

Texas Lutheran University



***STUDENT
ORGANIZATIONS
HANDBOOK***

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Welcome!

The Office of Student Activities is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the Texas Lutheran University community by promoting leadership development, community spirit, activism, public service and social and cultural interaction. As a student at TLU, you have the unique opportunity to participate in a wide variety of activities.

Involvement in student organizations is a great way to get connected to the campus, build leadership skills, meet people, and have fun! Student organizations exist to build upon and enrich the classroom experience. Every student can participate in a variety of activities and find a place to belong. Student Activities believes involvement in student organizations is an important part of your education at TLU. There are over 60 organizations to choose from, or any student can take the initiative to create a new student organization.

As you represent your organization through its activities and events, remember you are also representing Texas Lutheran University. Please review the policies and guidelines outlined in this manual. As a student leader, you are expected to understand and follow all policies and guidelines as well as educate your organization's officers and members. The Office of Student Activities is here to answer any of your questions, and to help student organizations be successful at TLU.

Please stop by our office and meet the staff! Feel free to contact anyone in Student Activities with any questions.

Go Bulldogs!

Ginger Ann Taylor
Director of Student Activities
gataylor@tlu.edu

Chere Jones
Administrative Assistant
cjones@tlu.edu

Office of Student Activities ■ 372-6040 ■ Alumni Student Center

Student Organization Guidelines

Why does a student organization need to be “recognized”?

All student organizations must be recognized each school year by the Office of Student Activities. Only recognized student organizations may use university accounts, facilities and services.

All organizations wishing to be recognized must meet all requirements and complete all paperwork by October 1st. Student organizations must attend the first All Clubs and Organizations meeting typically held on the first Tuesday of every month during Convo hour (9:30 – 10:30 am.) All required paperwork will be distributed at this meeting as well as information about policies and procedures, including information about the Student Government Allocation process.

It is the responsibility of the organizational president to submit the necessary documents by the stated deadline or the organization will be placed on inactive status.

With recognition status, student organizations are to meet the following expectations:

- **Communication** -The Office of Student Activities expects that all Student Organizations keep open communication with the Office of Student Activities. Student Activities, as well as other university departments, use the TLU email system to disseminate information. To obtain an email address for your organization, have your advisor contact Information Technology at ext. 6000.
- **All Clubs & Organizations Meetings** -It is expected that one officer from every student organization attend the All Clubs & Organizations meeting every month, typically held on the first Tuesday of each month in Dunne Conference Room in Tschoepe Hall during Convo Hour (9:30 – 10:30 am).

How does a student organization get recognition status?

In order to become a recognized student organization you must complete the following by October 1st; failure to do so will result in a hold on the student organization. At this time, the organization will not be able to sponsor any events until all the proper paperwork has been completed.

Student Organization Recognition Packet:

- Application
- Organization Information
- Membership Roster
- Copy of Constitution and Bylaws* (for Guidelines & Samples see Appendix)
- Risk Management Policy Agreement
- Advisor Contract
- Risk Management Presentation – Officers
- Risk Management Presentation – Advisors

*If a copy of the Constitution and Bylaws is on file with the Office of Student Activities from the previous year, and has not been modified from the previous school year, the previous year's copy is sufficient.

If the October 1st deadline is missed it will result in a hold on the student organization, which means that the organization will not be able to sponsor any events until all the proper paperwork has been completed.

Can a student organization lose their recognition status?

Yes, recognition of an organization may be withdrawn by the Director of Student Activities for non-compliance with rules set forth in the student handbook, organizational handbook and the code of student conduct. Appeals of the revocation of recognition will be made through the Dean of Student Life and Learning. All appeals must be made in writing and must be submitted within five days of the date of the revocation letter.

What are the guidelines for starting a new student organization?

In order to create a new student organization, it must meet the following criteria:

- The organization's purpose must be unique in scope and not duplicate existing organizations.
- Undergraduate members must maintain a 2.00 GPA.
- A constitution must be filed with the Office of Student Activities and reviewed annually. Any changes must be filed with the Office of Student Activities immediately.
- The primary advisor must be a full time faculty or staff member who is willing to ensure the organization is complying with university rules and regulations.
- The organization must agree to conduct its affairs in accordance with University rules and regulations as well as federal and Texas state law.

What categories are there of student organizations?

Each recognized student organization is categorized under one of the following areas:

Departmental

Organizations related to a particular academic area or field of study.

Greek Social Organizations

Locally & Nationally affiliated societies and organizations for men and women.

Honor Societies

Organizations that represent students with high academic standards either by classification or by special areas of study. Some groups are nationally based while others are based locally.

Professional

Organizations formed to promote a particular interest in a student's professional future career. Most of the professional organizations are nationally based.

Religious

Organizations that exist to provide religious and social outlets for students.

Service/Social

Organizations or groups organized (either locally or nationally) to render service to the campus and the Seguin community and who promote social activities for interested students.

Diversity

Students organized to celebrate and support the interest of one or many different cultures, races or ethnicities.

Campus Organization

Organizations created and maintained to support the special areas not associated with any academic department.

What does a student organization need to do to hold an event?

An event form filed with the Office of Student Activities is required for any event or activity that a recognized student organization is sponsoring. This applies to events held on and off campus. (Weekly or monthly meetings are excluded unless the meeting is attached to an event with a speaker or something that provides an open invitation to the university community.)

Approval of event forms will be given only to recognized student organizations maintaining an active status. The criteria for maintaining active status is as follows:

- Organizations shall demonstrate by their actions that they are working to achieve their purposes as outlined by their statement of purpose, constitution and by-laws.

- Organizations shall remain in good standing with the university and shall conduct affairs in a lawful manner in accordance with university policies, state, local and federal laws.

If the event is to include Alcohol an Alcohol Agreement Form is completed and approved through the Student Activities. All student organization events that have been approved to have alcohol MUST abide by all alcohol policies or risk the event being shut down. Each club or organization is responsible for enforcing this regulation at their own events. Individual organizations will be held responsible for property damage in any university facility they use.

It should note that failure to comply with any and all university regulations may result in disciplinary action.

ADVISOR GUIDELINES

Texas Lutheran University requires each student organization to have a full-time faculty/staff advisor. This volunteer role carries the purpose of providing student groups with an adult that can serve as a role model, provide guidance, and help students navigate university regulations as an official TLU organization. Important skills for an advisor to have would be the ability to facilitate discussions, offer objective points of view, present alternative solutions to problems and encourage the organization and its leaders.

The relationship between the advisor and an organization will vary depending upon the individuals and groups involved. What is of importance is that the relationship is an active one with participation by all. While each group will negotiate their own expectations of the student members and advisor roles, the following guidelines are offered for consideration during the discussion.

Guidelines for what an organization may expect from their advisor:

- To support the organization's mission and purpose.
- To observe overall group functioning and encourage participation.
- To serve as a resource and provide guidance and advice regarding university policies and procedures.
- To be available to and involved with the organization. While attendance at every meeting or event is not necessary, occasional attendance can offer information not only on the organization's activities, but its cohesion, personality, and functioning.

Guidelines for what an advisor may expect of officers:

- To keep advisors informed of all organizational activities, meeting times, locations and agendas.
- To initiate regular meetings with the advisor to discuss plans, activities, and any possible problems.
- To respond in a timely manner to all communication/contact made by the advisor.
- To make no commitments for the advisor without his/her consent.
- To not assume the advisor will continue to serve in this role for the succeeding year unless the advisor has been asked and agreed to do so.

Events

Advisors are not considered a supervisory or rule of enforcement presence when attending events. They are there to show support and encouragement to the organization. They also fill the important function of being a role model for young adults in various situations that arise with student organizations outside of the classroom or work place.

Advisor Expectations

- Needs to be a full-time faculty/staff advisor.
- Support the organization's mission and purpose.
- Observe overall group functioning and encourage participation.
- Serve as a resource and provide guidance and advice regarding university policies and procedures.
- Be available and involved with the organization.

