

**Registered Student Organizations Manual
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Section One: Introduction

Being a Leader

Being a student leader is a challenging and rewarding experience. It will give you the opportunity to make an impact and leave your mark on The University of Texas Southwestern Medical Center. Through the years, student leaders have learned about civic responsibility, activism, and making changes through participation in student organizations. Student Life is here to support and assist your role as a student leader and to help broaden student impact on campus. We encourage you to engage in planning and coordinating events that best suit your organization. Take advantage of the wealth of knowledge that is available to you.

Student Life and the Bryan Williams, M.D. Student Center

Student Life and the Bryan Williams, M.D. Student Center are an area within the Office of Provost. This area maintains current information on each registered student organization, its officers or authorized representatives, its purpose, and its adviser if applicable.

A student wanting to get in touch with an organization can readily find information at the Student Center or by accessing the Student Center's website:
www.utsouthwestern.edu/studentcenter.

Student Life's staff is a resource to students and student organizations. We can provide assistance in planning, scheduling, facility usage and materials related to student activities. Student Life is dedicated to helping students and organizations succeed in their academic, activity and service programs.

Categories of Student Organizations

Each year a list of current organizations is published according to the following categories:

- ▶ **Educational/ Professional Organizations**
Promote development in a particular academic area. Activities may include outings, business meetings, speakers, and social activities.
- ▶ **Honorary Organizations**
Recognize high level of academic achievement and generally require a demonstrated interest in a particular career or academic discipline.
- ▶ **International/ Cultural Organizations**
Foster cultural diversity and support for their members and the campus community.
- ▶ **Recreational Organizations**
Promote sports-oriented programs and/or recreational activities.
- ▶ **Religious Organizations**
Serve as support for students of a particular religious persuasion or denomination.
- ▶ **Service Organizations**
Provide volunteers for on and off-campus projects. Membership requirements generally include a commitment to work for and/or an interest in a particular cause.
- ▶ **Social Organizations**
Foster social networks among members.
- ▶ **Special Interest**
Focus on a specific issue or topic.
- ▶ **Student Governance**
Address student needs and express student views. Organizations in this category include the Medical School Class Officers, Health Professions Student Affairs Committee, and the Graduate Student Organization.

Section Two: Rights and Responsibilities

Rights

Relationship Statement

Student Organizations at The University of Texas Southwestern Medical Center actively participate in and contribute to a vibrant university community. The 150+ registered student organizations at the University provide invaluable experiences and opportunities for students to grow as individuals, leaders, and community members. Organizations may be formal or informal and they emphasize a spectrum of activities from social to highly organized and/or affiliated with a local, state or national organization. The lectures, social and cultural events, debates and many other events put on by student organizations contribute to making UT Southwestern a dynamic and exciting campus.

Student Life encourages each organization to recognize its responsibilities to serving an educational as well as a social purpose in the development of programming procedures and goals.

Student Life and the Bryan Williams, M.D. Student Center staff works to be proactive in its approach to guiding student organizations by providing education, training, and consultation. Registered student organizations and Student Life exist as partners in the university community. The staff strives to be facilitators to student organizations by defining appropriate boundaries, sharing information, and assisting in the decision making process. We work to help student organizations appropriately manage their risk and achieve their goals.

Benefits for Registered Student Organizations

Being a registered student organization at UT Southwestern has many benefits. Student organizations are entitled to be listed as a registered student organization. They have the

privilege of using on-campus facilities, banking/bookkeeping services, raising funds, sponsoring speakers on University properly (in accordance with Institutional Rules), raise funds, post signage and distributing literature. Student Organizations may also use the University Email system to send out communications on behalf of their organization through an approved email distribution process. The method varies per each school on how this is managed, but Student Life will also be able to assist in email distribution to large user groups. One of the most important benefits of being a registered student organization is access to the staff in Student Life and the Bryan Williams, M.D. Student Center for assistance in program planning, risk management, conflict resolution, fund raising, or other issues related to your student organization.

Beyond the obvious advantages of being a registered student organization on campus, there are many other rewards. First, student organizations add an important component to campus life by providing an outlet for the student's voice to be heard and a vehicle for students to have an impact on campus. Second, students gain valuable experience in the practical aspects of leadership, communication, risk management and teamwork. Finally, it is our experience that students who are involved on campus are more likely to be successful in their academic pursuits and to gain more from their time at while they are at UT Southwestern.

Responsibilities

Starting a New Organization

New student organizations are always forming. If you cannot find an established student organization that meets your needs, consider forming your own organization. Here are the requirements and procedures for starting your own organization:

A group of three or more currently enrolled students may form a registered student

organization by picking up the application paperwork from the Student Center (M2.102) or the Student Center Website, and following these simple steps:

- ❖ Read through the Manual so that you will know the basis of the rules/guidelines.
- ❖ Read through and complete the Registration document.
- ❖ Present a mission or goal statement.
- ❖ Determine who will be the authorized representatives for your organization. An organization may only have one or co-presidents of their organization. If you wish to have more than two in the key leadership role, then you will need to refer to them as coordinators.
- ❖ Attend a mandatory Orientation Session. Although only one member is required to attend the Orientation Session, we encourage attendance for all officers and authorized representatives.

NOTE: It usually takes at least a week to process the paperwork once it has been submitted to Student Life.

REMINDER

- ▶ [Group membership is limited to students, faculty, staff, residents and affiliated approved individuals of UT Southwestern.](#)
- ▶ Do not deny membership on the basis prohibited by applicable law, including, but not limited to gender, race, color, national origin, religion, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression.
- ▶ Agrees to conduct the organizations affairs in accordance with local, state, and federal laws, the Regents' Rules and Regulations, University Institutional Regulations, and administrative rules.

Re-Registering Your Organization

Every student organization must **re-register** during the first week of the fall semester. All leadership must also attend the Orientation Session each year. Failure to return the required registration forms by the deadline may result in the organization's loss of privileges to use University Facilities or resources until the forms are completed.

If your student organization is engaged in ANY activity during the year that involves interacting with others in a broadly defined health care activities, it must be defined as a **“Health Care”** organization. Examples of these activities would include: any aspect of physical examination ranging from collecting health information, drawing blood, measuring blood pressure or any similar activity. An additional officers/members meeting will be required for all in this category that will define and review protocols. Organizations that fall into this category are required to have an active advisor that is engaged with the activities of the organization.

Authorized Representatives

As a registered student organization, you are required by Regents' Rules to designate the members who are authorized to do business on behalf of your group. Examples of University business includes room reservations, scheduling events, fund raising and conducting other official business for the organization. If your organization changes leadership within the year, you must update your representatives/records with the Office of Student Life at the Bryan Williams, M.D. Student Center.

Authorized Banking Representatives

If your organization has a Student Life account, you must designate between two and five authorized banking representatives on your registration form. These individuals will be the only ones that will be able to represent your organization in financial matters.

Use of the UT Southwestern Name

In 1981, The Board of Regents of the UT System established a licensing program to protect its name and identifying marks. The University of Texas System, The University of Texas Southwestern Medical Center, UT Southwestern, UTSW, UTSWMC-Dallas, and Southwestern Medical Center are trademarks of The Board of Regents and can only be used by organizations that are officially sponsored by a university department. With special permission, unsponsored groups may use the logo on marketing materials (such as t-shirts) if they follow branding guidelines and follow all university policies.

There are two types of student organizations at UT Southwestern. The second type is most common; however, there are a few officially sponsored organizations. Officially University sponsored student organizations represent the university in intercollegiate competition, public performances, fund raising projects or any other endeavor must have the activities approved by the dean or executive officer of the department which sponsors the organization. These organizations may use the words “The University of Texas Southwestern Medical Center or UT Southwestern, or other trademarked words in their name. (For more information on an Officially Sponsored organization, please refer to “Becoming Officially Sponsored by The University” in the next section).

The second type of student organization at UT Southwestern is registered student organizations, which comprise the majority of student organizations. Registered student organizations are not considered “officially sponsored” by the university. Therefore, registered student organizations **may not** use the name of The University of Texas Southwestern Medical Center or an abbreviation of the name, or any of its trademarks or logos in its name. However, a registered student organization may use words such as “campus”, “university”, “Texas chapter”, “Dallas” or “southwestern” as part of its

name. Also a registered student organization may state that its membership is composed of students of UT Southwestern, but it shall not suggest that it is acting with the authority of UT Southwestern. The organization must in no way imply that it is acting or speaking on behalf of UT Southwestern or that its actions or statements, written or oral, are authorized by UT Southwestern.

Becoming or Maintaining Officially Sponsored status by The University

“Officially sponsored”, “sponsorship” or “sponsored student organization” means an organization whose purpose and activities are in accord with the mission of a university department or agency and for whose actions and activities the sponsoring department or agency provides endorsement, support, supervision and assumption of responsibility. Sponsorship may not be extended to organizations involved in political or religious activities or projects for private gain. Legislative student organization must be officially sponsored by the University.

There are many benefits in becoming sponsored by an academic or administrative unit. There are many benefits to becoming a sponsored student organization, including a close relationship with a college or department, approved use of the University’s name and the guidance of an Adviser.

In order to be sponsored by UT Southwestern, an organization must complete the following steps.

- Register or re-register as a registered student organization.
- Obtain a *Sponsorship Form*. These are available through the director of Student Life at the Bryan Williams, M.D. Student Center.
- Obtain the endorsement of the department or agency of the university, and approval of the Adviser, appropriate department chair and dean.
- Submit the *Sponsorship Form* to the director of Student Life at the Bryan

Williams, M.D. Student Center with appropriate signatures. The Student Life will forward the form to the Vice President and COO of Academic Affairs for approval.

- Renew the application annually at the beginning of the fall semester by resubmitting the *Sponsorship Form*.

Single Sex Organization

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law, and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX ([ETH-153](#)).

These criteria are as follows:

- The organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
- Members must be limited to student, staff, or faculty at The University of Texas Southwestern Medical Center;
- The organization must be a “social fraternity” as defined by the Department of Education.

The Department of Education defines a “social fraternity” as a group that can answer “NO” to all the following questions:

- Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?

- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- Are the members permitted to hold membership in other fraternities or sororities at the university?

If a group answers “YES” to any of the questions, it’s not a “social fraternity” and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes.

Questions regarding this policy can be directed to the Director of the Bryan Williams, M.D. Student Center or to the Associate Dean assigned to Title IX.

