with a current membership roster that included contact information.
  - e) File a copy of the organization's activities calendar for the current academic year with the Office of Campus Life & FYE.
  - f) Conduct all the activities of the organization in a manner that is consistent with the mission and goals of the University.
2. Officially recognized student organizations and their University advisor(s) are responsible for compliance with federal, state and local laws, in addition to University policies.
3. Minors who are not students at Huston-Tillotson University are ineligible for membership and may not participate in the activities of the Huston-Tillotson University officially recognized student organizations. The only exceptions to this requirement are minors

who are dependents of Huston-Tillotson University students, faculty or staff members, who will be allowed to participate if their parent/guardian:

- a) is a member of the student organization;
- b) is in attendance while the dependents are participating and
- c) is willing to accept responsibility for and waive liability of Huston-Tillotson University for any accidents and/or injuries to minors that may occur while participating in the event.

## ORGANIZATION ACTIVITIES

The University is a forum for ideas and their exchange, thus it seeks to provide the climate and conditions for teaching, learning and other intellectual pursuits. This can only occur if order is maintained and all involved recognize standards of behavior. The following activities guidelines are designed to serve these objectives:

1. All officially recognized student organizations will have their activities, whether on or off campus, approved by their advisor(s).
2. Because the University is directly impacted by the actions of its students, no officially recognized student organizations may use the institution's name in conjunction with an activity without the express authorization of the institution.
3. Officially recognized student organizations are not authorized to provide activities for an all-University audience unless they have received prior approval from The Director of Campus Life & FYE and the organization advisor(s). An activity open to an all-University audience is generally defined as one that is geared towards the entire campus, not only the members of the organization.
4. King-Seabrook Chapel is the center of on-campus religious and spiritual activity, accordingly officially recognized student organization events to be held in the chapel must receive approval from the Director of Campus Life & FYE and utilize facilities services in accordance with established use policy (See the University Chaplain for a copy of this policy).

5. Advisor(s) shall monitor contracts for the activities of officially recognized student organizations. Students are not authorized to sign contracts on behalf of their organizations unless they are approved to do so in writing by their organization advisor(s).
6. The officially recognized student organization inviting a speaker or performer to the campus will be responsible for the conduct of the speaker or performer on campus, maintaining order during the speech or performance and any damages caused by acts on the part of the speaker or performer or those acting in concert with him or her. The privilege to invite speakers and performers to campus carries with it the important task of ensuring that the goals and mission of the University are not compromised. Officially recognized student organizations inviting a speaker or performer to the campus shall not hold the University responsible for any of the above mentioned items.
7. Because of the number, variety and scope of activities sponsored by the institution's faculty, staff and students, Huston-Tillotson University cannot be held responsible for accidents and/or injuries incurred through activities on or off campus sponsored by officially recognized student organizations. Officially recognized student organizations are encouraged to purchase event insurance where relevant.
8. The University reserves the right to cancel any officially recognized student organization activity it deems to be in direct conflict with the University's mission and goals. The Dean of Student Affairs, Director of Campus Life & FYE or a duly authorized representative may also terminate an officially recognized student organization activity on the grounds that it constitutes disruptive activity as defined by the Texas Education Code of Disruptive Activity (See Appendix D).

## **ORGANIZATION MEMBERSHIP**

### **GENERAL ORGANIZATION MEMBERSHIP**

To participate as an officer, member or potential member of an officially recognized student organization students must:

- Be in good standing with the University
- Have and maintain at least a 2.5 Cumulative GPA (if applicable)

- Agree to adhere to all of the guidelines as set forth in this document

**Note:** Admission to Huston-Tillotson University and any of its recognized organizations is open to all qualified individuals. All student organizations must be advised that, by law, University official recognition will be granted only if the organization is in compliance with the statement above and with Title IX of the Civil Rights Act of 1974, Amended. In order to comply with Title IX, your organization must provide equal opportunity for full participation by either sex and must not discriminate on the basis of sex in any area of activity or membership in the organization. In the case of sports clubs, separate teams (men/women), where necessary, may be organized as long as equal opportunity exists for either sex to form a team. Honorary and professional organizations are exempt from Title IX and must be able to furnish written proof from the national office.

### **GREEK-LETTER ORGANIZATION MEMBERSHIP**

Students seeking membership in Greek-letter organizations must have completed a total of at least 30 credit hours with a minimum of 12 being from Huston-Tillotson University and possess at least a 2.5 cumulative grade point average. All organizations will host their new membership activities and programs during the Fall or Spring Semester. These dates are approved by each organization's national body and the Director of Campus Life & FYE in conjunction with the Dean of Student Affairs. The Director of Campus Life & FYE in conjunction with the Dean of Student Affairs will also set dates that serve as deadlines for new membership activities and programs to be completed by each semester. No new membership activities and programs shall take place after the set deadlines without the authorization of the Director of Campus Life & FYE in conjunction with the Dean of Student Affairs.