- Maintain administrative oversight of financial and business aspects of the organization. (Advisors are required to sign off on all expenditures and event paperwork.)
- Attend meetings and events at own discretion, except those events where alcohol has been approved. A faculty/staff member is required as an adult presence, but not as enforcement. (Advisors may find other faculty/staff members to share with this responsibility.)
- Attend Risk Management Presentation as required by the State of Texas

Note: If at any time a student organization is without an advisor, it is the responsibility of the student organization to notify the Director of Student Activities. If an organization is without a campus advisor, all activities will be on hold until a campus advisor is found. Special arrangements may be made under certain circumstances, and will be made at the discretion of the Director of Student Activities.

Student Organization Finances

As a student organization, you are responsible for the finances of your organization. The University offers banking services to student organizations. We suggest you consider the following:

ON-CAMPUS ACCOUNTS

A student organization has the option of opening an On-Campus Funds Account with the University. To open an On-Campus Account you must request an account number through the Student Activities Office. The account will be established with the Business Office within two or three weeks of receiving the request. At that time you will also receive a Copy Code to be used for the copier located in the Student Activities office.

Responsibilities

The student organization is responsible for maintaining financial records for the account. Funds must be in the account before charges can be made. If charges are made to the account without the appropriate funds being available, the student organization's privileges may be revoked until funds have been deposited.

If the student organization is inactive for three consecutive semesters, the funds in the account will revert to the Student Government Association for Student Organization services.

OFF-CAMPUS ACCOUNTS

A student organization may choose to open an off-campus checking or savings account at a local bank or credit union. An off-campus bank account gives the student organization the option to write checks and have instant access to account funds.

Caution should be taken if an off-campus checking account is used. Systems should be put in place by the student organization to ensure that no member has the ability to withdraw funds from the account without approval from the student organization and/or the Advisor. The student organization should also determine from the outset what would happen with the funds if the organization becomes defunct. In such case, the off-campus funds can be:

- Transferred to a Student Organization On-Campus Funds Account for future use if the organization is reestablished;
- Donated to the Student Government Association for general student organization services and equipment; or
- Disbursed equally among the current membership.

BUSINESS OFFICE PROCEDURES

In general, all expenses for student organizations can be paid by Check Request, Petty Cash Reimbursement, Invoice, or through a university charge. Below is a description of when you would use each method and what is required for each. If you are ever in doubt, please come by the Office of Student Activities for assistance.

The university works mainly on a reimbursement system; unless you are able to pay from an invoice or it is using an on campus vendor (i.e. Hein, Police Dept) then it can be paid directly. If you are paying someone for a service (i.e. DJ, vendor, etc.) a W-9 completed by the person providing the service is required with the invoice. Please do not pay service providers out of your pocket or from an outside student organization account.

NOTE: Any amounts over \$500.00 for payment or reimbursement require the Director of Student Activities signature as well as the Organization's Advisor's signature.

NOTE: If being paid for by SGA Allocations: DO NOT pay out of Student Organization Account or outside accounts. These must be directly paid from the SGA account. Invoices may be submitted to be paid directly from the SGA account.

Check Requests

Student Organizations should use a Check Request to reimburse members or pay invoices. A completed Check Request Form and all necessary supporting documents are required (original receipts, invoices, W-9, contracts, etc.), signature of the organization's treasurer and advisor. If it is an SGA allocation, all the paperwork MUST be submitted to the SGA Comptroller for approval before submitting to the Business Office.

All Check Requests must be turned into the Business Office with appropriate signatures and original receipts on a Monday in order for checks to be mailed/ready on Friday. So if you need multiple signatures or SGA approval, please begin Check Request process by Wednesday to ensure it is submitted to the Business Office by Monday!

On any amounts over \$500.00, a Purchase Order (P.O.) is required before you order unless you have a contract. If you have a contract, it must be signed by both parties and a copy must be included with the Check Request. If you need a P.O., your advisor may complete and submit the P.O. for you. Once it returns with a number, you must submit that with all paperwork and Check Request to the Business Office.

Check Request Forms are available in the SGA Office as well as online at:

On these forms, please include the following information:

Date: The date you are submitting the form

Payee: Name of Person/Company being reimbursed or paid

Address: Only needed if paying non TLU employee/student or if check should be mailed to student off campus

ID Number: Only use for student/faculty/staff

Social Security Number: DO NOT USE

Description: Description of the reimbursement or payment. Try to include what the reimbursement/payment is for (food, decorations, DJ, supplies, artist, etc.), organization, event and if it is an SGA Allocation.

Account Number: Account number the reimbursement/payment will be made out of; May include multiple account numbers.

Amount: Total amount for each account number (if multiple)

Mailing Instructions: Will pick up; Please mail to payee above

Requested by: Treasurer of Organization/SGA Comptroller

Approved by Department Head: Advisor Signature/SGA Advisor Signature

Approved by Controller: Business Office ONLY

Keyed by Date Invoice Number: Business Office ONLY

Petty Cash

Reimbursements under \$100.00 may be reimbursed by petty cash at the Business Office. A Petty Cash Reimbursement form, original receipt, and organization's advisor signature is required. If the reimbursement is to be covered by an SGA Allocation, the original receipt and Petty Cash Reimbursement form must be turned into the SGA Comptroller FIRST. The comptroller will approve the reimbursement, make a copy, have the SGA Advisor sign the form and return to the student to take to the business office. Student may only be reimbursed up to \$100.00 per workday.

On these forms, please include the following information:

Date: The date you are submitting the form

Amount: Total amount of the reimbursement (must be under \$100.00)

Account#: Account the reimbursement will be paid out of

Description: Description of the reimbursement. Try to include what the reimbursement is for (food, decorations, etc.), organization and event.

Account Director Signature: Organization's Advisor Signature

Received By: Business Office ONLY

Business Office Signature: Business Office ONLY

Invoices

If an organization orders items from a vendor (i.e. t-shirts, uniforms, equipment, etc.) and an invoice may be obtained, it can be paid directly from the invoice out of the student organization account. This prevents students from having to spend money out of their pocket and be reimbursed. Invoices still require a Check Request.

NOTE: If paying by invoice, please be sure to allow adequate time for processing. Invoices submitted on Monday will be paid out on Friday of that same week. Vendors should be aware of the university's payment system.

DONATIONS

Donations solicited by student organizations should be deposited through the Development Office. Please write your account number on each check to insure that it gets recorded to your account.

STUDENT GOVERNMENT ASSOCIATION ALLOCATIONS PROCESS

The Student Government Association allocates money to student organizations for the student events on campus. Student organizations must be registered with the Office of Student Activities and must have attended the first All Clubs and Organizations meeting in September to be eligible to request funds from SGA.

Allocation packets are available in the Office of Student Activities. An allocation packet must be completed and submitted to the SGA comptroller. The Allocations Committee will convene and discuss each student organization's request. According to the SGA Bylaws, Article II: Section 12, Subsection 2E two members of the organization are required to attend the allocations hearing and the Senate meeting in which their allocation will be discussed. It is recommended that an advisor be present.

The Allocation Committee will make a recommendation to the SGA Senate. A representative of your student organization is requested at the SGA meeting in which your allocation request will be discussed. It is important that you be there to answer any questions the Senate might have. It is also helpful for you to know what SGA's decision is regarding your request.

In order to receive your allocated funds from SGA you must:

- 1) Return all original receipts with a completed check request to SGA
- 2) Bring an invoice with a completed check request and all necessary documents (contract, W-9, etc.) to SGA
- 3) Original receipts only will be accepted
- 4) Reimbursements may be made to students, advisors, departments and on-campus student organization accounts

The SGA comptroller must verify that the amount of money spent was within the allocated amount and spent appropriately. When that has been determined the check requests will then be submitted to the Business Office.

***Please do not pay/reimburse any student from student organization account on or off campus, if it is to be paid by an SGA Allocation. All Allocation reimbursements must be paid from the SGA account.

Texas Lutheran University assumes no responsibility for debt incurred by recognized student organizations.