Benefits of Having an Adviser

Although Advisers are not required for all groups, organizations may want to consider having an Adviser to assist them. An Adviser can help provide continuity and serve as a signatory on official forms when other authorized representatives are not available. An Adviser can also assist in designing and evaluating organization goals and activities. The knowledge, leadership, and guidance that an Adviser can provide your organization are priceless. Also, in most cases, your Adviser will have more familiarity with the university, its policies and its extensive community of services.

Groups that are involved in international travel and or medical service are required to have an advisor. They need to understand that they are an active participant and not an advisor in name only.

When selecting an Adviser, find a faculty or staff member who will have the time to devote to your organization. Make sure that this person will take the role willingly and seriously, and find someone who has knowledge or skills related to the mission/purpose of the organization. Make certain that they have a clear understanding of the organization’s purpose. Discuss with the potential adviser what is required them, their duties, and the time commitment involved. Be open and honest

with the potential adviser about the types of activities in which the organization may participate.

Role of the Adviser

By sharing knowledge about the university and personal experiences, the adviser can assist the organization in the conduct of its activities. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisers are fostered.

The list that follows contains possible roles of an adviser. It is important that the adviser and the organization communicate their expectations to each other. The Adviser should be very clear about the things they will do, and the things they will not do. Of course, the expectations will vary according to the needs of the organization and the adviser.

- The adviser recognizes and supports participation in student organizations for its contributions to the educational and personal development of students.
- The adviser should work with the registered student organization but not dictate the organization's programs or activities. However, the adviser should be frank in offering suggestions, considerations or ideas, and discussing possible consequences.
- The adviser should be well informed about the plans and activities of the organization. The expectation is that the adviser will attend some meetings and will consult frequently with the organization's officers.
- The adviser should know the goals and direction of the organization and should help the organization evaluate its progress.
- The adviser should be aware of the constitution and bylaws of the organization and help with interpretation, if applicable.

- The adviser provides a source of continuity within the organization and is familiar with the organization's history.
- The adviser should be familiar with university policies and procedures as well as federal guidelines and help the organization comply with them.
- The adviser should be aware of the general financial condition of the organization, and encourage good record keeping.
- The adviser should help in training new officers and help them develop their leadership skills.
- The adviser should be prepared to resolve major problems or emergencies within the organization.
- The adviser should monitor group functioning and encourage members to fully participate, to assume appropriate responsibility for group activities, to maintain a balance between academic activities, and to maintain a balance between academic activities and co-curricular commitments.

Organizations Responsibilities to the Adviser

Keep in mind that the adviser is voluntarily associated with the organization. It is the organization's responsibility to inform the adviser on the activities of the organization.

- Notify the advisor of all meetings and events.
- Consult your adviser in the planning of all activities.
- Consult them before any changes in the structure of the organization, or in the policies of the organization are made, and before major projects are undertaken.
- Understand that although the adviser has no vote that they should have speaking privileges.
- Remember that the responsibility for the success or failure of the organization project rests ultimately with the group, not the adviser.

- Talk over any problems or concerns with the adviser.
- Acknowledge that the adviser's time and energy are donated and express appreciation.
- Be clear and open about your expectations for your adviser's role.
- At the end of each semester, evaluate your adviser and provide them with feedback.

Section Three: Creating an Effective Organization

Creating an effective student organization is challenging, but rewarding work. This chapter outlines many of the common issues that student organizations face throughout the year and offers valuable insight on strategies for handling these situations

Constitution and Bylaws

Student organizations should adopt a constitution and bylaws that will help their organization function in an orderly manner.

Constitutions and bylaws articulate the purpose and procedures of the student organizations. These governing documents are the backbone of the organization. The documents should be referred to when questions arise, reviewed annually and utilized in the training of new officers. The needs of a 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 that all members have copies of these important documents so they are informed about the organization and its procedures.

Sample Constitution Constitution of (Name of Organization) Date

Article I. Name of Organization: *What are the official and abbreviated names to be used by the organization?*

Article II. Statement of Purpose: *Include the category under which the organization falls (i.e., social, educational, departmental, service, etc.)*

Article III. Membership: *Who is eligible for membership? Are there any restrictions? How does a student become a member? How are members identified?*

Section 1. Membership shall be open to students of UT Southwestern regardless of race, color, national origin, religion, sex, sexual orientation, age, disability or veteran status (but an organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the organization's statement of faith).

Section 2. Membership must be limited to students, faculty and staff of UT Southwestern

Article IV. Officers: *How many officers are there? What are the officer titles? Will they be elected or appointed? Who is eligible to become an officer? How long are the terms of office? How may officers be removed and under what circumstances?*

Section 1. Titles of elected officers (i.e., president, vice president, etc.)

Section 2. Titles of appointed officers (i.e., chairperson, parliamentarian, etc.)

Section 3. Recall of officers (when applicable)

Article V. Executive Board: *(when applicable)*

Section 1. Voting members (i.e., elected and appointed officers, etc.)

Section 2. Ex-officio members (i.e., faculty Adviser); indicate if voting or non-voting.

Article VI. Meetings: *When do meetings take place? How often does the organization meet? Who will run each meeting? Who is permitted to speak or have other privileges during meetings?*

Section 1. Regular meetings (frequency and time)

Section 2. Special meetings (indicate who has authority to call)

Article VII. Method to Amend the Constitution: *How should amendments be proposed? Who may propose an amendment? Should there be a delay between proposing an amendment and voting on the amendment? How are amendments voted upon?*

Article VIII. Dissolution Clause: *What do you do if the organization cannot or will not continue the next semester or year?*

Section 1. Provide for the succession of elected officers in the event of permanent incapacitation, resignation or removal.

Section 2. Provide for disbursement of funds should the organization dissolve.

(Additional articles and/or sections may be added, if needed.)

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.

A constitution will serve to clarify the organization's purpose, delineate basic structure and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of the organization and how it functions. Use the sample constitution below to guide your organization as you draft your governing documents.

Bylaws set forth detailed procedures a group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as needs of the organization change. Bylaws usually only require a simple majority for passage.

Preparing a Budget

Student organizations should become familiar with the preparation of financial plans and budgets, as well as the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

- ❖ to put the organization's plans into monetary terms;
- ❖ to provide a means of allocating limited resources among the organization's activities; and
- ❖ to aid in tracking the organization's actual revenues and expenditures against its goals.

Student organizations should budget their operations annually. The proper management of funds is important, especially when dealing with limited financial resources. Also, the more complex the group's objectives, such as managing multiple programs with different activities and funding sources, the more important the budget process becomes.

Planning a Budget

Use the following questions to help your organization plan and prioritize your budget.

1. Why was your organization established? Review the purpose of your organization as stated in your organization's constitution and bylaws.
2. What does your organization want to accomplish in the next year and how can your organization accomplish it? Develop goals and objectives that will help your organization fulfill its purpose.
3. What programs or events will help your organization meet its goals? Create a written program for the next year that will help your organization achieve its goals and objectives. The program proposal should include details such as how many people you think might attend, where it could be held and how much you estimate it will cost.
4. Which program proposals are the most important? When your organization has designed all of your program proposals, number them according to priority.
5. How will your organization pay for these programs? Now that your organization has organized your programs by priority, you will have a better idea of how much funding you will need. Identify potential sources of funding for each of your program proposals including fundraisers, donations and other student organizations that might co-sponsor your event.

Designing a Budget

If your organization has been in operation for more than a year, the easiest way to prepare a budget is to start by recording your last two or three years of financial data by year. This will allow you to compare trends and identify major expenses. For example, is the attendance at an event continuously growing? It will also point out areas where your organization is growing or declining and indicate areas where reductions and cost savings might be possible, such as an event

where the funding for a component like decorations are never used.

This historical information can then be used as a basis for preparing a current year budget. After reviewing the historical data, your organization can adjust the current budget to reflect the trends and changes that you have identified. For the event with the growing attendance, for example, the program budget will need to be increased. The budget for the event that does not require decorations can be reduced or rearranged.

If your organization is new or has not kept financial records, begin creating a system now that can be used in the future. A budget can be designed as a simple chart or spreadsheet that breaks down your organization's finances by program. Your budget should include the following items:

- the name of the expenditure, event or deposit;
- the date of the event or transaction;
- a detailed description of transaction, such as the individual items purchased;
- the amount of funds that you have allocated for the expense or estimate that you will deposit; and
- a running total of the funds your organization has available.

Remember that a budget design is not one-size-fits-all. Student organizations have unique structures and goals that will be reflected in their budget. Organizations that have more complex events may wish to include more detailed information in their budget. Large organizations that use committees to meet their organization's goals may need to divide their budget by committee. The most important thing is that your budget design works for your organization and helps you to effectively manage your finances.

Summary

While preparing a budget may seem cumbersome, an organization that operates without a formal budgeting process cannot effectively manage or plan its activities. A properly prepared budget allows organizations to identify goals and to take action to reach success.

Retaining Members

Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members. To remember why students join organizations and what helps retain them, just think of GRAPE.

The Grape Principle:

G is for Growth

Does your organization provide growth opportunities for all interested members? Are there opportunities for members to move into positions of leadership or are leadership opportunities usually "saved" for the senior members?

R is for Recognition

Do you recognize members when great things occur in your organization? Don't wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments. Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.

A is for Achievement

A sense of "team" achievement is important. Healthy organizations make sure that everyone feels as if they contributed to the success of the organization. When the organization is honored, it is important to realize that everyone has

contributed and should have a feeling of accomplishment.

P is for Participation

Can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members' contributions regardless of how long they have been with the organization

E is for Enjoyment

Volunteering and working hard in an organization has to be fun. If being part of a group isn't fun, why be a member? A student's time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being involved with your organization.

Adapted from: Ohio State University's Student Organization Handbook (2003) and the UT Austin Organization Handbook (2010).

Running an Effective Meeting

Careful planning is the key to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive and a waste of time. Meetings can be productive and fun with proper planning. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

Before the meeting:

- Define the purpose of the meeting. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Develop an agenda and distribute it before the meeting so that members can be prepared.
- Choose an appropriate meeting time and length.
- Choose a location that is easily accessible for all members. A location on or close to campus is helpful for students who do not have their own means of transportation.

- Visit the location prior to your meeting to ensure that the space is appropriate for the size of your group and the activities you have planned.
- Advertise the meeting to your organization and potential new members. If possible, hold meetings at the same time and location every week.

During the meeting:

- Greet members to make them feel welcome and be sure to introduce any new members.
- Start on time. Follow the agenda. End on time.
- Encourage discussion to get different ideas and viewpoints. Members like to see that their ideas have an impact on the decision-making process.
- Keep the discussion on topic and moving toward a decision.
- Keep minutes of the meeting for future reference.
- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members and appreciating diverse points of view.
- Announce the date and time for the next meeting.