**Note:** Greek-Letter organizations must have at least three members that are both active and eligible to operate as an active Undergraduate Chapter at Huston-Tillotson University. Members are considered active if they meet the requirements for being an active member as set forth by their national organization and they are considered eligible if they meet the institutional requirements identified above in the section on general organization membership. If a chapter does not have the minimum number of members required it becomes inactive with regard to all programming activity except for membership intake. Until the chapter can meet the minimum requirement it will remain inactive, however it will continue to be considered a university recognized student organization for the purposes of recruiting and obtaining new membership.

#### **New Membership Requirements**

Greek-Letter Organizations wishing to conduct new membership activities and programs must meet the following requirements in addition to those of their national body:

1. Be in good standing with Huston-Tillotson University, the Office of the Dean of Student Affairs, the Office of Campus Life & FYE, the national body of the organization and the National Pan-Hellenic Council.
2. Meet with the Director of Campus Life & FYE to discuss the organization's desire to conduct new membership activities and programs.
3. Have a new membership activities and programs schedule, including dates, times and locations for all activities, on file with the Director of Campus Life & FYE prior to the first program.
4. Provide a list of all perspective members who attend interest meetings, information sessions, etc. by the close of the next business day to the Director of Campus Life & FYE.
5. Adhere to any additional administrative requests made by the University, Dean of Student Affairs and/or Director of Campus Life & FYE.
6. Follow all guidelines as set forth by the organization's national body as well as those outlined in this document.
7. Confirm that all individual participants, both active members and prospective members, are not currently on disciplinary probation or suspended from the University and possess the minimum grade point requirement(s).

**Note:** Contact between prospective members and an organization is limited to the approved activities as designated by the new membership schedule of events (i.e. information sessions, interviews, etc.). Any other unapproved meetings held, will constitute a violation of University policy and the individuals involved may be subject to disciplinary action. Absence of advisor(s) at any meetings with prospective members may also result in disciplinary action being taken against each of the individuals found to be involved.

## Organization Advisors

Each student organization must have an on campus faculty or staff advisor that is employed full-time by the University. The following will assist organizations in selecting an advisor as well as understanding the advisor's function within your organization.

### **The Role of the Advisor:**

An advisor adds to the continuity of your organization by making sure that in

transitioning officers they understand their responsibilities as well as how student organizations should operate according to University policy and the guidelines set forth in this document. Advisors also aid in the area of program development by helping student organization officers with logistical considerations and the exploration of ideas when planning events for the campus community.

### **Duties of the Advisor:**

To have an understanding of the requirements pertaining to student organizations as well as institutional policies governing students at Huston-Tillotson University to assure that they are met and upheld by the organization.

To be aware of liability issues (i.e. hazing, alcohol and drug uses, off campus travel, etc.) and advise the organization in making decisions that will not put the organization at jeopardy regarding these areas when planning activities.

To attend general meetings and sponsored activities of the organization.

To be available to the officers of the organization on a regular basis for advice and consultation.

To work with the Office of Campus Life & FYE to make sure that the organization has completed all requirements for official recognition.

### **Considerations When Recruiting an Advisor:**

Before making a selection, keep in mind the following: (1) find someone who will have the time to devote to your organization and (2) find someone who will take the role willingly and seriously.

When approaching your potential advisor for the first time, make certain that he/she has a clear understanding of your organization's purpose as well as what would be required of him/her in terms of the role, duties and time involved.

Allow the person a reasonable length of time to consider his/her decision.

If possible, choose someone who shares some of the same interests as your organization and someone with whom you are in regular contact.

### **How to Work With Your Advisor:**

It is best to meet with your advisor prior to general meetings to review the agenda and topics to be discussed.

Be open to suggestions and critiques from your advisor. His/her knowledge and experience will help in developing solutions and in clarifying points of confusion.

If an advisor cannot attend your meetings and activities consider changing the dates and times or secure a secondary advisor.

## **Program Funding**

Through the Student Government Association (SGA), a programming fund has been created to encourage the sponsorship of educational and cultural programs by officially recognized student organizations. Programs considered for funding can be social, civic or academic. They must provide the campus community with the opportunity to celebrate their own cultures or learn about and share in cultures different from their own. Programs eligible for funding include, but are not limited to, events that address topics related to education, race, ethnicity or nationality.