FUNDRAISING GUIDELINES

Raffles and the Law

Many student organizations and other affiliated entities use raffles to raise funds for their groups. Raffles are governed by the Charitable Raffle Enabling Act. It permits "qualified organizations" to hold raffles under specific legal conditions. The following information is a summary of the most important provisions of that law:

There are four basic types of entities that qualify under the act:

- 1) Associations organized primarily for religious purposes that have been in existence in Texas for at least ten years.
- 2) Volunteer emergency medical service organizations that do not pay members other than nominal compensation.
- 3) Volunteer fire departments that operate fire fighting equipment and do not pay members more than nominal compensation.
- 4) Non-profit organizations that have existed for at least three preceding years during which they have had a governing body duly elected by the members and were exempt from federal income tax under Section 501(c) of the Internal Revenue Code, do not distribute income to members, officers, or governing body, do not devote a substantial part of their activities to attempting to influence legislation or participate in any political campaign. The statutory language regarding organizations is complex, and any organization considering holding a raffle that does not clearly fall within these areas should consult with an attorney before proceeding with a raffle.

Money cannot be offered as a prize in a raffle. The prizes themselves may have any value but the organization may not purchase any prize valued at over \$25,000. Each prize must be in the possession of the organization or it must post a bond for the full amount of the prize value with the county clerk.

A qualified organization may hold only two raffles each calendar year. Tickets may not be advertised statewide or through paid advertisements. The following information must be printed on each ticket:

- Name and address of the organization conducting raffle
- Name and phone number of an officer of the organization
- Price of the ticket
- General description of each prize to be awarded that has a value of over \$10

Only members of the organization may sell tickets. No one may be compensated directly or indirectly for organizing or conducting a raffle or selling tickets.

Sample Ticket

Organization Name and Address
Name of Officer
Phone number of Officer
Description of Prize (including estimated cost)
Price of Ticket

An institution of higher education shall allow the sale of tickets to a raffle by a student organization recognized by the institution at any facility of the institution, subject to reasonable time, place, and manner restrictions.

Specific questions about the law on raffles as it applies to student organizations should be directed to the Office of Student Activities.

Bake Sales

Recognized student organizations are allowed to hold bake sales on campus. An Event Form is required for a bake sale to be approved. It must be submitted ten (10) days prior to the event with all required signatures.

Requests to sell food items other than baked goods will be handled on an individual basis.

Car Wash

Many organizations sponsor car washes to raise money. Remember, an Event Form is required ten (10) days prior to the event when sponsoring a car wash. Because of the water usage, you will need to receive approval from the Director of Facilities first.

Events and Activities

POINTS TO REMEMBER

When scheduling events and activities, please keep the following in mind:

- Most facilities are reserved on a first-come, first-serve basis and according to size requirements, time, location, and type of event.
- An Event Form is required for any event or activity that any recognized student organization is sponsoring. This applies to events held on and off campus.
- The time and place of events/activities for clubs or organizations must be approved a minimum of ten (10) days prior to the event by the Office of Student Activities through the approval of an Event Form. Event Forms may be secured from the Office of Student Activities or on-line at: http://www.tlu.edu/students/the_community_experience/student_activities/student_activities_forms. The form requires the signatures of the organization's faculty or staff advisor, the individual responsible for the room reservation, the organization's president and the Director of Student Activities. In addition, signatures from the Building Facilities Director, IT Infrastructure and A/V Services Coordinator, Chief of Police and Dean of Student Life and Learning will be required if using the Student Activity Center.

- Alcohol is prohibited at university functions held on campus unless the Alcohol Information section on the Event Form is completed and approved. All student organization events that have been approved to have alcohol MUST abide by all alcohol policies or risk the event being shut down. Each club or organization is responsible for enforcing this regulation at their own events.
- Individual organizations will be held responsible for property damage in any university facility they use.
- Activities will end no later than midnight, unless special approval has been obtained from the Office of Student Activities.
- Furniture moved to accommodate an event should be returned to its original position, and the room left in a neat and orderly condition.
- Audio/Visual requests should be made to the appropriate building manager and/or to the IT Infrastructure & A/V Services Coordinator at ext. 6003.

EVENT PLANNING

It is important for student organizations to plan activities throughout the year to provide its members a sense of purpose. Organization and planning are key elements to making any event a success. A well-organized event will go a long ways in showcasing the effectiveness of an organization and show others meaning in what membership in the group is all about. Planning should occur by the group, not just the leader. Members should feel they are contributing to the ideas to increase commitment and avoid misunderstandings.

Steps to Planning Activities:

1. Identify what you want to do and what outcome you want.
 - What is the outcome expected - knowledge, strengthen group ties, recruitment, accomplishment of a specific task?
 - Who is to participate - members only, campus community, open to the public?
 - What type of activity will help to achieve desired outcome? educational, social, recreational, service, fund-raising?
2. Identify what arrangements may be necessary.
 - What resources should be obtained - speakers, films, extension cords, drink carts?
 - What facilities should be secured - meeting room, auditorium, athletic facility, Jackson Park/Student Activity Center or the ASC?
 - What special arrangements are required - audio/visual requirements, catering, extra tables or trashcans?
 - Do you need a rain site?
3. Identify the University procedures to be observed.
 - Will you need to fill out an Event Form/Liability Waiver/Travel Form? (yes, maybe, maybe)
 - Does facilities/transportation need to be reserved with appropriate offices?
 - Is there anything in the activity which violates University policies?
 - Have you allowed enough time to coordinate your plans with all of the departments involved?

4. Identify the financial arrangements necessary.
 - What are the costs? What are the sources of funds?
 - Will the organization pay all expenses?
 - Were you granted an SGA Allocation for the event? If so, what paperwork is required to get reimbursed or invoices paid?
 - Will participants be charged an admission?
 - What can you get donated? If you are seeking monetary donations, check with the Development office first.

5. Arrange for publicity of the event. (see Publicity section of this handbook)
 - Will flyers be distributed: sidewalks, bulletin boards, residence halls, academic buildings, Hein? Do the flyers have the appropriate approval to be distributed in all the places listed above?
 - Will media be used? The LSL, Today @TLU, Bulldog TV (advertisements, articles, calendar, or public service announcements)
 - Will mailings be used? (post office boxes, faculty & staff mail boxes)
 - Will personal communication be used? (All Clubs & Orgs Meetings, student organization meetings, SGA meetings, e-mail)

6. Check out all arrangements prior to the actual time of the activity.
 - Are the facilities and arrangements adequate?
 - Are resources there, e.g., overhead projector, VCR, etc.?
 - Who is to be in charge during the activity?
 - Who is in charge of cleanup?

7. Evaluate the activity after it is completed.
 - Who participated and how did they respond?
 - Was planning adequate and were goals realized?
 - What recommendations are there for follow-up or a repeat next year?

8. Do the follow-up.
 - Are the bills paid? Do you need Check Requests or make a deposit?
 - Is another activity to follow and what plans must be made?
 - Were participants and resource people thanked? (Thank you cards to those that took their time out to help are greatly appreciated)

9. Prepare an event planning log to be kept in the files of the organization, with ideas and suggestions for next year.

RISK MANAGEMENT

To ensure the safety and minimize liability exposure to the TLU campus, students, faculty and staff it is important that as you plan events and activities for your organization, you think about the risks associated with those activities and how you can minimize them. Student Organization Officers and Advisors are required to attend a Risk Management presentation at the beginning of each school year to complete student organization recognition. The Office of Student Activities encourages each organization to develop an official risk management plan.

AVAILABLE MEETING PLACES

Texas Lutheran University has numerous rooms and auditoriums available to reserve for meetings or activities. Please contact the appropriate Building Supervisor to reserve rooms. ** All Departments and Student Organizations on campus have first choice in reservation requests for the Student Activity Center/Jackson Park. Reservation requests will be open to the public after October 1st.