After the meeting:

- Write up and distribute the minutes within two days to reinforce the importance of the meeting.
- Discuss any issues that may have surfaced during the meeting with officers so that the issues can be addressed.
- Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
- Add any unfinished business to the next meeting agenda.
- Most importantly, give recognition and appreciation to the members for their contributions.

Program and Event Planning

Program and event planning helps your organization achieve its goals, teach leadership skills and foster camaraderie within your organization. However, it takes a great deal of pre-event planning to ensure success. The following list describes some basic programming tips that will help keep you on track. The Student Life director is available to meet with your organization for pre-event consultations.

Concept

- Determine the goals of the program. Examples: to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to provide opportunities, to socialize, to recreate, etc.
- Brainstorm the type of event and possible themes that will match your organizational goals. Examples: speaker, dance, fundraiser, trip, food, festival, athletic event, recreational tournament, etc.
- Determine which of the program ideas will work within your budget.
- Discuss options with your organization and Adviser. Make a group decision.

Planning

Date and Time

- Find a convenient date for members in the group and for the entertainment/guest speaker.
- Choose a date that does not conflict with other existing campus programs.
- Determine a convenient time for your targeted audience. For example, if you want commuter students to attend your program, plan a time between day classes when many students are on campus.

Entertainment/Speaker

- Determine the type of entertainment/guest speaker you would like to invite.

- Research local, regional and national possibilities.
- Location
 - ~ Project the attendance to make sure that you reserve an adequate facility.
 - ~ Determine the type of space that is needed for your event and any special needs you may have. Specific facility needs may include the need for: chairs, tables, lighting, sound, a stage, open space, a cooking area, an outdoor area, lecture hall, etc.

Budget

- All costs associated with the event will be assumed by the registered student organization..
- Project all expenses and incomes such as fees, advertising, security, food, etc.
- Stay within the designated budget.
- Brainstorm additional funding sources if you need more money. For more information on fundraising, please refer to "Sources of Funds".

Publicity

- Design publicity strategies for targeted audiences.
- Design promotions to fit the style and theme of the program. Be creative.
- Make the publicity neat and accurate. Include the name of the program, date, time, place and ticket information if necessary. Be sure to follow UT System and UT Southwestern trademark guidelines as outlined in this manual.
- Distribute publicity at least two weeks in advance.

Food

- Determine food needs, as well as whether the program will be a dinner or reception. A dinner requires a full meal and a reception only calls for light refreshments, such as hors d'oeuvres.

- Decide whether organization members will prepare the food or hire a caterer.
- If you choose to use campus dining services, please plan ahead. A specific form that you can receive from the director of the Student Life is needed to place the order so that funds can be transferred from your account to dining services. Payment by cash or credit for dining services will not be reimbursed.

Safety & Security

- Determine safety needs. Consult with the director of Student Life to ensure that you have considered all safety and security concerns for your event. Please see “Security” later in the document.

Implementation

- Develop a list of tasks that need to occur before, during and after the event; then determine who will be responsible for each one. For example: ushers, clean-up crew, stage crew, publicity, hospitality, etc.
- On the day of the program:
 - ~ Arrive early to check on room arrangements and set up.
 - ~ Prepare a brief introduction statement. For example, “Welcome to tonight’s performance presented by _____. If you are interested in attending or participating in more events like this one, please speak to a representative of our organization.”
- Do an evaluation of the program at the next meeting.
 - ~ determine if you accomplished your program goal;
 - ~ record both positive and negative results for future planning;
 - ~ prepare financial statement of actual expenditures; and
 - ~ send thank you notes to appropriate people.

Adapted from: Central Connecticut State University, The Success! Series, “ABC’s of Programming”

Accessibility

It is important that your organization is accessible to all interested students. UT Southwestern is a large community of diverse people, which is a tremendous benefit for registered student organizations. Groups that are intentional about being inclusive in their recruitment and retention of members have the advantage of being able to interact with students from a variety of backgrounds and experiences, which strengthens the group experience for all students involved. Student Life and the Student Center is committed to fostering diversity within the student organization community. When we speak of diversity, we are speaking not only about ethnic diversity, but also diversity of religion, national origin, sexual orientation, ability, age, gender, gender expression, socioeconomic status and other unique characteristics that make us who we are. As a leader in a registered student organization, it is important to consider how you can make your organization as inclusive as possible for all students. Consider questions such as:

Where do you hold your meetings?

Hold your meetings in locations where all students feel comfortable and not in locations that might make some students feel unsafe. Organizations may also use Microsoft Teams to schedule meetings virtually. If you use Teams, you will also be able to record your sessions to share with those who are unable to attend.

When do you hold your meetings?

If your organization always holds your meetings at night, you might be excluding commuters or students who have family responsibilities. Be aware of your Organization membership while deciding on meeting times. You may find that you have the best attendance if you review with your members what is ideal for your organization.

Are your meetings and activities accessible to students with disabilities?

Let members know that you are willing to change meeting sites or provide accommodations for persons with disabilities.

What do you talk about in your group? Is your group conversation inclusive, or do people use derogatory or oppressive language?

Educate yourself and your organization on how racist, sexist or other forms of oppressive language can be very damaging.

How do you advertise your organization and its activities?

If you only advertise in limited areas, it is likely that you are excluding some interested students from your organization. Think about how you can reach out by intentionally advertising in new ways and to new areas on campus. Relying

- only on word-of-mouth advertising has a limiting effect on diversity.

Community Service

Community service, volunteerism and service learning enhance your college experience in many ways. The following are a few of the ways that the members of your organization can benefit from participating in community service:

- a strong sense of self-worth and pride;
- new experiences, new friends, new possibilities;
- increased independence and managerial skills;
- improved decision-making abilities;
- visibility and prestige in the community and on the job;
- personal growth;
- contacts for job advancement; and
- satisfaction from helping to build a stronger and safer community.

Leadership Transition

Implementing an effective officer transition for your student organization is a critical

responsibility of outgoing leadership. Here are some reasons why transitioning is important:

- provides the new leader with significant organizational knowledge;
- minimizes the confusion of leadership change throughout the entire organization;
- outgoing leaders gain a sense of accomplishment and closure;
- share all social media platforms/passwords to ensure a smooth transition;
- shares the expertise of the outgoing leaders with the incoming leadership;
- increases the knowledge and confidence of the new leadership;
- minimizes the loss of momentum and accomplishments of the organization; and
- provides a sense of continuity among the membership.

Start Early

- Identify potential leaders in your organization early in the year.
- Encourage these potential leaders through personal contact.
- Have the officers help develop skills by delegating responsibility to potential leaders.
- Share with them the benefits of leadership.
- Clarify job responsibilities.
- Model effective leadership styles.
- Develop an organizational structure to support leadership development.
- Develop a mentoring program.
- Develop leadership notebooks.
- Create a shadowing program.
- Orient the new officers together with the outgoing officers so they can understand each other's roles and start building their team.
- Transfer the knowledge, information and materials necessary for the new officers to function well.

Make the Transition Smooth

- Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.
- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review your constitution and bylaws to reflect changes made during your administration.
- Review the job descriptions to make sure they accurately describe the duties of each officer.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat.
- Review and update your mailing list or membership records.
- Leave behind organized files that will be helpful to the new person.
- Introduce incoming officers to Advisers and the director of Student Life.
- Orient incoming officers to resources used in the past.
- Submit an *Organization Information Change* with officer updates to the director of Student Life.

Add Your Personal Touches

- Share the effective leadership qualities and skills you learned on the job.
- Share problems, helpful ideas, procedures and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns or ideas never carried out.
- Have the officers go through organizational files together.
- Acquaint new officers with physical environment, supplies and equipment.

Share the Organization's Structure and Documents

- Constitution and by-laws

- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluations of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Mailing lists
- Historical records, scrapbooks and equipment

Section Four: Publicity

Printed Materials

All registered student organizations, whether sponsored or not, must print a prominent disclaimer in all material published, including external and internal web pages and social media sites (ADM-358 & ADM 202). The disclaimer should read:

[Name of publication] is published by [name of student organization] a registered student organization. [Name of the publication] is not an official publication of UT Southwestern and does not represent the views of the university or its officers.

Anonymous publications are prohibited.

Distribution of Literature

Registered student organizations have the ability to distribute literature on campus. Literature can be used to advertise your organization, publicize information, promote an idea or for a variety of other purposes. Registered student organizations may sell, distribute or display literature on campus in accordance with the following guidelines:

- The literature identifies the university organization responsible for its distribution.
- The literature is not distributed by hawking, shouting, or accosting individuals.
- The literature is not a promotion for an off-campus for-profit business, organization, agency, or national association.
- If the literature is dropped on the ground in the area where it was distributed, must be picked up by the sponsoring registered student organization.
- Members of the sponsoring University agency or the student organization may only distribute the literature.

Literature is defined as any printed (and email) material, including any newspaper, magazine, or other publication, and any leaflet, flyer, or other informal matter that is produced in multiple copies for distribution to potential readers.

Signs

Before publicly posting a sign/flyer, the student organization must include the name of the student organization on each sign and place the date of posting or date of event on each sign posted. The Director of Student Life and the Bryan Williams, M.D. Student Center must approve materials for off campus distribution and most materials will require approval from upper administration ([ADM-254](#)).

The following guidelines apply for publicly posting signs on the university campus:

Outdoor

There are no locations available on campus where signs may be posted. Do not post signs on the parking structures, trees, light poles, columns, trashcans, or other physical structures on campus.

Indoor: Bulletin Boards

Signs may be posted only on approved bulletin boards. A bulletin board is under the jurisdiction of the school, department, or administrative office that maintains it. A student group or organization must have permission to use a bulletin board, and shall not use a bulletin board without such permission. Open access bulletin boards are available in the McDermott lecture hall areas and are controlled by Student Life. Notices, announcements, posters, flyers, or the like, may not be taped to walls, doors or door frames (including the College Commons), elevator walls, windows, staircases, or any other sites other than the above mentioned spaces.

Removal of Signs

An organization must remove each of its signs no later than 14 days after posting or no later than 24 hours after the event to which it relates has ended, whichever is earlier. When an organization

removes its own signs, they should also remove other outdated materials.

Violation of Sign Posting Policy

All improperly posted signs are subject to removal. Violations of the sign policy are subject to review and potential disciplinary action may be taken against a student organization.

Tables/ Displays

Using tables to promote your group is a popular option for student organizations. Tables can be used to display literature, disseminate information, raise money, and for other forms of expression.

Organizations that would like to have a booth/display on campus must make a request in writing to the Director of Student Life and the Bryan Williams, M.D. Student Center **no less than three weeks** prior to your date/event.

