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Greetings Mavericks,

I would like to thank you for your involvement within your student organization here at UT Arlington. As a member, you are a fundamental part of the diverse and dynamic Maverick community. Your involvement will aid you in your academic endeavors, give you the opportunity to participate in real life experiences, gain valuable skills that will assist in your transition from college to the workforce, and strengthen your connection to the campus community.

The Division of Student Affairs and the Department of Student Activities & Organizations are committed to making your experience as rewarding and memorable as possible. Student Activities & Organizations is constantly working to support student organizations by providing advising, training, program assistance funds and more.

As a member of a student organization, you will need to familiarize yourself with the policies that have been put into place by the University. To help, the Office of Student Activities and Organizations has created this handbook to help guide you through the policies related to organization activities, registration, rules, regulations, guidelines and more. Staff members within Student Activities & Organizations can help you with any questions regarding the guidelines.

For an electronic copy of the handbook or to contact the office, please visit www.uta.edu/sao. As an officer or member you are also encouraged to visit the MavOrgs website at mavorgs.uta.edu where you can centralize and organization all information for your organization. Through MavOrgs you can also create a copy of your own co-curricular involvement record, which tracks, organizes, and records all of your leadership and involvement here at UT Arlington.

In addition to involvement in student organizations, I encourage you to take advantage of the many beneficial student services and programs available to you through the Division of Student Affairs. They will help you succeed both academically and professionally during your journey through Maverick country. Did you know involved and engaged students tend to graduate at higher rates than those who aren’t?

Lastly, I would like to thank the Office of Student Activities & Organizations for putting this handbook together. The resources inside will help you and your group to have a productive and successful term together.

Please let us know if there is anything we can do in the Vice President’s office to make your time at UT Arlington an unparalleled experience. I wish you and your student organization the best of luck.

Regards,

Jeff Sorensen
Assistant Vice President for Student Affairs
Section I
Introduction
The Handbook

Students at The University of Texas at Arlington are encouraged to enrich the campus and their own collegiate experience by getting involved in co-curricular activities. One opportunity for involvement is joining a student organization. Well over 300 student organizations are currently registered at UT Arlington with new organizations forming every semester.

Student organizations may find it a little difficult to navigate the policies, regulations, and intricacies of such a large University. This Handbook provides a "hands-on" reference for the procedures and services that are most commonly used by student organizations. The Handbook is based on the University's *Handbook of Operating Procedures* (HOP) and The University of Texas System *Regents’ Rules and Regulations*. It is made available to all student organization officers and their advisors. The most current version is published online at [www.uta.edu/sao](http://www.uta.edu/sao).

Should you have any questions after examining this Handbook, please direct them to the Office of Student Activities & Organizations located in the lower level of the E.H. Hereford University Center, room B120. Staff members will be pleased to assist your student organization in its development, program planning, interpretations of policies, and other areas of need.

**What is a Registered Student Organization (RSO)?**

The purpose of registered student organizations (RSOs) is to provide students at UT Arlington with opportunities to participate in activities that develop their professional, social, cultural, intellectual, spiritual, and physical abilities. These organizations are important supplements to the academics taught at the University. Diversity is prominent on UT Arlington’s campus and, to meet the needs of the diverse community, we offer a multitude of different student groups. We have organizations that cover the following areas: academic/honorary, constituency councils, fraternities, sororities, international/cultural, professional, recreation/sports, religious, and special interests. Involvement in student organizations:

- Fosters relationships with peers, faculty, and staff.
- Develops volunteerism and service to others.
- Gives students the sense of belonging to campus.
- Provides students with a greater satisfaction with their college experience.
- Promotes students’ interpersonal skills.
- Develops students’ leadership skills.
- Provides experiences that will help with obtaining a job and job related skills.

**RSO Expectations/Responsibilities**

RSOs are granted privileges and resources at UT Arlington and, in exchange, are required to follow certain provisions of registration. All RSOs will:

- **Abide by all University Regulations.**
Each student organization is expected to obey all federal, state, and local laws and regulations and adhere to applicable University regulations as they are set forth in this document, the Handbook of Operation Procedures (HOP) [http://www.uta.edu/policy/hop](http://www.uta.edu/policy/hop), and the UT System Regents' Rules.

- **Re-register every long semester (Fall & Spring).**
  - Regents’ Rules Chapter 50202 §1, 6.1; HOP 3-300, 3-501
  - The Regents require all registered student organizations to re-register at within ten (10) days of the beginning of each long semester, regardless of any changes. All materials are to be completed online via MavOrgs, making appropriate updates including, but not limited to, officers, constitution, roster, advisor(s), and organizational descriptions.