Only officially recognized organizations are eligible to apply for funding. The amount awarded for a program will typically be no more than one-half the total cost of the program. To be considered for funding, the sponsoring organization should submit a completed application to the Office of Campus Life & FYE at least six weeks before the date of the proposed event (See Appendix E). In addition, the organization's most current official financial statement must be submitted as verification of the need for financial assistance. If an organization does not have an established account, a statement must be submitted with the signatures of the organization's advisor(s), President and Treasurer (if applicable). The organization's representatives may be required to meet with the Director of Campus Life & FYE and the Student Government Association President to discuss the details of the proposed program. The Student Government Association Executive Board and Director of Campus Life & FYE will review and then make a decision to deny or grant funding within two weeks of the receipt of the application. Applications will be accepted until funds have been depleted.

If funding is offered all logistical requirements relevant to sponsoring an event on campus must be completed before funding is dispersed. Additionally, a summary evaluation must be submitted with a week of when the event was held. Further, if funding is offered, organizations may not charge students to attend the event; money from the programming fund cannot be used for fund-raisers. Receipts and change (if applicable) must be submitted to the Student Government Association President or the Director of Campus Life & FYE by the close of the next business day following the event. Any organization that misuses funds may be required to repay the amount granted, lose official recognition or both.

Applications can be supplied through the Office of Campus Life & FYE. Funds are intended to help, but not completely support the event, therefore, it is very important for groups to consider additional sources of funding. For more details regarding the funding process refer to the Student Government Association Constitution.

## OTHER GUIDELINES

### POSTING & PUBLICIZING

Posting and publicizing are defined as any method of disseminating informational materials on the campus of Huston-Tillotson University for which the following apply:

1. Only officially recognized student organizations, University offices, governmental or educational agencies and student, faculty and staff with pre-approved items will be allowed to use designated posting areas for advertising purposes. All materials must be cleared by the Office of Campus Life & FYE prior to printing and dissemination.
2. Only events sponsored by the approved bodies identified above may be promoted under these guidelines. Sponsorship shall imply participation, promotion, scheduling or production of the event by members of the sponsoring organization.
3. Publicity located on bulletin boards and kiosks should be no larger than 22" x 28".
4. There will be a maximum of one flyer or poster for a particular announcement per bulletin board and kiosk.
5. All publicity must contain the name of the organization or individual, the date(s) of the event, the location of the event(s) and a clearly visible expiration date stamp obtained after approval has been given.
6. Persons or organizations who post items are responsible for the removal of the materials when the date for posting has expired. The expiration date is the day following the date of the posted event.
7. The posting period for any item may not exceed four weeks without prior approval from the Office of Campus Life & FYE.
8. Materials printed in a foreign language must have the same information presented in English.

9. Materials must be attached to the bulletin boards and kiosks so as not to deface or destroy the surface. Signs, posters or flyers must be attached with tacks. No tape or staples are to be used.
10. Materials should not conceal other items posted on bulletin boards and kiosks.
11. Materials can not be attached to glass surfaces, indoor or outdoor walls, doors, vending machines, trashcans, cars, trees, light posts, sidewalks or other similarly unauthorized locations.
12. Additional authorizations/restrictions required by building managers, residence hall directors, departmental units or other areas on campus, must be observed.
13. Advertising for organization sponsored events held off campus may not contain any reference to Huston-Tillotson University.
14. A outside co-sponsor's or private business' name may appear only one time on a banner, poster or flyer and may not exceed 100% of the typeface used.
15. All postings or publicity not adhering to these or other applicable University guidelines and regulations will be removed immediately and the sponsoring student organization may be subject to, but not limited to, the following:
  - (a) Loss of posting and publicizing privileges
  - (b) Loss of University official recognition.
  - (c) Possible University disciplinary action taken.

**Note:** A schedule for submission and approval of materials for posting and publicizing can be accessed through the Office of Campus Life & FYE.

#### **EVENING & LARGE SCALE EVENTS**

The following requirements are utilized for events recognized as large scale or late night (i.e. mixers, parties, probates, step shows, etc.). The Director of Campus Life & FYE in conjunction with the Director of Campus Safety will determine which events fall under this category. Remember that the priority regarding these functions is the safety and security of all participants.

1. Publicity should be approved and posted appropriately (See Posting & Publicizing section on this document for more information).
2. Requests to use campus facilities must be submitted by the sponsoring officially

recognized student organization in a timely manner. The student who submits the request for a facility must be an officer of the sponsoring organization and must attend the event (See Facilities Services section on this document for more information).