Organizations assume full responsibility for their displays, including all injuries or hazards that may arise from their presence on the campus. The University is not liable for damage that may occur to displays. Locations for displays are limited to the Bryan Williams, M.D. Student Center and in front of the South and North Campus cafeterias.

In order to use/reserve a university table, the registered student organization must submit a request to the director of the Student Center. Active organizations in good standing can be approved for table use.

Requests will be considered for approval provided that they meet the following guidelines:

- Identifies the sponsor, the proposed location and equipment request (tables and chairs) for the intended use;
- Does not unreasonably obstruct pedestrian traffic;
- Will not disturb or disrupt regular academic or institutional programs or other approved activities;
- Will not have amplified sound without permission;
- Will not result in damage or defacement of property;

- Will not be used for impermissible solicitation or for the distribution of material that is obscene, vulgar, or libelous;
- Will not be used for impermissible co-sponsorship;
- Meets fire, health, and safety standards;
- Will be staffed at all times by a UT Southwestern student, faculty or staff member.

No student or organization may operate a booth for the purpose of distributing, soliciting, or selling by accosting individuals or by hawking or shouting. *Each handbill, petition or piece of literature distributed must identify the student or organization responsible for its distribution.* The area around the booth must be cleaned on a daily basis.

Copyrights and Trademarks

The University of Texas Southwestern's name, wordmark, logos and seal are the property of the Board of Regents of The University of Texas System.

To fully protect The University of Texas System trademarks so that they remain valuable assets for years to come, UT System registers the marks and manages them through licensing. To protect its marks, The University of Texas System has developed the following use restrictions:

The UT System utilizes BM360 Licensing Partners to protect, promote and generate the royalty of the Brand.

General

Only an Officially Licensed Vendor may produce merchandise bearing UT System Trademarks. "Officially Licensed Vendors" and "Store Vendors" or other University vendors may not always be the same.

The office of Trademark Licensing is committed to the concept that all items incorporating

University of Texas System Trademarks (including names of departments and any recognized club and organization affiliated with UT System or its institutions) are manufactured by companies whose labor policies insure that their employees are safe from abusive labor practices. The Office of Trademark Licensing in connection with our licensing agents BM350, Strategic Marketing Affiliates (SMA)] and the Fair Labor Association (FLA) have adopted Labor Code Standards which require licensees to disclose the locations of their factories it owns or contracts with and authorize announced and unannounced inspections/monitoring of the factories.

Merchandise bearing UT Trademarks and produced without proper written authorization may be considered counterfeit or infringing and subject to all available legal remedies, including, but not limited to, seizure of the merchandise.

Registered student organizations may not use university trademarks without approval.

This includes, but is not limited to using The University of Texas Southwestern Medical Center identity on flyers, posters, t-shirts, Web sites or banners.

Registered Organizations wishing to use the university's trademark or service mark must apply for and obtain permission. Prior to going directly to the Office of Trademark Licensing, approval must be granted by UT Southwestern. If you are interested in this aspect, the first step is to start with the director of Student Life. All product purchases will be made by Student Life in accordance with University guidelines and policy.

Once approved, all products must be produced by licensed vendors that are authorized, pursuant to license agreement, to use the university's trademarks.

Organizations may not use trademarks or logos owned by commercial entities in conjunction with any activity promoted or conducted on campus. Organizations are permitted to acknowledge a corporate entity for its support, providing there is



UT Southwestern
Medical Center

Copyrights and Trademarks

Registered Student Organizations are not allowed to use trademarks or logos owned by commercial entities in conjunction with any activity promoted or conducted on campus. This includes, but is not limited to using the logos on: t-shirts, flyers, posters or banners. Groups without prior written approval shall not use trademarks of The University of Texas Southwestern Medical Center. Additionally, all products must be produced by licensed vendors that are authorized, pursuant to license agreement, to use UT Southwestern trademarks. Contact the director at the Bryan Williams, M.D. Student Center for more information on procedures and vendors.

Trademarks include but are not limited to the following:
The University of Texas Southwestern Medical Center • UT Southwestern • Southwestern Logo Mark • UTSW • University Seal • Southwestern Medical School

no logo usage and no mention of products or services of that corporate entity. For example, "Special thanks to ABC Corporation for its support of this event" or a similar statement may be used. The company name should be in the same size, color and typeface as the rest of the statement Student organizations Web sites are required to comply with all trademark and copyright regulations.

T-Shirt Policy and other Logo Items

Student organizations that are registered may be permitted special use of the [university marks](#) on products/merchandise or materials for specific events. In order to ensure compliance with trademark regulations, registered student organizations must submit all designs to the director of Student life and the Bryan Williams, M.D. Student Center (even those not using a logo). All organizations must set up a meeting prior to beginning the process to insure procedures

are followed. Once the initial design is approved, a proof will be ordered from an approved collegiate licensed vendor and also submitted for final approval from UT Southwestern Brand Standards and/or the UT Systems Office of Trademark Licensing. Per Institutional Policy, all purchases from the approved licensed vendor will be ordered through University Purchasing to insure that institutional graphic standards, trademark and licensing agreements are upheld as required by Regents' Rules.

Organizations selling, distributing t-shirts or other printed materials that use trademarks without written permission will lose privileges associated with being a registered student organization.

Additional Information on [Brand Standards](#) may be found on the [UT Southwestern website](#).

This site includes a reference guide along with [ADM-201P-01](#) Graphic Standards policy to help ensure that the logo, colors and typography are instantly recognizable. Approved PowerPoint slide templates are also available on this site.

Contacting Student Organizations and your Classmates

There are a few ways for student organizations to contact other students as well as other student organizations. These methods are suggested:

- [develop a distribution lists](#)
- create Facebook groups
- create Yammer accounts
- create GroupMe accounts
- create Slack accounts
- use Microsoft Teams Accounts use email with proper topic designation sent to the proper distribution approver
- use flyers posted in appropriate locations

Announcements to your classmates through UT Southwestern Email

While email is a handy way to communicate effectively about some simple things, it is ineffective and often harmful in communicating complicated ideas, especially those about which there can be fundamental disagreement. Please have respect for your colleagues when you send out mass messaging for your meetings, events and activities.

In fall 2020, a new guideline was established for the use of the UT Southwestern Email Distribution Lists. To maximize the benefit of the list-serves to support the missions of the medical center, while limiting the risks, only a few departments/approved individuals will be able to send out a communication on your behalf. Each school has a defined mechanism that you will need to follow. If you need assistance, please contact the Director of Student Life for instructions.

When in doubt (or even if not), before you share always remember a few words of wisdom – Be sure to think about what you are sending before you hit the SEND button to ask to have your message sent out on your behalf. Not everyone shares your common interest. Emails should share time, location, titles and descriptions of events.

Connecting to other Student Organization Leaders:

The Student Center's website is the best way to reach a specific organization. This resource can be accessed through the student organizations section. Using this method, you can search for organizations by name. Click on the name of the organization to retrieve the current contact information. It is important for your organization to update Student Life when you change leadership so that the on-line list is up-to-date.

Social Media

Online social media platforms allow UT Southwestern community members to engage in professional and personal conversations. At UT Southwestern, we use specific social media channels to engage UT Southwestern community members and surrounding communities.

Before engaging in social media activity, please be aware of the following UT Southwestern policies that may apply ([ISR-104 Acceptable Use of UT Southwestern Resources](#)). Social media activity that violates [UT Southwestern policy](#) could result in disciplinary action. Remember, you are always personally responsible for the content you post on social media. We recommend that you review the [Social Media Guidelines](#).

Everything is public! All content posted online becomes immediately searchable, is immediately shared, and the content immediately leaves the contributing individuals control forever. You should not post items that would not be appropriate in a public forum.

Please take advantage of the primary UT Southwestern social media channels by reaching out to social@utsouthwestern.edu for support. Groups are allowed to create social media accounts for their registered student organizations. The use of the University's name is still restricted and may only be used with approval from the Office of Communications, Marketing, and Public Affairs.

Be transparent about your role as a student and a member of the UT Southwestern community, as it creates credibility for your personal brand and reflects on the institution. If you participate in or maintain a social media site on behalf of your student organization, clearly state your role and goals. Strive for accuracy, correcting errors quickly and visibly.

Your Social Media account(s) must be listed in your organizations registration materials or added

to your registration once created. Administrative access to your account should be provided to the director of Student Life and the Bryan Williams, M.D. Student Center.

IMPORTANT ADVICE

Nothing online is truly "closed" or private. Once something is online, it's out of your hands and can never be permanently erased. Never post anything online that you are not 100 percent comfortable with everyone - including your friends, dean, employer and any future employers - seeing. Please follow these guidelines provided by the University in doing so:

- New content must be posted on a regular basis (at least once a week on Facebook, but preferably more often). Content must also be reviewed regularly. If any Social Media related event (such as public posting of alleged wrongdoing) could cause reputational harm to UT Southwestern, immediately contact social@utsouthwestern.edu.
- No communication relating to an individual's treatment and/or condition may be posted without approval from the Office of Communications.
- Review is strongly encouraged for non-clinical groups and departments wishing to establish a social media channel. Contact social@utsouthwestern.edu to start the process.
- Images of research animals cannot be shared on social media sites.
- Remember that you're representing UT Southwestern. Do not post anything that could be considered disparaging to you or the institution.

Specific Guidelines for Students

UT Southwestern recognizes and respects the rights of students to speak out about issues they deem significant. This is especially important at a

university, where intellectual debate, diversity of thought, open discussion, and constructive criticism and feedback are valuable. However, students engaging in social media activity will be held to the same personal and professional standards as all other UT Southwestern activity. Students are responsible for ensuring the material they post or share is appropriate for an academic medical center. Certain material, whether posted on a public social media forum or in a UT Southwestern sponsored online forum, could form the basis for disciplinary action, e.g., material intended to harass, degrade or humiliate another, interfere with or disrupt UT Southwestern programs or activities, or otherwise is in violation of UT Southwestern policies. See [EDU-151 Student Conduct and Discipline](#).

Do Not Respond to Media Inquiries. Any member of the UT Southwestern community who is contacted by a media representative about UT Southwestern programs and activities, or about individuals affiliated with UT Southwestern must immediately refer all such media inquiries to CMPA, which will handle the request. See [ADM-301 Communication with the Media](#) for more information.