Building/Facility	Supervisor	Phone
Beck Center	Janet Hill	8002
Heritage Center		
Round Rock Room		
Clifton Room		
Brenham Room		
Classrooms 205 and LL	Brenda Schumann	8040
Langner Hall	Jann Barber	6777
Schuech Fine Arts Center	Cristina Castro	6015
Wupperman		
Ayers		
Gallery		
Alumni Student Center	Chere Jones	6040
Conference Room A		
Conference Room B		
Conference Room C		
Graf Lounge		
Fireside Lounge		
Library	Martha Rinn	8110
Library Lawn	Chere Jones	6040
Chapel	Greg Ronning	8160
Chapel Lawn		
Tschoepe	Annette Roecker	6050
Krost/Moody Science	Hope Dean	6030
Jackson Auditorium	Susan Rinn	8183
Jones Physical Ed. Complex	Roxanne Long	8125
Aerobics Room		
Memorial Gym		
Tostengard Activity Center		
Westergard Conference Room	Judy Johnson	8120
Grossman Fitness Center	Debbie Roberts	6762
Mabee Aquatic Center	Debbie Roberts	6762
Hein Dining Hall	Jim Wilkes	8085
Commons		
Timmerman Room		
Katie Conference Center		
North		
South		
Suehs Room		
Jackson Park	Chere Jones	6040
Student Activity Center**	Chere Jones	6040
Seguin Hall Classroom	Kyle Wych	8065
Fritz House	Susan Rinn	8183
Residence Life (all halls)	Rita Malaer	8065

LIBRARY LAWN

Library Lawn is available for use with a reservation. Please note the following information regarding set-up for events.

Tables & Chairs: Facilities will need to be contacted. You will be responsible for picking up, setting up and returning these items to Facilities.

Trash: If you are in need of Trash Cans, please contact Facilities Mgmt. You will need to arrange to pick them up and deliver them when your event is over. All trash from events MUST be disposed of in trash dumpster behind Library or ASC.

Alcohol: No alcohol whatsoever is allowed on Library Lawn. All events with alcohol must be held at Jackson Park.

Officers: Officers may be required for an event. Number of Officers will be determined by Chief of Police. Cost of officers will be charged to the student organization.

A/V: If you are in need of speakers or a microphone, please contact Ron Sozzi at x6003. Please remember you must request their services at least one week before your event, there will be a fee.

Note: The Student Activity Center @ Jackson Park may not be secured as a rain site for events on Library Lawn. In case of rain, events scheduled for Library Lawn may only be moved if there is nothing scheduled at Jackson Park at the time of the event.

STUDENT ACTIVITY CENTER @ JACKSON PARK

The Student Activity center is available for use with a reservation. Please note the following information regarding set-up for events.

Tables & Chairs: There are tables and chairs in the building closet. You are responsible for setting up what you will need for your event and returning all tables and chairs to the closet when you are done.

Trash: All trashcans in the building must be emptied. All trash should be placed in dumpster located outside the gate of Jackson Park. Trash bags are available in the supply closet of the building.

Alcohol: All events with alcohol, must be approved by the Office of Student Activities, Dean of Students and University Police Department

Officers: Officers are required for events with alcohol and may be required for other events. Number of Officers will be determined by Chief of Police. Cost of officers will be charged to the student organization.

A/V: If you will be using an ipod, the cd player or screen and projector, you may set up and use without the need of an A/V assistant. If you are in need of a microphone, having a DJ or band, please contact Ron Sozzi with IT at x6003. Please remember all requests for A/V assistance MUST be made one week in advance.

EQUIPMENT FOR EVENTS

Special audio or visual equipment (such as overhead projectors, TVs/DVDs/VCRs, slide projectors, stereo equipment, microphones, etc.) is available to Student Organizations for events held in on-campus facilities. If needed, such equipment should be requested along with the facility reservation request.

Note: You MUST request equipment for events one week in advance of event. Failure to do so may result in a \$50.00 charge.

Publicity of Events

GENERAL INFORMATION

Interpretation of any publicity policy will be made by the Director of Student Activities. Publicity which does not meet publicity regulations will not be approved for distribution. The Office of Student Activities reserves the right to remove any publicity that does not adhere to policy.

- All publicity displayed on campus must be approved by appropriate Building Supervisor before being placed on campus (see list above).
- Before publicly posting a sign, the student organization must include the name of the student organization on each sign and a contact phone number or email address.
- Publicity may not be posted more than two weeks prior to the scheduled event.
- Publicity content should be in good taste. No sign may be posted that contains any material that is obscene, vulgar, offensive, libelous, or suggests a misrepresentation of the institution. Interpretation is made by the Director of Student Activities.
- Publicity should not advocate the deliberate violation of any federal, state, local, or university law; or advertise a function involving illegal alcoholic beverages or drugs
- Publicity advertising alcoholic beverages, including the use of logos, slogans, promotional concepts, etc., are strictly prohibited. Publicity should not promote the use of alcoholic beverages or drugs. **The phrase B.Y.O.B. may NOT be used on publicity.**
- All publicity material must be removed within 72 hours after the scheduled event.
- The use of paints, whitewash, ink, or similar materials on any University property is prohibited.
- No holes may be dug on campus.
- No posting on vehicles on university property.
- Students, faculty, and staff may post publicity advertising the one time sale of items, soliciting roommates, etc.

The following areas **will not be approved** for displaying any type of publicity:

Trash cans anywhere on campus
Doors of any building
Trees
Windows or glass walls
Vehicles on university property
Bathrooms

FLYERS AND POSTERS

Flyers and Posters may be posted in any building on campus with the appropriate building manager's approval. (See list on previous page). Any flyers or posters hung without appropriate approval will be taken down immediately. Any flyers or posters not meeting posting standards (listed above) may also be removed immediately.

PUBLICITY

Bulldog TV

Bulldog TV is a closed circuit TV channel specifically for TLU. It is used to advertise different events on campus and list the Today @ TLU campus calendar. If you would like to advertise your event, please create a PowerPoint slide (1) with your event's information and e-mail it to Chere Jones at cjones@tlu.edu. Please contact her for specific requirements for the PowerPoint slide.

LSL

The Lone Star Lutheran (LSL) is TLU's student newspaper. It is currently published bi-weekly. To include your organizations information please e-mail information to lonestarlutheran@tlu.edu or visit the publications lab located in the ASC.

Post Office Boxes

If you are interested in stuffing mailboxes to advertise your event, please check with Veronica in the Post Office for permission. All flyers should be appropriate in nature and follow guidelines above. If a flyer violates the above guidelines, it will be pulled from the boxes immediately.

Sidewalk Chalking

Organizations may chalk sidewalks for events. All messages should be appropriate in nature and follow guidelines above.

Today @ TLU Announcements

If you would like your event or information about your organization posted on the announcement portion of Today @ TLU, please e-mail all information to Today@tlu.edu.

Today @ TLU Campus Calendar

Please indicate on your Event Form if you would like your event posted on the Today @ TLU Campus Calendar.

Policies

MOVIES

According to the Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat.2541) it is against the law to show a movie for public viewing outside the "home." As of January 14, 2008, any public movie showings on campus will require the purchase of a copyright license for the movie being shown. This includes movies shown anywhere on campus for public viewing even if educational in nature. Movies rented or owned may be shown exclusively in your "home", or in the classroom without a license. The law is very specific about movies shown in the classroom; please see the "Educational Exemption" guidelines below.

What the Law Says

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the rights to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit, or whether a federal, state or local agency is involved.

The movie studios, who own copyrights, and their agents, are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showings in colleges or universities or in any other site which is not properly licensed.

Penalties for copyright violations:

- Criminal charges
- Lawsuits
- Fines up to \$150,000

What is considered “home” on a college campus?

A Residence Hall room is considered a student’s “home.” Movies rented or owned may be shown in a student’s room for private viewing with friends. Movies shown in the privacy of a student’s room may NOT be advertised publicly in the Residence Hall. Residence Hall Lounges and other public gathering places are NOT considered “home” and movies rented or owned may NOT be shown without purchasing a license.

What are the guidelines for “Educational Exemption”?

Movies rented or owned may be shown in a classroom for educational purposes if the movie exhibition is:

- An “integral part of a class session” and is of “material assistance to the teaching content.”
- Supervised by a faculty member in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

How do I go about purchasing a license?

Licenses can be purchased from the production company. Texas Lutheran uses Swank Motion Pictures, Inc. Only Designated University Employees may contact Swank and purchase licenses. (Please see Designated University Employee list below)

How much do the licenses cost?

The cost of the license depends on the movie. Most licenses run from \$150.00 to \$600.00 per movie.

Since I have to pay for the movie, can I charge people to come see the movie?

No. You may not require a cover charge, entrance fee, or sell tickets for the public showing of any movie on campus.

I want to show a movie on campus, where do I start?