3. In regards to the event, the organization's advisor(s) should be present to monitor both the behavior of participants as well as the cleaning of the area used after the event is over. The following tasks must be completed:
  - a. Return furniture back to its original layout.
  - b. Pick up and dispose of all trash.
  - c. Remove all decorations.
4. All events must end at the time specified on the request for the facility (i.e. no later than 12:00am on weekdays and 2:00am on weekends). The music will be discontinued and the sponsoring organization will notify participants that it is time to leave at least 15 minutes prior to the end of the event to provide time for clean up. The sponsoring organization may risk losing the privilege of utilizing campus facilities and services if events are not ended on time.
5. The services of Campus Safety are required for events where a need is anticipated or a request is made by the organization for additional security. The Director of Campus Life & FYE in conjunction with the Director of Campus Safety can determine that additional security will be a requisite of the organization being able to hold the event. The security officer(s) will be paid for by the sponsoring student organization. Contact the Director of Campus Safety for more information.
6. Lights must remain at a level that is adequate for identification of other participants and safe passage to enter and exit the facility.
7. Functions will be canceled immediately if alcoholic beverages are found inside or outside of the facility, appropriate noise levels are not maintained, traffic congestion is not controlled, and/or if fights occur inside or outside of the facility. Any activity outside of the facility that may affect the safety and security of the participants will typically cause the function to be canceled.
8. If the services of a DJ are being utilized for the event the sponsoring organization is responsible for making sure that the individual(s) providing the service have read and signed a DJ Services Contract available through the Office of Campus Life & FYE (See Appendix F). More information regarding these guidelines is provided below.

**Note:** Officially recognized student organizations or their guests who violate these guidelines may be subject to, but not limited to, loss of facility request privileges, loss of recognition,

and/or disciplinary action.

## **DJ SERVICES**

For events sponsored by officially recognized student organizations that plan to make use of DJ services the organization must obtain the individual(s) contact information as well as a signed copy of the DJ services contract mentioned previously. It is also imperative that the individual(s) providing the service read, understand and agree to the guidelines below.

Individuals providing such services must abide by the following:

1. Do not play any music that uses profanity
2. Maintain an appropriate volume level
3. Start on time
4. End on time

**Note:** It is the DJ's responsibility to seek out clarification from the sponsoring organization or the Director of Campus Life & FYE on any point mentioned above that is unclear. A failure to comply with any of these items will constitute a breach of contract and result in a partial or total forfeit of payment.

## **INFORMATION TECHNOLOGY**

Officially recognized student organizations wishing to obtain a university e-mail and/or webpage portal for the organization should have the organization's president and advisor(s) complete and sign a Technology Services Access Request Form for Student Organizations to be submitted to the Director of Campus Life & FYE for approval (See Appendix G).

**Note:** All content is subject to institutional review and must abide by the policies set forth by the University. Misuse of these services can result in a loss of these privileges, loss of recognition and/or disciplinary action being taken.

## **FACILITIES SERVICES**

Use of campus facilities and services by officially recognized student organizations requires the completion of a Campus Activity/Events Request Form a minimum of 5 business days prior to the activity or event (See Appendix H).

The process for submitting a facilities request form for a student organization is as follows:

Check the University Events Calendar, which is a link located on the HT Homepage to make sure that the location, day and time desired are available.

Fill out the electronic version of the facilities request form for student organizations, which can be accessed under the link labeled "Documents" on the University Events Calendar.

E-mail the completed form as an attachment to the Director of Campus Life & FYE for approval and submission to the Event Coordinator.

Once the request form has been approved by Events Coordination it will be placed on the University Events Calendar and you will receive an e-mail confirmation.

#### **FOOD SERVICES**

Organizations wishing to use the catering services provided by Sodexo Dining Services or obtain a food waiver allowing food to be brought in from off campus should contact the General Manager directly to make arrangements.

#### **DUPLICATING SERVICES**

Information regarding duplicating services and procedures can be obtained through Central Duplicating which is located in Central Services/The Post Office.

#### **ADDITIONAL SERVICES**

Audio visual equipment such as projectors, laptops, video cameras, etc. can be reserved by faculty/staff through Library and Media Services located with the exception of microphones and the piano located in the Chapel which can be reserved using a Facilities Request Form.

#### **PROBATES AND STEP SHOWS**

The presentation of new members (i.e. probates) are intended to be a celebration for and recognition of new members rather than a vehicle for disrespecting, belittling or degrading other Greek-letter organizations.

Activities that will not be tolerated due to their demeaning rather than uplifting nature include but are not limited to the following: lewd, indecent, or obscene behavior and language of any kind (i.e. no vulgarity or profanity). Other prohibited behaviors include but are not limited to, attacks made on other organizations, personal attacks to specific members of other organizations, etc. Further, no inappropriate attire, alcoholic beverages or disruptions by

those in attendance will be tolerated.