Student Life and the Student Center will be happy to share and post events that your organization will be offering on their [Facebook Page](#). Please submit request to the director of Student Life and the Bryan Williams, M.D. Student Center. Suzette.smith@utsouthwestern.edu

Receiving packages

In the event that you need to have an item shipped to your organization, you may have it shipped to the Student Center. Please make prior arrangements so that we will be expecting them. Arrangements will need to be made on where the items you ship will be placed once they arrive.

They should be shipped as follows:

Suzette Smith, UT Southwestern
Bryan Williams, M.D. Student Center
“Name of your Student Organization”
5323 Harry Hines Blvd.
Dallas, Texas 75390-9001

Section Five: Events and Activities

Membership Dues & Admission Fees

Membership dues for your organization may be accepted on University property and within University facilities. If a registered organization collects membership dues, it must be listed on its registration form in the “Source of Funding” section.

A registered student organization may collect admission fees for programs scheduled in advance in accordance with Institutional Rules, provided that organizations are not collecting admission fees for the exhibition of movies on campus. Approval must be received utilizing the fund-raising procedure (see section on Fund Raising, for details).

Organizations that need to pay dues to National Chapters should have that reflected on their registration and should work with the director of Student Life to pay them directly to the organization and not through a reimbursement method.

Room Reservations

The University establishes [policies and procedures](#) regarding University facilities to ensure their equitable and appropriate use. The University does not endorse any statement or activity that does not represent official University action. Only registered student organizations may reserve rooms. Registered Student Organizations are subject to the policies and procedures in the UT Southwestern Handbook of Operating Procedures, [FSS-101 - Use of Facilities](#). No person or organization may use a University facility for any purpose other than in the course of the regular mission of the University or The University of Texas System unless authorized by the Regents’ Rules and Regulations. Any authorized use must be conducted in compliance with the provisions of the Regents’ Rules and

Regulations, the approved rules and regulations of the University, and applicable federal, state, and local law and regulations. Room reservations are managed by Central Room Scheduling.

Please be aware that most open spaces and rooms may not be available to reserve for student organizations. The Student Center (including the outdoor pavilion) also has its own reservation process.

Not all rooms that are available for reservations permit food and beverage service, so please be sure that when you reserve a space you are aware of your space restrictions.

Room reservations can only be processed when requested by an authorized representative of the registered student organization. Please organize your room reservation requests within your group before submitting them so that we will not get duplicate requests from your group.

Room availability cannot be checked beforehand over the phone for general classrooms. If the room you request is not available, the scheduler may offer you an alternate room.

General Purpose Classrooms

General purpose classrooms may be reserved by registered student organizations by submitting a written request **no later than three (3) weeks in advance**. All open times are subject to scheduling by eligible users on a first-come, first-served basis. General purpose classrooms are offered to student organizations only after all courses and departmental reservations have been booked. This limits the available space on campus for student organizations because of priority order in the reservation process.

All rooms are inspected for cleanliness and general condition of furnishings prior to use. Any

misuse of facilities and/or equipment will result in charges to your group.

Please be aware of the following general policies:

- Space is limited and rooms are assigned on a first-come, first-served basis with priority given to student classes and official University functions.
- Size, purpose, and specific needs of the event are determining factors when assigning appropriate space.
- All requests/changes must be in writing via email.
- Student organizations must be in good standing.
- Not all rooms permit food and beverage. If you are in a room that allows food and beverage, you are responsible for all cleanup.
- Room reservations are subject to a cancellation fee of \$25 if the group cancels and does not notify the scheduling coordinator at least three (3) days in advance.
- Rooms are provided with standard setups; requests to rearrange setups will incur separate fees.
- Audio Visual needs must be made through Information Recourses – ServiceNow. Fees may occur based on the group’s needs. **Be sure to ask!**
- **If your organization uses the system that is in D1.700 or D1.600, your group will be charged for the expense!**
- Be sure to read the Media Technology section!

D1.600 and D1.700 Lecture Hall Rooms

During the fall and spring semester, the D area rooms may be reserved when classes/programs are not scheduled. These rooms are only available if your organization will have 40 plus in attendance.

If you choose to use D1.600 or D1.700 at noon (Monday – Friday) the following will apply. If you wish to utilize them during other times, follow

the application process under “*Other University Classrooms and Lecture Halls*”.

Reservations for D1.600 and D1.700 are only made from Noon – 12:45 PM. Requests for reservations must be made **no later than three (3) weeks in advance and you must use an official room reservation form** (found on the Student Center’s Website under Student Organizations). Since this room is for general academic use, your group must be finished with their meeting, including the cleanup, **no later than 12:45 PM.** Failure to do so may result in loss of privileges for your organization to reserve space on campus. Please note, this room is subject to the same general policies listed under General Purpose Rooms. D1.700 will not be available on Mondays due to the “STRIVE” course. D1.600 is not available on Wednesday/Thursday due to College Mentor Sessions.

D1.600 and D1.700 Noon Reservation forms should be sent to cynthia.lee@utsouthwestern.edu.

Gooch Auditorium Classroom - (C2.108)

Gooch C2.108 may be reserved at any time during the fiscal year. This small conference room is available for groups with no more than 20 in attendance. Food may be served in C2.108, but it cannot be made available outside of this room in the foyer or in Gooch Auditorium. Please be sure to clean up after your group is finished with your meeting.

Reservations requests must be made **no later than three (3) weeks in advance, and you must use an official room reservation form.** Please note, this room is subject to the same general policies listed under General Purpose Rooms.

This room is locked at all times. Please check out a key from the Bryan Williams, M.D. Student Center Member Services desk for access. In the event that your group does not return the key immediately following their reservation, the individual who checks the key out for your group will be held accountable and **fined \$25.00.**

The same form that is used for Noon reservations for D1.600/D1.700 will be used for these reservations as well. They should be sent to cynthia.lee@utsouthwestern.edu

Other University Classrooms and Lecture Halls

This would refer to classrooms and spaces on campus that are not during the noon hour.

Complete the space request form for “General campus space”. The form may be found on the Student Center’s Website under Student Organizations. All reservations must be submitted to the director of Student Life and the Bryan Williams, M.D. Student Center (suzette.smith@utsouthwestern.edu) for prior approval and then will be submitted to the scheduling coordinator for processing. **Request sent directly to the University scheduler will not be processed.** This is in place to verify student organizations are registered and in good standing.

Due to high demand of very limited space, a few opportunities may exist for additional space reservations. If your student organization needs to meet in a space that is not covered in this section, please email the director of Student Life and the Bryan Williams, M.D. Student Center for assistance.

Contact information –
suzette.smith@utsouthwestern.edu

Bryan Williams, M.D. Student Center Facilities

The Student Center, Student Center Patio, Pavilion, and the Tennis Courts may only be reserved during non-programmed times.

Reservations will be reviewed and approved based on need and purpose of the event as well as how it affects other programming that is occurring within the facilities. Reservations must be submitted in writing to the director of Student Life and the Bryan Williams, M.D. Student Center **no less than three (3) weeks in advance.** Reservations may only be made during facility hours. For

additional information contact the director at 214-648-3578 or suzette.smith@utsouthwestern.edu.

In front of the Cafeteria

Reservations for the space in front of the cafeteria and under the library stairs must be approved by the director of Student Life and the Bryan Williams, M.D. Student Center **no less than three (3) weeks** in advance. The request must state the organization, reason for requesting the space, date, and time. Also include request for tables and chairs that you may need. If you have a display, you must describe it in detail. The same form that is used for the Noon classroom reservations will be used for this space as well.

Contact information –
cynthia.lee@utsouthwestern.edu

Gaining Access to Your Room Reservation

You may need to call on University Police (214-648-8311) to unlock the door that you have reserved. If so, you will be required to show your UT Southwestern ID card as well as the confirmed room reservation form.

IR Media Technology

Media Technology provides presentation support, audiovisual equipment rental, audio recording to UT Southwestern faculty, staff, students, and affiliated organizations.

For programs presented on the UT Southwestern campus, advance notice of event times, location, and equipment needs is required (two weeks in advance). Media Technology is located in the D1.600a Core area under the lecture halls.

You must provide your own laptops or computer source. The podium microphone will be available. Portable projectors are available at no charge for lecture hall use only and will need to be picked up at the CORE control room (D1.600a). Prior notification is required through ServiceNow at 214-648-7600. Please bring your

own HDMI cable for connection to integrate into the AV system.

Please note, you will not have “hands on” access to any of the AV lecture hall gear, i.e. desktop, projector, lasers. or wireless microphones as they are controlled by technicians only.

No charges will be applied for services Monday – Friday from 8am – 5pm. Any requests before or after these times including weekends will incur billing.

Some of the small D1 classrooms have equipment located in the rooms and are self-service.

Co-Sponsorship

Student Life and The Student Center encourage registered student organizations to work collaboratively with other university entities for events and programs.

The University of Texas Southwestern Medical Center seeks to preserve the limited space on campus for the use of students, faculty, and staff. **Therefore, registered student organizations may not co-sponsor on campus programs or events with off-campus persons or organizations.** Neither registered student, faculty, or staff organizations, nor individual students, faculty or staff members may co-sponsor any event on campus with an off-campus person or organization. This includes national, international or regional affiliated organizations. An event is prohibited if the following apply:

- Depends on an off-campus person or organization for planning, staffing, or management of the event; or
- Advertises the event as cosponsored by an off-campus person or organization; or
- Operates the event as agent of or for the benefit of, an off-campus person or organization; or
- Distributes any proceeds of the event to an off-campus person or organization; or

- Reserves a room or space for the use of an off-campus person or organization; or
- Engages in any other behavior that persuaded the VP and COO – Academic Affairs that an off-campus person or organization is in fact responsible for the event, in full or in substantial part.

The following facts do not, in and of themselves, indicate a prohibited co-sponsorship:

- That a University person or organization endorses an off-campus person or organization or its message;
- That a University person or organization sells, distributes, or displays literature prepared by an off-campus person or organization or containing contact information for an off-campus person or organization;
- That a University person or organization has purchased goods or services from an off-campus provider;
- That a registered student, faculty or staff organization has invited a guest speaker;
- That a registered student, faculty, or staff organization has received financial contributions to support the event from an off-campus donor.

Registered student organizations may co-sponsor events with other registered student, faculty, or staff organizations or with university departments, agencies or academic colleges or schools.

We strongly encourage student organizations to consult with the director of the Student Life during the planning process in order to avoid engaging in a prohibited co-sponsorship.

Guest Speakers

Registered student organizations may present guest speakers who may make speeches, give performances, or lead discussions in fixed indoor or outdoor locations approved by the Director of Student Life and the Bryan Williams, M.D. Student Center (other administration is also

involved in the approval cycle). A guest speaker is a speaker or performer who is not a student, faculty member, or staff member of UT Southwestern. In order to have a guest speaker at an event, advance permission is required. All speaker information must be submitted in writing no less than three (3) weeks in advance of the event or advertising of the event.