- **Complete the mandatory annual Risk Management training.**
  - Risk management compliance is mandatory for all registered student organizations once per calendar year (at the beginning of Fall semester). Per the Implementation of House Bill 2639, Senate Bill 1138, and Texas Education Code 51.9361, student organizations are required to learn about potential risks to facilitate safe and successful events and interactions. To determine what kind of risk management training is necessary, SAO releases a list delineating which organizations are Tier 1 and which are Tier 2 each year (See Section IV for more information).
    - **Tier 1 Organizations:** The President and one other officer (Vice President, Secretary, Treasurer, etc.) must attend one in-person risk management session. Several sessions are offered at the beginning of the Fall semester by Student Activities & Organizations. Additionally, upon completion, officers verify that they will present the information covered in the module to the organization within thirty (30) days.
    - **Tier 2 Organizations:** Tier 2 organization Presidents will be required to complete the online Risk Management module that includes information on hazing, alcoholic beverages, travel and general Risk Management information. This module must be completed by the President. Additionally, upon completion, the President verifies that he or she will present the information covered in the module to your organization within thirty (30) days.

- **Notify Student Activities & Organizations of change in officers/advisors.**
  - **HOP 3-402**
  - Notification of new officers is required ten (10) days after an organizational election or other change of officers. Thus, it is quite possible to submit this form twice in the same semester. (Summer terms are excluded). New officers can be reported to the Office of Student Activities & Organizations by e-mail or hard copy. Failure to submit this form for three (3) consecutive semesters will automatically place the organization on permanent inactive status.
• Maintain a good, working relationship with the organization’s faculty/staff advisor.
  o Keep the on-campus advisor up-to-date with decisions and activities.
• Maintain No Outstanding Debts.
  Regents’ Rules Chapter 50202 §6.4; HOP 6-300, 3-303
  o If an organization is past due on any debts to an office or entity of the University, the organization will be placed on temporary inactive status pending payment of their debts. No organization or group, whether registered or not, may use the facilities of any institution as long as it owes a monetary debt to the institution and the debt is considered delinquent by the Office of the Bursar.
• Submit Profit/Loss Statement when required.
  HOP 3-603
  o If an organization has any campus activity for which there is a charge, or exchange of money, a "Profit/Loss Statement" must be submitted to the Student Activities and Organization Office no later than five (5) class days after the event. Failure to do so will result in temporary inactive status.
• Maintain at least eight (8) active members.
  o All student organizations must maintain a membership total of eight (8) students each semester. Should an organization fall below eight members, it will have three long semesters (excluding summer sessions) in which to increase its membership to eight. During this probationary period, certain restrictions may be placed on the organization. Failure to achieve eight members within the allotted time will subject the organization to being placed on permanent inactive status.
• Plan ahead for safe and successful organizational events.
  o Complete necessary paperwork; consult with a Student Activities & Organizations staff member for help with event planning procedures and policies.
• Obtain Committee approval for all constitution changes.
  HOP 3-303
  o University approval is required for any changes in an organization's constitution or bylaws. Submit the proposed amendments to the Office of Student Activities & Organizations. In addition, it is important to note that only organization officers and/or their advisors are empowered to conduct official organizational business with the University. If any questions arise, be sure to consult the Office of Student Activities & Organizations for clarification.
• Maintain complete, updated information on the MavOrgs website.
• Respect campus resources, including space, personnel, and supplies.
Student Activities & Organizations (SAO)

About Us
The purpose of Student Activities & Organizations is to support the philosophy of maximizing student learning through active participation by students. In an additional sense, its activities support the concept of the University community by involving students in determining the community environment.

Student Activities and Organizations office is located in the E.H. Hereford University Center (Lower Level), room B210. The hours of operation are from 8 a.m. to 5 p.m., Monday through Friday.

Student Organizations Staff

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</tbody>
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SAO Programs
Student Organizations
UT Arlington is home to more than 300 registered student organizations. SAO is responsible for the student organization recognition process and to serve as a liaison for student organizations. Student Organization Services provides skills-based training opportunities to student organization officers and advisors to help develop the group and leaders within. SAO is also available to provide support with event planning and permitting at all stages in the process. We can work with you to make your program a success from conceptualization to evaluation. We also provide all necessary paperwork for room reservations. Find the student organization that best fits your needs at mavorgs.uta.edu today!
Section II
RSO Basics
MavOrgs

http://mavorgs.uta.edu

MavOrgs (CollegiateLink) is the platform that SAO uses to centralize, organize, and promote student involvement opportunities on campus. This website provides student organizations an opportunity to communicate with members and SAO, maintain an active roster, and post photos, organizational information, contact information, documents, and much more. Users can create a Co-curricular Involvement Record (CCIR) to keep track of involvement here at UT Arlington. MavOrgs is conducted through Student Activities & Organizations and all questions regarding its usage should be directed there.