Organizations are strongly encouraged to utilize constructive themes and convey positive overall messages during such activities that are in keeping with the goals and mission of the University.

All probates must be completed no later than 10 days prior to the last day of classes for the semester.

Failure to comply with these regulations will result in disciplinary action being taken to hold those organizations in violation of these guidelines accountable (i.e. possible loss of recognition, probation or suspension).

**Note:** These guidelines also apply to step shows.

## **HAZING**

Hazing is against the laws of the State of Texas and Huston-Tillotson University policy. The Office of Campus Life & FYE in conjunction with the Office of Student Affairs will work to enforce all legislation, laws, regulations and policies pertaining to this issue as it related to officially recognized student organizations.

For information on the University hazing policy refer to the Student Handbook issued by the Office of the Dean of Student Affairs.

## **DRUGS & ALCOHOL**

The purchase and possession of alcoholic beverages and other controlled substances by any officially recognized student organization is prohibited; such substances may not be consumed at any activity on campus sponsored by an officially recognized student organization. Failure to comply may result in immediate disciplinary action being taken.

Refer to the Student Handbook issued by the Office of the Dean of Student Affairs for more information on the University's drug and alcohol policy.

# **POLICY VIOLATIONS**

An officially recognized student organization violates University policies when:

1. one or more of its officers or authorized representatives, acting in the scope of their

organizational capacities, commits the violation;

2. one or more members of a committee of the organization commits the violation while acting in the scope of the committee's assignment;

3. a member of an organization, acting with apparent authority of the organization, commits the violation;

4. one or more members of an organization, under circumstances where such person or persons knew or should have known that an act constituting a violation was occurring or about to occur, fails to prevent the action;

5. one or more members of an organization fails promptly to report to the appropriate University authorities knowledge of or any reasonable information about a violation;  
or

6. one or more members knowingly violate a local, state, or federal law.

**Note:** Reference the Student Handbook provided by the Office of the Dean of Student Affairs for details regarding the disciplinary process used to address policy violations.

# Appendices

Appendix A

**HUSTON-TILLOTSON UNIVERSITY**

**STUDENT AFFAIRS OFFICE  
OFFICE OF CAMPUS LIFE & FYE**

**New Student Organization Proposal Form**

1. Organization Name:
2. Statement of Purpose:
3. Membership requirements if any:
4. Approximate expected membership:
5. Does your organization have any national or regional affiliation?    Yes    No
6. Type of affiliation:

| Current National Officer |     |      | Current Regional Officer |     |      |
|--------------------------|-----|------|--------------------------|-----|------|
| Name:                    |     |      | Name:                    |     |      |
| Title:                   |     |      | Title:                   |     |      |
| Address:                 |     |      | Address:                 |     |      |
| City:                    |     |      | City:                    |     |      |
| State:                   |     | Zip: | State:                   |     | Zip: |
| Phone Number:            | ( ) | -    | Phone Number:            | ( ) | -    |

7. Advisor Information:

|              |   |
|--------------|---|
| <b>Note:</b> | All organizations must have a faculty/staff member as an advisor. |
|--------------|---|

| Primary Advisor |     |      | Secondary Advisor |     |      |
|-----------------|-----|------|-------------------|-----|------|
| Name:           |     |      | Name:             |     |      |
| Address:        |     |      | Address:          |     |      |
| City:           |     |      | City:             |     |      |
| State:          |     | Zip: | State:            |     | Zip: |
| Home Number:    | ( ) | -    | Home Number:      | ( ) | -    |
| Work Number:    | ( ) | -    | Work Number:      | ( ) | -    |
| Mobile Number:  | ( ) | -    | Mobile Number:    | ( ) | -    |



## Appendix B

### CONSTITUTION AND BY-LAWS HUSTON-TILLOTSON UNIVERSITY BOOSTER CLUB (SAMPLE)

#### Article I. NAME

The name of this student organization shall be known as the Huston-Tillotson University Booster Club.

#### Article II. PURPOSE AND GOALS

##### Section 1. Purpose

The purpose shall be to promote unity and spirit throughout the campus.

##### Section 2. Goals

The goals shall be (1) to assist the cheerleaders in major spirit events; (2) to sponsor one major road trip to an out-of-town athletic event; and (3) to raise money to improve spirit related activities.

#### Article III. MEMBERSHIP

##### Section 1. Selection Process

Applications for membership will be made available during the second week of classes for each academic year, with an interview process to follow. The selection committee will choose thirty new members annually.