Submit all requests to suzette.smith@utsouthwestern.edu and provide a brief description as to what the speaker will be presenting on as well as what organization they represent. The following format should be followed:

Speakers Name
Speakers Title
Speakers Affiliation (company, university, organization)
Is the speaker or speaker's company providing any funds for your student organization?
Is the Speaker representing a commercial entity?

Student Organizations may not pay honorariums to speakers or provide any travel expenses!

Guest speakers may distribute literature to persons who attend the event, but not to others who have not chosen to attend the event. The guest speaker may not accost potential listeners who have not chosen to attend the event. The guest speaker may not help staff a table or exhibit. Finally, a guest speaker may not solicit for his or her off-campus business, organization or service.

When presenting a guest speaker, the registered student organization must clearly state the organization, not the university, invited the speaker and that the views expressed by the speaker are his or her own and do not necessarily represent the views of the University, The University of Texas System, or any component institution.

Film Policy

Registered student organizations may sponsor slide shows or films on campus **provided they do not charge admissions nor solicit donations for the showing and comply with all copyright regulations and approvals.**

This policy means that student organizations must obtain permission from the individuals who have the rights to the film prior to showing the film. This also applies to virtual movie night events. Student organizations should utilize platforms that allow for groups to watch films together. Student organizations should not use Zoom or other video conferencing platforms to share a screen for a group to watch a film. For more information about obtaining rights to films, refer to www.mplc.com.

When hosting a showing, you are not allowed to sell drinks or snacks for the event. Your organization may provide them at no costs to the individuals in attendance.

If your organization chooses to film and make a video on campus or at campus event, prior approval must be obtained. This includes filming indoors and/or outdoors.

Security

To ensure the safety of students, faculty, and staff, student organizations may be required to hire campus security for an on-campus event. This service is arranged through the UT Southwestern Police Department. **Organizations may not hire private security for an on-campus event.**

The University will have the sole power to decide, after reasonable consultation with the person or organization planning the event, whether and to what extent overtime police protection is required. Fees will be based on the number of officers required for the size of the event, location, time of day, and handling of cash.

To arrange for University Police, seek the services of the director of Student Life and the Student Center. An event form will be completed. For the purpose of event planning and fiscal management, be sure to plan their expense into your budget. A two week notice is required.

Parking

Parking Services is an auxiliary department of the University of Texas Southwestern Medical Center. Student Organizations are subject to all UT Southwestern Parking Guidelines.

The Student Life director can assist you with a parking voucher for invited approved presenters. Advanced notice is needed to order a parking voucher.

If your student organization is planning a trip and individuals plan to leave their cars on campus during that time period, the following is recommended:

- Submit a list of cars, license plate and owners to the director of the Student Life prior to your trip. The list will be provided to University Police.
- Make arrangements so that all cars can be parked on the second floor of the student parking garage.
- Be sure to leave no personal belongings in your car and be sure that your car is locked.

UT Southwestern assumes no liability for any vehicle, nor does it assume any duty to protect any vehicle or its contents while the vehicle is operated or parked on medical center property, owned or leased. Locking your vehicle at all times and concealing valuable are actions you can take to help prevent theft and damage.

Equipment

The Bryan Williams, M.D. Student Center provides limited equipment for use by student organizations.

Tables and Chairs may be used from the University Set-up Team and are arranged at the time of your reservation of space. Tables and chairs are only available for on campus events.

Social Rules for On-Campus Events

The scheduling and conduct of all events and parties on campus sponsored by registered student organizations shall meet the following guidelines:

- The University will determine reasonable capacities for all facilities to be used during on-campus events/parties sponsored by registered student organizations. These capacities must be strictly enforced and monitored by the student organization. This may require limiting admission of latecomers until an appropriate number of persons currently in attendance at the event have departed.
- Representatives of the registered student organizations(s) sponsoring an event must meet with appropriate university officials prior to the event and must agree to adhere to any special requirements that may be imposed.
- Registered student organizations sponsoring events on campus will be held responsible for the conduct of all attendees.
- The University will determine the nature and extent of security required for each event scheduled on campus by a student organization.

Responsibilities Before, During and After Campus Events

Student Organization sponsoring the Event:

- Meet with the director of Student Life to discuss event (type of event, security, tickets....).
- Reserve facility
- If the Facility requires a contract or rental agreement that must be signed, it must be signed by UT Southwestern Contracts Management and due no later than a month in advance. Failure to do so will forfeit your opportunity for reimbursement.
- Follow procedural guidelines specific to individual facilities
- Have members easily identifiable at the event.
- Have a least one authorized representative for the student organization in attendance at the event.
- Keep an accurate count of event attendance to ensure compliance with maximum room capacity.
- Work closely with UT Police to ensure a safe event.
- Watch for problems; if they occur, intervene and notify the police.
- Assist with clean up when the event is over.

Student Center Involvement:

- Consult with the student leaders about all aspects of the event.
- Discuss security needs
- Discuss procedures (collection and handling of money, tickets, etc)
- Discuss maximum room capacity
- Discuss custodial needs
- Follow-up after the event.

Custodial:

- Clean up when the event is finished
- Remove all garbage

- Leave the space clean and tidy

Facilities Management:

- Make arrangements for tables/ chairs as needed (there may be a charge). This request will be completed by a service request form in PeopleSoft and will have to be done by the director of the Student Center or by a staff member within Student Life.

Public Assemblies and Amplified Sound

The freedoms of speech, expression and assembly are fundamental rights of all persons and are central to the mission of the University. Student, faculty and staff have the right to assemble, to speak, and to attempt to attract the attention of others, and the corresponding rights to hear the speech of other when they choose to listen, and to ignore the speech of others when they choose not to listen.

However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs and administrative processes of the University. The University shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person.

University persons and organizations may engage in expressive activities in “common outdoor areas” of UT Southwestern’s campus. Peaceful assembly and speech activities conducted in accordance with applicable State law and *Regents’ Rules* and other UT Southwestern policies may be conducted in this area without prior administrative approval so long as the peace and activities are not disturbed. Common outdoor areas include the area in front of the Skillern Building (M); and the area between the “M” building and the Green Research Building (Y). Common outdoor areas do not include the outside surfaces of a UT Southwestern building, surfaces associated with or

connected to a UT Southwestern building, a UT Southwestern structure, spaces dedicated to temporary outdoor banners, spaces dedicated to temporary outdoor exhibits, or any other space within UT Southwestern's limited public forum. Common outdoor areas are designated by state law as traditional public forums. ([FSS-103-Protected Expression on Campus](#))

The use of amplified sound is not allowed and viewed as sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means. Shouting, group chanting and acoustical musical instruments are exempt from the definition and are not subject to the special rules on amplified sound, but are subject to general rules on disruption.

No person or organization will distribute or display on campus any writing (included use of University email) or visual image, or engage in any public performances, that is obscene. A writing, image, or performance is "obscene" if it is obscene as defined in the Texas Penal Code, Section 21.08 or successor provisions, and is within the constitutional definition of obscenity as set forth in decisions of the United States Supreme Court.

No person will make, distribute, or display on the campus any statement that constitutes verbal harassment of any other person. This applies to all speech on the campus, including speech that is part of teaching, research, or other official functions of the University.

Off Campus Activities

The University of Texas Southwestern Medical Center assumes no responsibility for events that registered student organizations sponsor off campus.

Service Projects

Each organization that is involved in a Service Project (yearly or one-time) will be required to attend a procedural session concerning protocols

and event details. Service projects that involve health care services will require approval and you must have an advisor and proper medical supervision. Be sure to make an appointment with the Director of the Student Life before you start your project.

Paying Sales Tax on Items Purchased

Student organizations are **NOT** automatically exempt from paying state sales tax. Only organizations that have a 501c status with the Internal Revenue Service are eligible.

Fund Raising/Solicitation

Written prior approval is required!

Consultation with the director of Student Life and the Bryan Williams, M.D. Student Center in the early planning stages of Fund Raising activities can save time and effort and will ensure compliance with appropriate institutional regulations. It is also a **MUST!** All fundraising must be approved by various layers of administration.

Common Issues with Fund Raising

- Fundraisers may not be conducted for private gain of individuals.
- Fund raisers and solicitation can be conducted outside university buildings by

Student organizations may receive donations from non-university entities; however, non-university organizations may not co-sponsor activities on campus. Organizations may thank their donors (i.e., "Special Thanks to...") but may not advertise for companies or use corporate logos. PERMISSION MUST BE GRANTED IN ADVANCE.

student organizations ([FSS-102](#)).

- Only membership dues and approved sales may be collected inside academic buildings.
- Student organizations cannot co-sponsor activities on campus with non-university enterprises or organizations. The use of corporate logos is prohibited.
- All funds collected must be deposited into an organization's account by the Student Life no later than the day following the fundraiser by 10:00am. Contact the Student Lifer staff for appropriate forms for completion.
- Fundraisers that involve the sale of items (food, t-shirts, etc) will be limited to one-day sales per month per organization.

All fund raising activities, and especially planned sales of t-shirts, mugs, caps or any items that use the name of UT Southwestern or any of its trademark symbols, should be reviewed and approved by the director of the Student Life.

All requests will be submitted for review to ensure compliance with University regulations. Products that violate trademark or licensing regulations will not be approved for sale or distribution. Products in violation of copyright or trademark regulations may be confiscated.

Early review from staff is highly recommended. Be advised that it may take up to two months for approval and all products must be ordered through the University Purchasing and from an approved licensed vendor.

Approvals

Organizations that chose to solicit individuals (includes faculty and alumni), organizations, or businesses for donations must have approval from the vice president of development of UT Southwestern through the Director of Student Life. Your **written** request must describe the purpose and method of solicitation and be accompanied by a list

of organizations and/or individuals to be solicited. Once approval has been granted and you receive the donation, University policy states that all gifts must be deposited and recorded immediately on the day that they are received. Please provide the following information with each monetary or in-kind donation:

- Student Organization Name
- Specific Reason for the donation
- Name and address of the sponsor/donor
- If in-kind donation, include the value
- The envelope it arrived within

All checks should be made payable to UT Southwestern. All donations should be given to the director, accountant, or staff of Student Life for immediate deposit. Please include all paperwork that comes with the donation. **These deposits must be made immediately.**

For deposits, see section on Banking for procedures.