- 1) Contact the designated university employee for your group (see below)
- 2) Have movie, date, time, location, and estimated attendance determined
- 3) Designated university employee will contact Swank to determine the cost and availability
- 4) Once all parties have agreed on contract, movie showing may be submitted as an event (by filling out the event form from Student Activities)
- 5) If you are in need of screen/projector/speakers, contact Ron Sozzi (x6003) to set that up. If you are showing it in another building (Wupperman, Jackson, etc.) please contact the building manager.

Designated University Employees

Ginger Taylor, Director of Student Activities Student Organizations	X 6040
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Kyle Wych, Director of Residence Life Residence Life	X 8065
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Ron Sozzi, IT Infrastructure & A/V Service Coordinator TLU Departments	X 6003
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CONTRACTS

Are there times when student organizations need a contract? You bet! Contracts are a binding agreement between two parties in which goods or services are being exchanged. Organizations often hire a band or reserve a facility for an event. Contracts are useful in clarifying details about the event. What do you need to know? Here are some tips:

- Contracts should state who, what, when, where, why, and how much.
- It is important to get your agreement in writing and signed by both parties involved. If there is a problem, courts will generally look at a written contract signed by both parties as a final written expression of the parties.
- Do not sign a contract that you can't fulfill. Appropriate changes need to be made because you are held liable for what you sign.
- Any changes made to a contract must be initialed and dated by both parties.
- It is important not to publicize an activity prior to both parties signing the contract. If an agreement can't be reached, you've misinformed your participants and wasted money.
- If you need help understanding or writing a contract, come by the Office of Student Activities for assistance.

LIABILITY WAIVERS

Since there are certain inherent dangers associated with some activities, it may be necessary to have participants sign waivers. Waivers should inform participants about dangers associated with the activity including who is responsible for accidents.

Most waivers state that the participant is responsible for any accidents. A waiver does not excuse your responsibility. It is a tool to inform participants about dangers.

Safety at activities is of the utmost importance. You must take every precaution to sponsor safe activities.

No matter how safe you plan your activity, accidents are going to happen. It is very important to have a plan of action. Know ahead of time who to call for help. Have easy access to a telephone and have the numbers handy.

Most importantly use good judgment. If you don't think anyone at the accident is capable of handling the situation, call for help. Remember, you are responsible for the activity.

Liability of Waiver forms are available in the Office of Student Activities or online at: http://www.tlu.edu/i/students/student_activities/liability_waiver-a.pdf

All accidents/incidents should be reported to the Office of Student Activities.

TRAVEL

Student safety is a top priority for Texas Lutheran University. As a result, the university has developed Student Travel Regulations with the expectation that all student organizations will strictly adhere to its requirements.

Travel Guidelines

- If an organization or members of an organization travel outside of the Seguin city limits, a Travel Form is required.
- Students traveling outside of the state of Texas for university purposes or as an official student organization are required to have a faculty or staff advisor accompany the organization.

- If a group of students traveling out of the state of Texas are not traveling on behalf of an organization, but have received university funding in some capacity for the travel, a faculty or staff advisor is required to accompany the organization.

Travel Authorization Process

- Complete Travel Form.
- Submit Travel Form at least ten (10) days prior to date of travel to the Office of Student Activities.
- Obtain approval from the Director of Student Activities.
- Have each participant complete Waiver of Liability and return to the Office of Student Activities before departure.

ALCOHOL POLICY FOR STUDENT ORGANIZATION EVENTS

All student organization sponsored events involving alcohol must complete the alcohol section of the Event Form and MUST be approved by Student Activities, Campus Police and the Dean of Student Life and Learning.

All University recognized student organization sponsored events at which alcohol is permitted must meet the following criteria:

- All state and local laws must be obeyed.
- Sponsoring student organizations must have a copy of the approved event form available the duration of the event.
- Advisor(s) must be present at all times. (Advisors may find other faculty/staff members to share this responsibility.) Advisors and the sponsoring student organization officers are responsible for helping enforce the University's alcohol policies and for informing the TLU Police and the Dean of Student Life and Learning of infractions of which they are aware.
- Non-alcoholic beverages (water and other beverages) must be available and displayed throughout the time frame of the event. The quantity of non-alcoholic drinks must be proportionate to the number of minors and non-drinkers present.
- Food in sufficient quantities must be provided (free of charge) throughout the time frame of the event.
- No drinking games are allowed.
- No glass containers are allowed.
- All alcohol must be contained within a fenced area.
- Type of alcohol is limited to **beer and wine only**. So-called beer blasts, trash can punch, or all-you-can-drink functions are prohibited. All alcohol must be sold at a reasonable price as determined by TABC.
- All student organization sponsored events for which alcohol is authorized will employ a state-licensed purveyor of beer and wine.
- TLU Campus Police Officers must be employed as security at any event involving alcohol. These officers are responsible for enforcing the legal limits as prescribed by the Texas Alcohol and Beverage Commission as well as checking identification, etc.

Failure to meet these requirements will result in administrative sanctions against the sponsoring student organization as well as to the individuals identified as violating the TLU policy. In addition, failure to meet the above requirements will result in the event being shut down by University Police.

Event Approval

Event Form: An Event Form must be completed and submitted to the Office of Student Activities for each student organization sponsored event. Event Forms must be submitted 10 days prior to event date and MUST be approved by Student Activities, University Police and the Dean of Student Life and Learning. All paperwork must be completed and submitted before event can take place (Event Form, copy of the Alcohol Vendor's valid liquor license, proof of the vendor's \$1,000,000 liability insurance and a copy of the TABC issued party permit).

Designated Areas: Only Jackson Park/Student Activity Center may be used for student organization sponsored events where alcohol is to be consumed.

Boundaries: Event areas must be designated by a fence with one controlled entrance. The event must be confined to the designated area and to the times approved, which cannot conflict with university policies, the laws of the state, city or county. Some buildings on campus may have time restrictions and Guadalupe County law states that alcohol may not be consumed publicly, after 12 midnight Sunday through Friday or after 1:00 am Saturday night /Sunday morning.

Off-Campus Event Registration: Student Organizations planning off-campus events are to register the event in the Student Activities Office. No promotional activities will be permitted for the event until it is registered. Texas Lutheran assumes no responsibility or liability for events sponsored by students or student organizations off campus; such responsibility is entirely of that of the sponsoring students or organization. Event organizers are expected to know and abide by the requirements of state and local laws and are encouraged to determine their legal responsibilities when participating in any sanctioned off-campus activity.

Vendor Requirements

- A state-licensed purveyor of beer and wine (alcohol vendor) MUST be employed to sell alcohol at student organization events in which alcohol has been approved.
- Alcohol vendor must have a valid liquor license and liquor liability insurance with a minimum of \$1,000,000 coverage.
- Alcohol vendor must purchase a Party Permit from the Texas Alcoholic Beverage Commission (TABC) for specific TLU student organization sponsored event, at the cost of the sponsoring student organization.
- A copy of the alcohol vendor's liquor license, proof of insurance and a copy of the TABC party permit MUST be submitted to the TLU Chief of Police as well as the Student Activities Office, prior to the event.

Security

On-campus events are to have a sufficient number of police officers present for the size of the group expected as approved by the Chief of University Police. A minimum of 2 officers is required per events. More officers may be necessary and is determined by the Chief of University Police based on the nature of the event and the expected attendance. Cost of officers is to be covered by the student organization sponsoring the event.

HAZING POLICY

Hazing on the part of students, faculty, or staff is strictly prohibited both on and off campus. Violations of this policy will lead to disciplinary action. Hazing with or without the consent of a student is prohibited by TLU, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Hazing is also prohibited by state law in educational institutions and can lead to legal action. The hazing bill is found in the Texas Education Code, Chapter 37, sections 37.151 through 37.157 and Chapter 51, section 51.936. The hazing bill may be viewed in its entirety at the "Texas Legislature Online" website at: <http://tlo2.tlc.state.tx.us/statutes.ed.toc.htm>

Definition

Hazing is any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation, affiliation, membership, or holding office in any organization whose members are/or include students at an educational institution. Hazing includes but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity;
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space,
- calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- Any activity that intimidates or threatens the student with ostracism, mental stress, shame, or humiliation, or that
- adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this description;
- Any activity that causes or requires the student to perform a task that involves a violation of the Texas penal code.