##### Section 2. Attendance

Attendance at all meetings and organizational events is mandatory and only University recognized excused absences will be accepted. No more than two unexcused absences per semester will be allowed.

##### Section 3. Removal Procedures

Any member or officer having more than two unexcused absences in a semester may be removed from the organization. A quorum of fifty percent plus one must be present at the meeting and a two-thirds vote must be obtained in order to remove the individual.

#### Article IV. OFFICERS

The officers of this organization must meet the following requirements:

- (a) Have at least a 2.5 overall GPA (no rounding) at the time of election and post at least a 2.5 GPA (no rounding) for the preceding regular semester at the time of election and during the term of office.
- (b) Be in good standing with the University and enrolled in at least twelve credit hours in a regular semester during the term of office.

## **Article VII. OTHER PROCESSES**

### **Section 1.**

Dues shall be determined per academic year and will be collected from all members of this organization; dues may not be less than \$ 10 a semester.

### **Section 2.**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization with the Business Office. All funds must be deposited within 24 hours of collection. The advisor to this organization must approve and sign each expenditure request before payment.

Appendix C

HUSTON-TILLOTSON UNIVERSITY  
STUDENT AFFAIRS OFFICE  
OFFICE OF CAMPUS LIFE & FYE

Student Organization Renewal Form

Organization Name: \_\_\_\_\_

I. Officer Information:

| Title                 | Contact Information   |
|-----------------------|---|
| <b>President</b>      | Name: _____ Student ID #: _____<br>Street: _____<br>City: _____ State: _____ Zip: _____<br>Phone: ( ) - _____ |
| <b>Vice President</b> | Name: _____ Student ID #: _____<br>Street: _____<br>City: _____ State: _____ Zip: _____<br>Phone: ( ) - _____ |
| <b>Treasurer</b>      | Name: _____ Student ID #: _____<br>Street: _____<br>City: _____ State: _____ Zip: _____<br>Phone: ( ) - _____ |
| <b>Secretary</b>      | Name: _____ Student ID #: _____<br>_____  |

|              |                                     |
|--------------|-------------------------------------|
|              | Street: _____                       |
|              | City: _____ State: _____ Zip: _____ |
|              | Phone: ( ) - _____                  |
| <b>Other</b> | Name: _____ Student ID #: _____     |
|              | Street: _____                       |
|              | City: _____ State: _____ Zip: _____ |
|              | Phone: ( ) - _____                  |

**II. National/Regional Information:**

Does your organization have any national or regional affiliation? Yes No

| Current National Officer |      | Current Regional Officer |      |
|--------------------------|------|--------------------------|------|
| Name:                    |      | Name:                    |      |
| Title:                   |      | Title:                   |      |
| Address:                 |      | Address:                 |      |
| City:                    |      | City:                    |      |
| State:                   | Zip: | State:                   | Zip: |
| Phone Number: ( ) -      |      | Phone Number: ( ) -      |      |

**III. Advisor Information:**

**Note:** All organizations must have a faculty/staff member as an advisor.

| Primary Advisor |      | Secondary Advisor |      |
|-----------------|------|-------------------|------|
| Name:           |      | Name:             |      |
| Address:        |      | Address:          |      |
| City:           |      | City:             |      |
| State:          | Zip: | State:            | Zip: |

|                |       |                |       |
|----------------|-------|----------------|-------|
| Home Number:   | ( ) - | Home Number:   | ( ) - |
| Work Number:   | ( ) - | Work Number:   | ( ) - |
| Mobile Number: | ( ) - | Mobile Number: | ( ) - |

**Note:** A copy of the organization's current constitution and by-laws, membership roster with contact information (i.e. e-mail addresses and telephone numbers) and student identification numbers, as well as an activities calendar must be submitted to the Office of Campus Life & FYE along with this form. There will be no exceptions.

Admission to Huston-Tillotson University and any of its recognized organizations is open to all qualified individuals. All student organizations must be advised that, by law, University official recognition will be granted only if the organization is in compliance with the statement above and with Title IX of the Civil Rights Act of 1974, Amended. In order to comply with Title IX, your organization must provide equal opportunity for full participation by either sex and must not discriminate on the basis of sex in any area of activity or membership in the organization. In the case of sports clubs, separate teams (men/women), where necessary, may be organized as long as equal opportunity exists for either sex to form a team. Honorary and professional organizations are exempt from Title IX and must be able to furnish written proof from the national office.

Huston-Tillotson University cannot be held responsible for accidents and/or injuries incurred through activities on or off campus that are sponsored by any recognized student organization.