Request and Summary Forms

Request and summary forms are located in the Bryan Williams, M.D. Student Center as well as on-line. **Requests must be submitted no later than three (3) weeks prior to the event/ sale.**

Sources of Funds on Campus

If your organization needs money for programs and events, the following may be a good place to begin.

Medical School Interview –

Medical School interviews occur in the fall semester, the Student Life will allow a student organization to sign up for services to assist with the day. Each of these activities has a payback to the student organization. They vary year to year based on how the interview season is setup.

Raffles

Student organizations are not qualified to conduct raffles in the State of Texas. Raffles involve paying money for the chance to win a prize of greater value, which is considered gambling.

Web Services

In order to publish a website, an authorized representative of the student organization must apply with the director of the Student Life.

All currently registered student organizations are listed along with their contact information on the Student Center's website.

Limited space is available for groups. Student organization web pages must comply with all institutional policies including solicitation, use of trademarks, co-sponsored activities, etc. In addition, the disclaimer of publications must be used.

Student Center and University Events Calendars

The Student Center will post your organizations events/meetings on their homepage event calendar. Student groups may also submit their events to the Localist Calendar that will be posted on the main University Calendar.

Please submit an event form to the director of the Student Life no less than three weeks prior to your event. We will also post your events and activities to our Facebook Page too.

If your organization would like to have your activity posted on the UT Southwestern Social Sites – contact social@utsouthwestern.edu.

Section Six: Risk Management

Philosophy

Student Life and The Bryan Williams, M.D. Student Center and are committed to working with student organizations to assist them in managing the risk that can occur in the course of student activities. We believe that our role as student life professionals working with student organizations is that of caring facilitators who partner with students in their activities. We seek to balance student freedom and responsibility so that students can learn from their experience in a safe environment.

The Law, Rules, and Information on Hazing

The 70th Texas Legislature enacted a law concerning hazing which became effective on September 1, 1987. Under the law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report firsthand knowledge, in writing to the Dean of Students, that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law.

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 VP of Academic Affairs or other appropriate officials of the institution and immunizes that person for participation in any judicial proceeding resulting from that report.

Hazing “Myths and Facts”

Myth #1: Hazing is primarily a problem for fraternities and sororities.

Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, bands, religious cults, professional schools and other types of clubs, and/or organizations.

Myth #2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others – it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth #3: As long as there’s no malicious intent, a little hazing should be O.K.

Fact: Even if there’s no malicious “intent” safety may still be a factor in traditional hazing activities that are considered to be “all in good fun”.

Myth #4: Hazing is an effective way to teach respect and develop discipline.

Fact: First of all, respect must be EARNED – not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy, and alienation.

Myth #5: If someone agrees to participate in an activity, it can’t be considered hazing.

Fact: In states that have laws against hazing, consent of the victim can’t be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

Adapted from: StopHazing.org, Educating to Eliminate Hazing. Copyright StopHazing.org 1998-2001. www.stophazing.org

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.

This law does not affect or in any way restrict the right of The University to enforce its own rules against hazing.

Rules and Regulations of the Board of Regents of [EDU-151](#) Student Conduct and Discipline, provides that: any student who, acting singly or in concert with others, engages in hazing is subject to discipline. Hazing in state educational institutions is prohibited by state law (Sections 51.936 and 37.151, [Texas Education Code](#)). Hazing with or without the consent of a student whether on or off campus is prohibited and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities of organizations may include no feature, which is dangerous, harmful, or degrading to the student and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the 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, being initiated into, affiliating with, holding office in, or maintaining membership 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 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 of the student;
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the 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 subsection;
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code;
- 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);
- Confining individuals in an area which is uncomfortable or dangerous (hot box effect, high temperature, too small);
- Any type of personal servitude which is demeaning or of personal benefit to the individual members;
- Wearing of embarrassing or uncomfortable clothing;
- Assigning pranks such as stealing, painting objects, harassing other organizations;
- Intentionally messing up the house or a room for clean up;
- Demeaning names;
- Yelling and screaming; and
- Requiring boxing matches or fights for entertainment.

Activities, which are dangerous, harmful, or degrading, may also be considered hazing under state law (Subchapter B, Chapter 4, Title I, *Texas Education Code*).

According to the law, a person can commit a hazing offense not only by engaging in a hazing g activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentional, knowingly, or recklessly allowing hazing to occur; or by failing to report in writing to the appropriate dean firsthand knowledge of a hazing incident is planned or has occurred. (Texas Education Code 51.936 and 37.151 et seq.) An organization violates a Regents' Rule, university regulation, or administrative rule when one or more members of an organization fail to report to appropriate university of civil authorities promptly their knowledge of any reasonable information about a violation.

For further information or clarification of hazing activities, contact the Dean of Medical Students or the Vice-president and Chief Operating Officer – Academic Affairs.

Alcoholic Beverages

On-campus

Alcoholic related events are not permitted in University facilities or public areas on campus by student organizations.

Off-campus

Student Organizations who host events off-site are not allowed to utilize funds from University accounts for alcoholic beverages. When hosting events off-campus, please remember that your student organization is accountable to applicable city, local, and state laws, including those pertaining to alcohol. For more information about the state law, go to www.tabc.state.tx.us.

University Policy on Firearms & Facsimile Weapons

The University of Texas Southwestern prohibits the possession or use of firearms, facsimile

weapons/bombs, armor-piercing ammunition and knives on university property, including academic, administrative, special use, recreational and housing facilities, as well all grounds and parking lots. This policy applies to students, faculty, staff, and campus visitors. The exceptions to this policy are outlined in SEC-155 Weapons on Campus.

Crisis Response

While student organizations are advised to plan their activities and events in such a way as to avert crisis, it is important to plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond. Educating your members prior to a crisis is crucial. All organization members must know who is in charge and be prepared to follow the plan. The following is information intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization's needs.

As a student leader, it is important to understand that a crisis can happen to you and your organization. If this happens, know that you are not alone. You can call on the Associate Deans, Director of Wellness and Counseling, the Vice President and Chief Operating Office – Academic Affairs or the Director of Student Life and the Bryan Williams, M.D. Student Center to assist you. It is important to be aware of your own feelings, perceptions, and issues so that you can monitor your ability to cope with a difficult situation.

General Crisis Response Plan

- Develop a crisis response strategy for your organization prior to your event or program.
- Create a step by step process for what to do in case of a crisis.

- Designate organizational officers and a crisis team who can take charge of a crisis situation
- Review your crisis response plan on a regular basis and update plan as needed.

If medical attention is needed, attend to those needs before doing anything else.

- Get appropriate help –
On campus, from a campus phone dial 911 or from an off-campus phone dial 214-648-8911 (University Police).

Contact the appropriate authorities

- Notify University Police – (214-648-8311). They are open 24 hours a day, seven days a week.
- Notify director of Student Life and the Bryan Williams, M.D. Student Center (214-648-3578).
- Notify your Academic Dean and/or Adviser if they were not part of the activity.
- Notify Wellness and Counseling – (214-645-8680).

You are not alone. Staffs of the Office of Student Life, the Bryan Williams, M.D. Student Center, Wellness & Counseling, and your Deans are always available to help your through difficult situations by providing support and referrals.

Electronic Security Essentials

While the technologies on which we rely make our lives easier, they can also lead to trouble if they are not used with some care. Consider the following:

- What might a future employer's Internet search uncover about you or your organization? Will a Facebook or an Instagram profile reveal anything about you or your organization that you would rather an employer not see?

- Does your organization have sensitive information on paper or in computer files from previous members?

A lot of information is stored or accessible using digital devices. *It is very important to treat your members' personal information with extreme care.* If you are ever in a position which makes you aware of other people's private information, the law require you to do everything you can to protect that information.

Section Seven: Banking

Student Organizations who find it necessary to maintain operating budgets are **strongly** encouraged to use Student Life's accounting services. Our accounting system helps to maintain continuity between organization officers and their successors, and can assist all organizations in keeping their activities on a sound business basis.

University policies and procedures will pertain to expenditures from these accounts, but students have not found these restrictions onerous. The advantages far outweigh the disadvantages.

Officially Sponsored Student Organizations are not allowed to have off-campus accounts.

If your organization chooses against this advice and establishes an off-campus bank account, then **NO version of the name of UT Southwestern Medical Center may be used on any bank account!**

Student organizations will be required, according to *Regents' Rules*, to provide a written verification of all income at the end of each semester (fall, spring and summer). Organizations that have accounts within Student Life will have their document generated automatically through the in-house accounting service.

For further details on setting up an account contact the director of Student Life, Suzi Smith, suzette.smith@utsouthwestern.edu (214-648-3578).

Current Balances on accounts can be provided upon request from the director of Student Life and the Bryan Williams, M.D. Student Center. Please allow a few day to process the request.

Reimbursement of Expenses if you have a University Account

Original receipts will always be required for reimbursement. They **MUST** be itemized.

You will need to complete a reimbursement form and expect to wait three (3) weeks for the check to be processed from the University (form available from the Student Center or online). The person receiving the reimbursement needs to complete the paperwork because a university student ID number and signature is required. Checks will be mailed to your "home" address on record in PeopleSoft. If you are employed in a student position, your reimbursement will be direct deposited.

When your organization has made a purchase, whether it is for food or products, you must submit the original **itemized** invoice immediately for payment. University policy requires that bills be paid immediately upon receipt. You may submit the bill to Suzi Smith or Chris Ward in the Student Center.

All receipts must be submitted no later than 10 days after the date on the receipt.

Please provide the following information on the form with your itemized receipt:

- Student organization name
- How many attended
- Date of the function
- Type of function
- Who attended the function? If you have less than 12 in attendance, you must list each of their names and titles including if they are a student, faculty or staff.

The form for reimbursement is located in the Student Center's administrative office as well as online.

Special Note

Any reimbursements that are not submitted within 10 days will require additional approval from the Vice President and COO of the Provost Office. A justification statement will be required explaining the reason the receipt was not turned in for processing in accordance with university policy. (This does not guarantee that you will receive a reimbursement, so follow the 10-day rule!)

The University **will not** reimburse for Gift Cards, Flowers or for any personal gifts. **Office supply type items must be purchased by the Student Life through the university purchasing portal.** Check before you buy!

A maximum of 20% is allowed for gratuity. Any additional amount will not be allowed or reimbursed.

Reimbursements for off campus activities that require a contract or rental agreement must be submitted to the director of Student Life for processing through Contracts Management for approval. Failure to follow this procedure will result in you not being reimbursed for the expense. Processing time could take as long as four weeks. Be sure to plan ahead!

Types of Purchases

You should always check before you buy! Many items must be purchased through the university purchasing portal. Don't be caught off guard – ask!