Examples include but are not limited to:

- calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- total or partial nudity at any time;
- the eating or ingestion of any unwanted substance;
- the wearing or carrying of any obscene or physically burdensome article;
- paddle swats, including the trading of swats;
- pushing, shoving, tackling, or any other physical contact;
- throwing oil, syrup, flour, or any harmful substance on a person;
- rat court, kangaroo court, or other individual interrogation;
- forced consumption of alcoholic beverages either by threats or peer pressure;
- lineups intended to demean or intimidate;
- transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- quests, treasure hunts, scavenger hunts, road trips or any such activities carried on outside the confines of the university and not directly related to the purposes of the fraternity;
- confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small);
- physical or psychological shocks;
- any type of personal servitude that is demeaning or of personal benefit to the individual members;
- wearing of embarrassing or uncomfortable clothing or objects; or public apparel which is conspicuous and not normally in good taste, or requiring shaved hair;
- engaging in public stunts and buffoonery;
- assigning pranks such as stealing; painting objects; harassing other organizations;
- morally degrading or humiliating games and activities;
- late work sessions or activities that interfere with scholastic activities, including exhausting and time consuming projects that are disruptive to normal study patterns;
- physical disfigurements (temporary or permanent) including tattooing or branding (simulated or actual);
- deprivation of normal sleep (less than six uninterrupted hours per night);
- memorization of information not directly related to the fraternity/sorority;
- requiring boxing matches or fights for entertainment
- demeaning names;
- yelling and screaming;
- any activity considered morally offensive by an individual participating;
- and any other activity which is not consistent with University policy.

Offense

Individuals

A person commits an offense if the person

- Engages in hazing;
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- Intentionally, knowingly, or recklessly permits hazing to occur;
- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and

knowingly fails to report in writing to the Dean of Students or the Director of Student Activities what one knows.

Organizations

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Consent

It is not a defense for the person engaging in hazing to maintain that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Complicity

No instructor, officer, director, advisor or other person may knowingly permit, encourage, or assist any student in hazing or willfully acquiesce in the commission of such an offense or fail to report promptly what is known to university officials. Hazing is any act of omission or commission of this type.

Violation

Students found to be involved in hazing may be immediately suspended or expelled from the University.

Student organizations found to be involved may be suspended and/or have their organizational charter revoked and lose institutional affiliation.

Immunity

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the Dean of Students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from \$500 to \$10,000 and/or confinement for up to two years.

Reporting

If you think that you have been hazed or if you have questions about hazing, please contact the Director of Student Activities (x6040), the Dean of Students (x8060), and/or University Police (x0).

Sexual Harassment

In accordance with our stated mission to be a community of learning and a community of faith, any behavior which denies another person his or her human dignity is unacceptable. Such behavior limits a person's participation in the community, thereby limiting that person's intellectual and spiritual growth. "Sexual harassment is a form of sexual discrimination and is prohibited by federal laws. Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 are the federal statutes under which the majority of sexual harassment complaints are brought against higher education institutions and their employees. The Civil Rights Act of 1991 provides additional rights and remedies to sexual harassment complainants" (*Sexual Harassment in Higher Education*). Sexual harassment is not acceptable and will not be tolerated in the Texas Lutheran community.

Definition

Unwelcome sexual advances, requests for sexual favors, verbal or written remarks or physical, graphic, and/or electronic conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, or of participation in university activities; or

- submission to or rejection of such conduct by an individual is used as the basis for employment decisions, academic decisions or evaluations affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, offensive, or debilitating working, living, or academic environment. At Texas Lutheran University, this environment is influenced by all members of the University community--faculty, administrative staff, hourly employees and students.

Examples

Conduct that may constitute sexual harassment includes any speech or behavior of a sexual nature that is unwanted and unwelcome. Examples include, but are not limited to:

- Unwelcome physical touching, such as patting, hugging, brushing against a person's body, fondling, grabbing, or assault;
- Direct or implied threats that submission to sexual advances may favorably affect employment, work status, promotion, grades, letters of recommendation; or that rejection of sexual advances may negatively affect any of these;
- Proposals of sexual activity;
- Sexual comments or jokes, remarks or questions about sexual activity or experiences or unwelcome remarks about a person's body or clothes;
- Sexual gestures, leering, staring or other suggestive facial expressions that are humiliating, embarrassing or discomfiting; or
- Generalized sexist remarks and/or behavior, including those pertaining to sexual orientation.

Pre-Grievance Procedures

Pre-grievance procedures are designed to facilitate the effort to address perceived sexually harassing behavior without filing a formal or legal complaint. These optional pre-grievance procedures are outlined here in order to inform the community both of the resources available to it and to empower the individual to take action in a difficult situation. All members of the Texas Lutheran community are expected to act responsibly and to respect the confidence of all involved in any of the pre-grievance procedures.

Anyone involved in a pre-grievance procedure should maintain a personal record of all communication and its results. All such personal records should include dates, place(s), nature of the original and any ensuing behavior, and the names of any witnesses.

If a member of the University community believes she or he has been sexually harassed, that person should follow one or more of the following procedures before initiating a more formal complaint (The order of the following procedural suggestions does not necessarily represent a recommended order of action.).

Direct verbal communication

If a student believes that s/he is being sexually harassed, s/he should inform the perceived harasser immediately that his/her behavior or language makes the student uncomfortable. Request that it stop. Such non-confrontational education can usually solve the problem faster than any other method.

Direct written communication

Write a short, informative note to the harasser detailing the perceived inappropriate behavior and asking that it stop. The student may wish to include a copy of the Texas Lutheran University Sexual Harassment Policy Statement and/or other informative literature on the nature of sexual harassment. Be sure to retain a copy of the note for one's personal files.

Confidential Mediation

In some cases, the Director of Human Resources may arrange for confidential mediation between the student and the perceived harasser.

Grievance Procedures

Grounds for filing a formal complaint: if the perceived problem cannot be solved through pre-grievance procedures, a formal complaint may be filed in the Office of the Dean of Student Life and Learning if the complaint is against another student. If the complaint is against a faculty or a staff member, a written complaint setting forth all matters complained of should be filed with the Director of Human Resources.

Investigation

The Director of Human Resources, or designee, will promptly and diligently investigate all reported allegations of sexual harassment. In determining whether the alleged conduct occurred and, if it did, whether it constitutes sexual harassment in violation of this policy, the director of human resources will look at the totality of the circumstances. A determination regarding the violation of this policy will be made from the facts of a particular situation on a case-by-case basis. The director of human resources may enlist the assistance of outside resources in conducting the investigation and in making the determination.

Corrective Action

Upon a determination that the reported conduct occurred and that it constituted sexual harassment under this policy, Texas Lutheran University will take appropriate corrective action(s) against the offending person such as oral or written warning, referral to counseling, probation with a warning of suspension or termination for continuing or recurring offenses.

Confidentiality

Every practical attempt will be made to keep all information obtained in connection with a report or investigation of alleged sexual harassment confidential, provided that, however, the Director of Human Resources may disclose information to those individuals inside and outside Texas Lutheran University whom s/he reasonably believes have a need to know the information in connection with the investigation, correction, or prevention of sexual harassment in the workplace.

Retaliation

No individual shall be permitted to retaliate in any way against an individual who files a complaint or participates in an investigation under this policy. Retaliatory action, including by way of example and without limitation, demotion, discharge, unfavorable academic decisions, unwarranted reprimands, deprivation of normal workplace benefits, false accusations, or intimidating comments is a serious violation of this sexual harassment policy and should be reported immediately to the person or office with whom the original complaint was filed. Any person found to have engaged in retaliatory conduct against another individual for reporting sexual harassment or for participating in any investigation of such will be subject to appropriate disciplinary action of the same types as provided for sexual harassment offenders.

False Accusations

If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to the same disciplinary action provided for sexual harassment offenders.