We hereby certify:

1. The above named organization complies with Title IX and all applicable Federal and State regulations;
2. The information appearing above is true and correct;
3. A current copy of the organization's constitution and by-laws, membership roster with contact information and an activities calendar is on file in the Office of Campus Life & FYE;
4. The officers of the organization are students and meet the requirements for student leaders in accordance with Office of Student Affairs and the Office of Campus Life & FYE;
5. At least one of the advisor(s) for this organization is employed as a full-time faculty or staff member at Huston-Tillotson University;
6. We have read the most current version of the Student Organization Handbook and agree to abide by all of the guidelines governing student organizations as set forth in this document.

Signature of Student Organizer    Date

Signature of Primary Advisor    Date

Signature of Secondary Advisor    Date

| <b>FOR OFFICE USE ONLY</b>                 |                |
|--|----------------|
| Renewal Approved                           | Renewal Denial |
|  |                |
| Signature of Director of Campus Life & FYE | Date           |
|  |                |
| Signature of Dean of Student Affairs       | Date           |
| Semester Recognized: _____                 |                |
| Reason for Denial: _____                   |                |
|  |                |
|  |                |
|  |                |
|  |                |
|  |                |

**Appendix D**

**TEXAS EDUCATION CODE ON DISRUPTIVE ACTIVITY**

A person commits an offense if the person, alone or in concert with others, intentionally engages in disruptive activity on the campus or property of an institution of higher education.

For purposes of this policy, disruptive activity is:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of a building without the authorization of the administration of the school.
2. Seizing control of a building or portion of a building to interfere with an administrative, educational, research, or other authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of

force or violence a lawful or due to a reasonable fear that force or violence is likely to occur.

4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
5. Obstructing or restraining the passage of a person at an exit or entrance to the campus or property or preventing or attempting to prevent by force or violence or by threats of force or violence the ingress or egress of a person to or from the property or campus without the authorization of the administration of the school.

An offense under this section is a Class B misdemeanor.

Any person who is convicted the third time of violating this section is ineligible to attend any institution of higher education receiving funds from this state before the second anniversary of the third conviction.

This policy may not be construed to infringe on any right of free speech or expression guaranteed by the Constitution of the United States or of this state.

## Appendix E

### **STUDENT GOVERNMENT ASSOCIATION (SGA) APPLICATION FOR PROGRAM FUNDING** *Please Type or Print (Use black or blue ink)*

Sponsoring Organization(s): \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

Location of Event: \_\_\_\_\_

Program Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Program Goal(s): \_\_\_\_\_

\_\_\_\_\_

Benefit(s) to HT Students: \_\_\_\_\_

\_\_\_\_\_

Publicity for Program: \_\_\_\_\_  
(How, when, and where) \_\_\_\_\_

\_\_\_\_\_

Target Audience: \_\_\_\_\_

Number Predicted: \_\_\_\_\_ Number of HT Students \_\_\_\_\_

Cost Estimation: \$ \_\_\_\_\_  
(Please attach an itemized list of expenses that includes the cost by unit and vendor name(s).)

Please list other organizations, on/off campus that will give you financial assistance, and the dollar amount pledged. Use a separate sheet if necessary.

| Organization | Amount   |
|--------------|----------|
| _____        | \$ _____ |
| _____        | \$ _____ |

Amount requested (For requests exceeding \$150.00, amount of funding requested from the Educational and Cultural Program Fund, should be no more than half the total cost the program). \$ \_\_\_\_\_

We, the undersigned, do hereby swear that any granted funds will be used as indicated in this application and in accordance with university policy. We further swear that we will complete all required event related paperwork.

Contact person: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ City, State-Zip: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

Advisor: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ City, State-Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

**For SGA Use Only**

Date Submitted \_\_\_\_\_, 20\_\_\_\_

Received by: \_\_\_\_\_

Date reviewed: \_\_\_\_\_

**Review Board**

Printed Name    Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disposition (circle one)     Granted     Denied

Amount granted: \$ \_\_\_\_\_

Reason(s) for denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appendix F**

**Huston-Tillotson University  
Office of Campus Life & FYE  
DJ Services Contract**

I, \_\_\_\_\_, will provide DJ services to \_\_\_\_\_ for \_\_\_\_\_  
on \_\_\_\_\_. All associated fees in the amount of \_\_\_\_\_ will be paid in full pending the completion of the above mentions services. A failure to abide by the expectations outlined in the DJ Services Policy provided below will be considered a breach of contract and result in a partial or total forfeit of payment on the part of the DJ.