On Campus Purchases

If you are purchasing products thru UT Southwestern Auxiliaries or Departments, you will need to provide payment internally or with a University OneCard. Contact Suzi Smith in the Student Center prior to purchasing or utilizing services from these departments.

Do not use cash/credit cards to purchase items on campus. We **cannot** reimburse you!

Most common campus departments used by students that require an internal transfer of funds:

| | |
|-----------------------|----------------|
| University Store | Library |
| Print Shop | Physical Plant |
| Media Technology (AV) | Housekeeping |
| Food Court Vendors | |

Deposits

University Policy requires that all monies be deposited the day that they are received. However, when doing so is not possible, deposits may be made prior to 10:00 a.m. the following morning. A form with which to make your deposit may be obtained through the Student Center. Your organization will be responsible for completing the transmittal form and submitting it to the Student Center Administrative Office for deposit. **Do not hold checks. Your organization is not limited to the number of deposits that you make!**

When cash or checks are received, the following procedure must be followed (HOP 7.1.3.2):

- Immediately upon receipt of a check, the following restrictive endorsement must be placed in the appropriate location on the back:

FOR DEPOSIT ONLY
The University of Texas Southwestern
Medical Center at Dallas
Bryan Williams, M.D. Student Center

- A check/cash transmittal form must be prepared (available in the Student Center Administrative office).
- The Student Center is required to make deposits immediately upon receipt of checks/cash.
- If your check comes with additional paperwork, the Student Center will also need this as part of their deposit.

Memberships

Institutional organization memberships will be the only type of memberships that will be allowed to be spend from their organizations funds and will require plan approval. This type of expense should be recorded and posted on your organizations registration materials at the beginning of the fall. Students who wish to gain membership to their professional organization will be required to pay for their own membership.

It is the policy of The University of Texas Southwestern Medical Center to require prior approval for all membership dues paid to professional organizations. Also, at the direction of UT System, it is the University's policy to process payments for memberships in scientific and professional organizations as reimbursements rather than being paid directly to the organization.

Reimbursable memberships are limited to those with demonstrable benefits to the University and must be submitted on an approved membership fees/dues payment plan form.

To obtain reimbursement for membership fees, proof of payment must be submitted to The Office of Student Life with a reimbursement form. The preferred proof of payment is a copy of the invoice/statement and the canceled check/credit card statement used by the student to pay the dues.

Section Eight: Travel Does your student organization travel? Do you take trips more than 25 miles away from campus? If so, then your organization is responsible for compliance with the “Student Travel Policy”.

Student organizations travel for many purposes: philanthropy, retreats, conferences, competitions and for fun. Traveling can help an organization accomplish its goals and can serve an extremely valuable purpose. However, it is important to remember that travel is a high-risk activity. With proper risk management, your organization can reduce its travel-related risks.

UT Southwestern’s Travel Policies are designed to ensure that student organizations adequately consider and plan for the safety issues associated with an event or activity involving travel. There are specific steps students must take before they travel depending on their travel destination.

Registered Student Organizations are required to follow the policy (EDU-113) when travel occurs by its members. These rules are consistent with the requirements of Texas Education Code Section 51.950 and UT System Regent Rule 50601. Failure to comply with the requirements of UT Southwestern Student Travel Policies may result in disciplinary action against the registered student organization and the individual student members. As a reminder, travel cannot be required of the organization’s members.

Your organization should appoint a member of your organization to be the travel coordinator. This person will organize all paperwork and communicate with the administration.

Websites that might be helpful in your planning include:

- National Weather Service
- Transportation Security Administration
- U.S. Department of State

Domestic and International Travel Approval Time for Travel

All Student Organizations that are traveling more than 25 miles away from campus must submit a request **no less than four weeks in advance** to the director of the Student Center, complete a Travel Information Packet and designate one authorized representative as the organizations’ travel coordinator. Included in the Packet is:

- Intent to Travel Form
- Release and Indemnification Agreement Form
- Student Travel Checklist

Reimbursements will only be allowed if your approval is finalized through the system.

International Travel

Travel to international destinations must be received for review **at least three months** prior to departure. Coordination with the Office of Global Health is a necessity as travel must be approved by the Global Health Student Advisory Committee. Travel will also need to be approval by the International Oversight Committee if requesting travel to countries on the U.S. State Department travel warning list ([ETH-403 – Foreign Travel to Restricted Countries](#)).

Individual members of your organization may be eligible to apply for Global Health Opportunities Preclinical International Service Learning stipends. Approval for one of these stipends does not eliminate the need for your organization and or members to complete the Intent to Travel form.

All international travel must have approval.

In the event that you/or members of your registered student organization plan to travel internationally, you should review [the U.S. State Department Travel Warning](#) information for the destination country, including country specific information, and registration with the U.S. Embassy or Consulate in the destination country.

Registration information is provided on the country specific website listed above.

If your destination country is listed on the watch list on the [U.S. Department of the State website list](#), you must comply with the [UT Southwestern policy](#) and travel procedures that are found on the website. Other restrictions may apply, be sure to plan accordingly.

UT Southwestern Student Travel Policy Effective July 2002 and Updated July 2015

Policy Statement

It is the policy of The University of Texas Southwestern Medical Center to promote safe travel by students to and from events and activities covered by this policy.

Definitions

Student, for the purposes of this policy means

- A person currently enrolled at UT Southwestern
- A person accepted for admission or readmission to UT Southwestern

Student Organization means a group of students that has followed the prescribed procedures to obtain recognition and has been approved as a registered student organization.

Scope

This policy applies to the travel of student members of registered student organizations to attend an event that occurs more than twenty-five miles from the University campus.

No registered student organization may require its members to travel at any time and non-compliance with this policy will result in a one-year suspension for the first offence and permanent suspension for a subsequent violation.

If a student organization sponsors optional travel for its members, the following guidelines are to be followed:

- No later than one month prior to departure, the organization must submit to the director of the Student Center a detailed trip itinerary, a roster identifying all travelers (including non-students) and a completed "Release and Indemnification form for all travels.
- Student organizations are *strongly* encouraged to use common carrier (e.g. airlines, chartered buses) whenever possible.

Travel by Motor Vehicle

Personal vehicles or personally rented vehicles should be used only when absolutely necessary and students should adhere to the following:

- Motor vehicles used for travel covered by this policy shall have a current proof of liability insurance card and a state inspection certification.
- All students who will operate vehicles while engaged in travel covered by this policy must have a valid operator's license and are trained as required by law to drive the vehicle that will be used.
- Students should consult with his/her insurance company to assure adequate insurance coverage
- Operators shall take a break after two (2) hours or every 100 miles or more often if circumstances dictate.
- Passengers should help keep drivers alert and watch for signs of drowsiness.
- Drivers must adhere to posted speed limits, or slower speeds if road conditions indicate, and obey all traffic laws and regulations.

Safety Requirements for Both Operators and Passengers

Seatbelts: Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.

Alcohol and Illegal Substances: Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances

Passenger Capacity: The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or the number specified by the University, or federal or state law or regulations, whichever is lowest.

Questions regarding this policy should be directed the director of the Student Center.

Travel by Air

Students may make their own travel arrangements and be reimbursed for their flights based on their intent to travel.

Reimbursements for Travel

Organization Accounts

UT Southwestern policies ([FIM-108](#)) governing allowable expenses and limits on expenses for employees will also pertain to students reimbursed from UT Southwestern funds.

- Students must use the approved travel provider for the UT System to have their flight covered by their student organization.

- Students will not be reimbursed for use of personal vehicles or rented/leased vehicles (this includes mileage and gas).

Students will follow UT Southwestern policies and procedures for travel reimbursements. Be sure that you have determined all aspects of travel before you start the travel process.

Members of student organizations **must** have prior approval to travel if they wish to be reimbursed for expenses. UT Southwestern Policy requires that travel request be submitted in PeopleSoft no less than 10 days prior to the trip for reimbursement.

Initial travel information should be included each year on the Student Organization Registration form. Travel arrangements must be made with the Student Center or with your sponsoring department.

Restrictions apply for travel reimbursements! Pre-approval in the system is required! Receipts that are older than 10 days will require additional approval for reimbursement.

Some restrictions apply to travel and we can assist you with details that will make your trip a success and the reimbursement process fast and efficient.

All meal reimbursements will require an itemized receipt.

To receive reimbursement for travel from your account, legitimate receipts must be submitted to the office of Student Life (Student Center) upon

return (no later than 10 days after the trip return). A legitimate receipt is one on the company's letterhead with the correct date clearly indicated and the billing amount itemized and clearly stated.

Each person should have a separate receipt for his or her own expenses (including hotel rooms).

To be reimbursed, be sure to have a copy of the registration form as well as a receipt of payment. Hotel receipts should also be separated by each person staying in the room and have each person's name imprinted on his/her receipt. Most hotels are able to accommodate this request; however, you may have to ask.

Do not pay for anyone's expenses but your own!

Also be advised that State taxes are not reimbursed by the University.

If you miss the deadlines and exceed 120 days in processing your travel, expenses received in accounting will be considered taxable and will be have taxable income removed. Any expense over 6 months will not be paid.

The Student Life Staff will process the paperwork and payments. **Generally this process takes a minimum of three weeks. Your reimbursement check will be mailed to you at the "home" location that you have in your PeopleSoft record. If you have direct deposit because you have an employee status, your reimbursement will be direct deposited.**

Section Nine: Campus Resources

The Bryan Williams, M.D. Student Center

The Student Center is the center of activity for all registered student organizations. It offers an opportunity for student organizations to work at a central location along with the Director of Student Life and the Bryan Williams, M.D. Student Center.

Additionally, the Student Center can provide information for student organizations, assist with paperwork, and serve as a point of contact for questions and information. Make sure that your group becomes familiar with the Student Center and the services that it can provide to your organization.

Remember, whenever you have a question related to your student organization, turn to the Student Center for help!

The Student Center offers:

- Copying Services
- Fax services
- Sign posting guidelines
- Assist with your purchasing
- Paper cutter
- A centralized drop-off point for any applications that your organization might be collecting.
- Receives packages/mailings

Within the Student Life, Recreational Sports offers the university community a well-rounded program of sport and recreational opportunities. Those interested in sport club opportunities should contact the Intramural Director.

Mike.Chadee@utsouthwestern.edu .

Notary Service

A Notary service for student organizations is located also available with Student Life.

Web Services for Student Organizations

All currently registered student organizations are listed along with tier contact information and purpose on the Bryan Williams, M.D. Student Center website. If your organization has a separate website or Facebook page, they will be linked with your information on the web.

CONTACT INFORMATION

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