Interpretation

It is the third definition of sexual harassment where the most latitude for interpretation exists. What constitutes "hostile" or "intimidating" behavior for one person in one situation does not for another. What is a joke for one person is very serious for another and may be perceived as highly injurious. "A reasonable woman and a reasonable man are likely to differ in their judgment of what is offensive." (Stephanie Riger, ctd. In "Sexual Harassment: Research and Resources", 1991, 5.) Recognizing and confronting sexual harassment may be difficult for a variety of reasons. Sexual harassment is not simply a question of sexual desire; it is an abuse of power and trust. Some types of sexual harassment may even conform to role expectations and thus appear to be condoned by cultural guidelines or norms. Victims of sexual harassment frequently do not come forward with their complaints because 1) they believe any formal complaint would result in little or no action; 2) they believe they will be blamed and often even blame themselves for inciting the offensive behavior; 3) they are concerned about the harasser's reputation. In addition, many fear the loss of privacy and/or retaliation. Although there is no typical harasser, a typical response to an accusation of sexual harassment may be to denounce or defame the accuser. This may be a natural response if the harasser fails to recognize his or her actions as harassment, but its intimidating posture makes confronting the issue difficult.

Stalking

Definition of Stalking: A person commits stalking when engaging in single or repeated acts toward another individual, including following the individual when such following is unwelcome and under circumstances which demonstrate an intent to place the individual in fear of bodily injury or intent to cause emotional distress. The University considers stalking a form of harassment; therefore, all disciplinary sanctions listed under harassment shall apply to stalking.

Safety

Emergency Preparedness And Procedures: The TLU Safety and Emergency Management Committee is responsible for (1) identifying situations that might pose a threat to the physical safety of our students, employees and visitors, (2) developing and implementing plans to try to prevent or minimize the probability of those situations occurring, and (3) developing and implementing plans to respond to such situations as effectively as possible should they occur.

Members of the committee are the Senior Vice President for University Relations (chair); Vice President for Finance; Associate Vice President for Finance; Director of Facility Services; Director of Marketing Communications; Chief of the University Police Department; University Nurse; Director of Information Technology; and Director of Residence Life. The committee meets at least monthly. In the event of an emergency situation that has affected or might affect the campus community, the university will make every effort to notify students, faculty, staff and visitors in a timely manner as to the nature of the emergency and recommended responses. Methods of notification will include:

- Emergency warning siren (tested every Saturday at noon unless threatening weather is in the area)
- Text message via e2Campus emergency notification system (sign up at www.tlu.edu/e2campus)
- TLU Web site
- TLU Messages (voice mail and/or email); and/or
- KWED 1580 AM radio station

In addition, each building on campus has a designated emergency coordinator. Please follow the directions of the emergency coordinator for the building you are in during an emergency situation.

Recommended responses to several possible emergency situations (e.g., severe weather, fire) are included in a brochure entitled "What To Do In Case Of . . ." that should be posted in every office, residence hall room and apartment on campus. For a copy of this brochure or for additional information about TLU's emergency preparedness policies and procedures, contact Steve Anderson, Senior Vice President for University Relations and chair of the Safety and Emergency Management Committee (sanderson@tlu.edu; phone ext. 8020).

Firearms Possession and/or use of weapons and/or firearms, regardless of their legality, are prohibited on University premises.

Campus Resources

OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities offers a variety of services and resources for recognized student organizations.

- Approval of Event Forms, Publicity and Student Travel Forms
- Liability Waivers for special events
- Access to Copy Machine
- Assistance with organizational programming and leadership advisement
- Access to markers, paper cutter, poster boards, butcher paper
- Games, Cards, etc.
- Helium Tank
- Popcorn Machine

HELPFUL PHONE NUMBERS

Audio Visual	x6003
Bubble (Main TLU Line)	x8000
Dean's Office	x8060
Emergencies	0
Hein Dining Hall (daily menus)	x4663
IT	x6000
Jackson Park/Student Activity Center	x8000
Maintenance	x8150
Police	x8199
Residence Life	x8065
Student Activities	x6040

Appendix

Constitutions & Bylaws

Guidelines & Samples

CONSTITUTION AND BYLAWS

What is a Constitution?

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution provides a foundation upon which an organization operates.

Why should I have a Constitution?

Every recognized student organization at Texas Lutheran University is required to file a current copy of their constitution and bylaws with the Office of Student Activities each year at recognition. An updated copy should be filed promptly should the document change during the year.

Your constitution serves an important purpose for your organization. The process of writing a constitution should help to:

- . Clarify your purpose
- . Outline your basic structure
- . Provide the cornerstone for building an effective group
- . Allow members and potential members to have a better understanding of what the organization is all about and how it functions.

If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of a constitution will be a much easier and more rewarding experience.

What should I include in my Constitution?

A constitution should provide the structure for an organization, describe its purpose, and define the duties and responsibilities of the officers and members. The objective is to draft a document that covers these topics in a simple, clear, and concise manner.

What follows is an outline of the standard information to be included in a constitution. Since your constitution should be tailored to the needs of your organization, you may wish to include additional articles or use a different organizational structure. **However, the basic information outlined below must be included in the constitution you submit at recognition.**

Guidelines for Writing a Constitution

Article I: Name

State the name of the organization—for example, “The name of this organization shall be (insert name of organization here).”

Article II: Purpose & Goals

Provide a general statement about the purpose and goals of the organization, as well as the type and scope of the organization’s activities. This is also an appropriate place to mention the organization’s affiliation with other groups, if any (for example, if the group is a chapter of a national organization).

Article III: Membership

Provide a general statement about membership eligibility, standards, and requirements. For example, “Membership shall be open to all students at Texas Lutheran University.” The membership selection process, types of membership, and procedures for disciplining and/or removing members should also be outlined here if not already appearing in the bylaws.

NOTE: Recognized student organizations at Texas Lutheran University are required to be nondiscriminatory in membership unless otherwise permitted by applicable federal law (for example, Title IX). All recognized student organizations at Texas Lutheran University must include the following statement (or its equivalent) in their constitution:

“Name of organization agrees to conduct membership for this organization without regard to race, color, ethnicity, religion, sex, sexual orientation, national origin, age, marital status, physical or mental disability, parental status, housing status, source of income or military status.”

Article IV Officers

In sections under this article list the titles of offices to be established, qualifications for each office, the method, time, and process of selection, and the term of office. The duties, powers, and responsibilities of each officer as well as procedures for removal from office and filling vacancies should also be outlined here if not already appearing in the bylaws.

At a minimum, each student organization is expected to designate one officer as the chief student leader (usually titled “president”) and one officer authorized to deal with the organization’s finances (usually titled “treasurer”). The titles of these positions may vary according to the needs of the organization, but the two separate job functions must be provided for in this article.

NOTE: All recognized student organizations at Texas Lutheran University must include the following statement (or its equivalent) in their constitution:

“The officers of this organization must meet the following requirements:

- (a) Have a minimum cumulative grade point average (CGPA) of 2.00 and be enrolled fulltime by the definition of the university, usually 12 hours, unless fewer credits are required to graduate the semester during the term of office in the semester immediately prior to the election/appointment and semesters during the term of office.
- (b) Be in good standing with the university academically and judicially.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).”

The wording of the above statement may be made specific to the student organization, but no student organization may enact eligibility requirements for officers less stringent than those appearing above. Student organizations may enact requirements more stringent than those provided by the university.

This article is also the appropriate place to outline the selection process, qualifications, responsibilities, and the term of office for the organization’s official university advisor(s).

Article V. Finances

Provide a general statement about the manner in which the finances of the organization should be handled, including what should happen to the organization's funds if the organization is dissolved. Detailed financial procedures including the amount and collection procedures for dues, if any, should also be outlined here if not already appearing in the bylaws.

NOTE: All recognized student organizations at Texas Lutheran University must include the following statement(s) (or its equivalent) in their constitution:

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

"Upon dissolution or extended inactivity of an organization, all monies shall be returned to the Student Government Association Account."

Article VI. Amendments & Ratification

This article should explain how constitutional amendments may be made, as well as the procedure for adopting this constitution and any future amendments. At a minimum, your constitution must be voted on and approved by the general membership of your organization.

This article should also include a statement requiring prompt submission of an updated constitution and bylaws to the Office of Student Activities should the document be amended following recognition.