DJ Signature    Date

Event Organizer Signature    Date

Director of Campus Life & FYE Signature      Date

**Note:** For use by university recognized student organizations.

### **DJ Services Policy**

Individuals providing such services must abide by the following:

- Do not play any music that uses profanity
- Maintain an appropriate volume level
- Start on time
- End on time

It is the DJ's responsibility to seek out clarification from the sponsoring organization or the Director of Campus Life & FYE on any point mentioned above that is unclear. As stated previously, a failure to comply with any of these items will constitute a breach of contract and result in a partial or total forfeit of payment.

### **Appendix G**

#### **Technology Services Access Request - Student Organizations**

**Requestor Information:**

\_\_\_\_\_  
*First Name      Middle Initial      Last Name*  
(Printed Name of Individual Requesting Access)

**Student Organization Information:**

\_\_\_\_\_  
*Organization Name*

\_\_\_\_\_  
*Advisor Name*

\_\_\_\_\_  
*Group Members*

\_\_\_\_\_  
**Signature of Director of Campus Life & FYE Date**

**Acknowledgement of Understanding of HT Acceptable Use Policy**

By my signature below, I confirm that I have read and understand the institution's Acceptable Use Policy. I also confirm that I understand the consequences of violation and that I will comply with this policy and will immediately report any violations to the appropriate supervisor.

\_\_\_\_\_  
**Signature of Individual Requesting Access Date**

**Please return this form to the Director of Campus Life & FYE**

**Appendix H**

**Huston-Tillotson University  
Campus Activity/Event Request Form**

**Campus Location Requested:**

**Event Sponsor:**

**Contact Person(s):** \_\_\_\_\_ **E-mail:**

**Address:**

**Phone: (Home)** \_\_\_\_\_ **(Office)** \_\_\_\_\_ **(Mobile)** \_\_\_\_\_

**Type of Activity/ Event:**

**Date of Activity/ Event:** \_\_\_\_\_ **Time Needed:** \_\_\_\_

|   |
|---|
| <b>Campus Safety:</b> (HT Security service must be provided for all events)<br>Number of attendees: _____                                       |
| <b>Food Service:</b> (Sodexo Campus Services)<br>Catering Needed: ~yes ~no<br>Linen: ~yes # _____ ~no (Linen is provided through catering only) |

|  |
|--|
| <p><b>Technology Services:</b> (services for HT personnel only and secured through HT)<br/> Computer: ~yes ~no (requires checkout from Library)<br/> Projector: ~yes ~no (requires checkout from Library)<br/> Technician Scheduled: _____</p>                               |
| <p><b>Media Services:</b> (services for HT personnel only and secured through HT)<br/> No. Microphones: # 1 2 3 4 5 __Standing __On Podium<br/> Piano ~yes ~no (only available in the King-Seabrook Chapel)<br/> Other Equipment Needed: _____<br/> A/V Scheduled: _____</p> |
| <p><b>Facilities:</b><br/> Tables and number needed: ~ Round/10 _____ ~Round/8 _____ ~ 6 foot _____ ~8 foot _____<br/> Chairs: ~Yes ~No If yes, number needed: _____ Type chair requested: ~padded<br/> ~unpadded<br/> Housekeeping: ~Yes ~No (For additional charge)</p>    |
| <p><b>Additional Services or Equipment Required:</b></p>   |
| <p><b>Description of Special Needs:</b></p>  |

**Requestor Signature: Date:**

**Director of Campus Life & FYE Signature:**

**Date:**

This is a request to reserve available resources and is not a binding agreement. Please submit your deposit with this request in order to secure your reservation. Please make checks payable to Huston-Tillotson University. To reserve a facility, contact the Campus Information Coordinator at 512.505.3168. For available resources, check the web site at [www.htu.edu](http://www.htu.edu). Final decisions will be made in writing. (Please note: All students must also have a signature from the Director of Campus Life)



# Appendix I

## Release of Information

**Name (Print)**

**Organization      Chapter**

### Grade Release

I hereby authorize the Office of the Dean of Student Affairs in conjunction with the Office of Campus Life and First Year Experience at Huston-Tillotson University to verify my eligibility or ineligibility for participation in the organization identified above.

I agree to allow this information to be released to the chapter president, advisor(s), and other authorized individuals upon request or at the discretion of the Dean of Student Affairs and the Director of Campus Life and First Year Experience.

I understand that this agreement will be binding during my entire undergraduate affiliation unless I personally revoke it in writing to the Office of the Dean of Student Affairs along with the Director of Campus Life and First Year Experience.

The information provided is accurate to the best of my knowledge.

**Signature    Date    I.D.#**

Yvonne Ortiz-Prince, M.Ed.  
Dean of Student Affairs

Elizabeth Guillory Medina, Ph.D.  
Director of Campus Life and First Year Experience