To be valid, the constitution must be signed by at least the organization's chief student officer and primary advisor, and approved by the Director of Student Activities and Student Government Association President. You will want to provide a space for these individuals to sign and date the document.

SAMPLE CONSTITUTION: All sections marked with *italics* are required for the recognition process and should be written according to your organization's unique circumstances. Some statements are required verbatim. These are marked accordingly.

Constitution of the TLU Booster Club

Article I. Name

The name of this student organization shall be known as the TLU Booster Club.

Article II. Purpose & Goals

Section I. Purpose

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

Section II. Goals

The major goals shall be to assist the yell leaders in major spirit events, to sponsor one major road trip to an out-of-town football game, and to raise funds to improve spirit activities.

Article III. Membership

Section I. Selection Process

Application for membership will be open September 15th of each year with an interview process to follow. Fifty new members will be chosen annually by the selection committee.

Section II. Attendance

Attendance at all meetings and organization events is mandatory, only University excuses will be accepted. No more than two unexcused absences per semester will be allowed.

Section III. Removal Procedures

Any member or officer having two unexcused absences a semester shall be removed from membership in 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

Section I. Requirements (* this statement required *)

Have a minimum cumulative grade point average (CGPA) of 2.00 and be enrolled fulltime by the definition of the university, usually 12 hours, unless fewer credits are required to graduate the semester during the term of office in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

Section II. Officers and Duties

(Detailed description of duties should be included for each position.)

- *President: Shall preside over regular and executive meetings, coordinate group activities, and communicate with the officers and advisor on all matters.*
- *Vice President: shall assist president and preside over meetings in the absence of the president.*
- *Secretary: shall record minutes at all business meetings, check attendance at functions, and receive and review excuses for absences.*
- *Treasurer; shall collect dues, pay bills, oversee other monetary transactions including fund raising and social activities, and prepare and maintain the annual budget.*
- *Membership Chairman: shall coordinate recruitment and selection of new members during each fall semester.*

Section III. Election Process

Elections shall be held at the first regular meeting during the month of April. A quorum must be present and a simple majority vote will win. Newly elected officers shall assume responsibility at the following meeting.

Section IV. Removal of an Officer

An officer may be removed from office by the members of the organization by a two-thirds majority vote of the total membership. A two-week notice must be given of intent to remove the officer.

Article V. Advisors

Section I. Expectations

- *The advisor to the TLU Booster Club shall be a full time faculty or staff employee of Texas Lutheran University. The advisor will be willing to obtain an appropriate level of experience, resource information and knowledge related to the mission, purpose and activities of the club.*
- *The advisor will regularly attend executive and general meetings. They will be available for consultation outside of these meetings.*
- *The advisor will assist the organization with the development of goals and objectives for the academic year. The advisor will also assist the organization with event planning and facilitation. When necessary, the advisor will be willing to attend events when necessary as identified through the planning process.*
- *The advisor will be aware of the University Student Rules and will assist the organization with adherence to these expectations.*

Section II. Replacement

If for any reason the advisor is no longer willing and/or able to fulfill the responsibilities, they will formally communicate this to the student organization and the Office of Student Activities in writing. The organization will then determine the appropriate course of action for replacing the advisor.

Article VI. Meetings

Section I. Meeting Schedule

Regular meetings shall be held every second and fourth Wednesday of the month at 6:00 p.m.

Section II. Quorum

A quorum shall consist of 50 percent plus one (50% +1) of the membership and must be present to conduct official business.

Article VI. Finances

Section I. Dues

Dues shall be determined per academic year and will be collected from all members of this organization.

Section II. Financial Transactions (* this statement required *)

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

Upon dissolution or extended inactivity of an organization, all monies shall be returned to the Student Government Association Account.”

Article VII. Amendments and Revisions

Section I. Amendments

This constitution may be amended at any time by a two-thirds vote of the active membership, subject to the approval of the Director of Student Activities.

Section II. Revision

This document must be reviewed every year and resubmitted to the Office of Student Activities.

Date Signature of Advisor

Date Signature of Chief Student Officer

Approved

Date Director of Student Activities

Date SGA President

Guidelines for Writing Bylaws

What are Bylaws?

Bylaws are secondary principles that govern the internal affairs of an organization. Bylaws are essentially an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently.

Why should I have Bylaws?

Student organizations are not required to have bylaws, but may find them helpful to the organization's operations. The constitution covers the fundamental principles but does not provide specific procedures for operating your organization. Bylaws should set forth in detail the procedures your group must follow to conduct business in an orderly manner. They provide further definition to the provisions contained in the constitution and can be changed more easily as the needs of the organization change.

What should I include in my Bylaws?

Bylaws must not contradict provisions in the constitution. They generally contain, as needed, more specific information on the topics outlined below. If your organization has chosen not to develop bylaws, this information may be included in the appropriate sections of your constitution. The following are some standard articles that commonly appear in organization bylaws:

- **Membership**—Sections under this article should discuss and detail the various aspects of membership that may be applicable: membership selection process, types of membership, and procedures for disciplining and/or removing members.
- **Officers**—Sections under this article should discuss the officer selection process, duties, powers, and responsibilities of each officer, and procedures for removal from office and filling vacant officer positions.
- **Committees**—Sections under this article should discuss and detail standing and special committees (formation, selection, powers, and duties) and the executive committee (membership, powers, and duties), along with the roles and responsibilities of committee chairs.
- **Meetings**—Sections under this article should discuss types of meetings, how and when they are to occur, requirements for notice, attendance, and quorum (number of members needed present to transact business), meeting format, and parliamentary rules of order (usually Robert's Rules of Order).
- **Financial Procedures**—Sections under this article should discuss and detail (if applicable) dues, initiation fees, and fines, collection procedures, and other financial procedures (budgets, expenditures, etc.).
- **Amendment Procedures**—Sections under this article should discuss the procedure for amending the bylaws (means of proposals, notice required, voting requirements).
- Other specific policies and procedures unique to your organization that may be necessary for its operation.

How can I use my Constitution & Bylaws?

Remember the reasons for having a constitution and bylaws. They articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a two-thirds vote of the membership for adoption. Bylaws only require a simple majority for passage. Once you have developed your constitution and bylaws, review them often. The needs of your group will change over time and it is important that the constitution and bylaws are kept up to date to reflect the current state of affairs.

Make sure every new member of the organization has a copy of your governing documents. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the constitution and bylaws should be a part of officer training and transition. You should also provide your advisor(s) with a copy of your constitution and bylaws.

Where can I get help writing my Constitution & Bylaws?

For additional information on writing your organization's constitution and bylaws, please refer to the following sample or contact the Office of Student Activities at (830) 372-6040.

Sample Bylaws

Remember, an organization is not required to have both a constitution and bylaws—either one will suffice. When using bylaws, start them on a separate page, since they are to be separate from the constitution. If using bylaws, review them annually and revise as necessary. Please consult with the Director of Student Activities if you are looking for more information about bylaws.

Bylaws of the TLU Booster Club

- Bylaw I. Membership:**
Section 1. Type of members (i.e., active and inactive)
Section 2. Provision for expulsion of members
- Bylaw II. New Membership: (if needed for further explanation)**
- Bylaw III. Dues: Statement of whether or not dues are collected and amount of dues**
- Bylaw IV. Officers:**
Section 1. Powers and duties of elected officers
Section 2. Powers and duties of appointed officers
Section 3. Filling vacancies
- Bylaw V. Committees:**
Section 1. Standing committees and duties
Section 2. Special committees (appointment and approval)
- Bylaw VI. Elections: Should include sections that cover the following: time of elections, votes necessary to be elected, qualifications of voters, method of ballot (secret or open)**
- Bylaw VII. Quorum: The fraction or percentage of members that are to constitute a quorum**
- Bylaw VIII. Parliamentary Authority:**

Source of authority (i.e., “Sturgis Standard Code of Parliamentary Procedure” 2nd edition, or “Roberts Rules of Order”)

Reference: Roberts Rules of Order, Edited by Sarah Corvis with the assistance of Henry M. Roberts III, James Cleary, and William Evans. Scott Foresman Company, 1970, Glenview, Illinois)