MavOrgs is simple and easy to use. The first step would be for you to log in (upper right-hand corner) using your NetID and password. For the initial log in you will need to enter some information about yourself. After that, your organizations and events will be maintained in your “My Involvement” section.

Starting a New Organization

How to Get Started

Each semester, SAO registers new organizations to the UT Arlington campus. If you cannot find an organization that meets your particular needs or interests, you are encouraged to form a new one; however, it is recommended that you do research on existing RSOs to avoid duplication. The University will not register like purpose organizations. There must be clear and significant differences between any existing organization and one that is proposed. Students, faculty, and staff at UT Arlington with similar interests are encouraged to collaborate through an RSO to share information, provide programs for the group and the University-at-large, and advance the interests of its members.

Students interested in starting an organization on campus should complete the following steps:

1. Contact the Office of Student Activities & Organizations to set up a meeting with a staff member about the formation of the new group.
2. Select a name for the organization. Please note that the organization may not preface its name with UT Arlington or any version of the name: (Regents’ Rule Chapter VI 4.3)
3. Secure a UT Arlington faculty or staff member to serve as the organization’s advisor.
4. Acquire the necessary forms from SAO, complete them, and return to SAO.
5. Schedule and hold up to three open organizational meetings to recruit at least ten members. As per Regents' Rules, these members must be students, faculty, or staff members at UT Arlington. Eight of the ten members must be registered students; two may be faculty or staff.
6. At each of these meetings, a prescribed number of outside resource people may be present. These off-campus individuals are not permitted to recruit, solicit, vote, hold office, or act in any manner other than that of a resource person. All such individuals must be identified to the Director and/or Assistant Director of Student Activities &
Organizations and he or she may limit the number of such individuals.
7. Write and ratify a constitution (see ‘Writing a Constitution’ below) and select officers.
8. Return a list of members and constitution to Student Activities & Organizations by the
given deadline (before the next meeting of the Committee on Student Organizations).
Hard or scanned copies must be submitted with the appropriate signatures. Prospective
organizations may only attempt to organize once during successive semesters.

After completing all of these steps, the organization will be referred to the Committee on Student
Organizations for approval. All organizations, whether newly organized or re-organized after a
period of inactivity, must be approved by the Committee, in addition to all proposed constitution
amendments.

Committee on Student Organizations
The Committee is appointed by the President and is made up of three faculty members, three
staff members, three students, and the Student Activities & Organizations Office delegate as an
ex-officio member.

The Committee meets once per semester on matters involving student organizations. It approves
the registration of new student groups, certifies constitutional amendments, deactivates
disbanding groups, and advises the Vice President for Student Affairs on areas of concern to
student organizations. All decisions made by the Committee may be appealed to the Vice
President for Student Affairs.

Choosing a Faculty/Staff Advisor
Regents’ Rules Chapter 50202 §2
In order to register and remain active as a campus organization, each group must have a member
of the faculty or staff serving in an official advisory capacity. This person serves as a source of
continuity, program ideas, risk management, and experience. The advisor should be kept abreast
of the organization's activities by attending selected functions, meetings, and keeping up with
communication and information via MavOrgs. A student organization may have more than one
advisor. Often two or three advisors prove advantageous to a student organization.

Alumni or other special advisors serve unique purposes in campus organizations. The University
recognizes the need for such individuals, particularly when they are mandatory according to
some national charters. Organizations should provide the names of special advisors/consultants
to SAO. Alumni and other special advisors/consultants cannot vote, hold office, reserve space,
or participate regularly in organizational activities.
Non-Discrimination Policies
No student organization shall become or be allowed to continue as registered which denies membership on any basis prohibited by applicable law, including but not limited to, race, color, national origin, religion, sex, age, disability or veteran status. However, 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. Single gender organizations may be permitted if they satisfy relevant legal requirements such as those in Title IX.

Title IX of the Educational Amendments Act of 1972 prohibits discrimination on the basis of sex in educational institutions. Title IX also prohibits sexual harassment, which includes sexual assault and sexual violence. Registered student organizations are not permitted to deny or restrict membership or otherwise discriminate on the basis of sex.

Title IX and Social Fraternities and Sororities. An exemption is made for recognized social fraternities and sororities to operate as single-sex organizations. The U.S. Department of Education has set criteria for what may constitute a social fraternity/sorority. The group should be able to 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?

ADA Accommodations for Student Organizational Activities
In compliance with the Americans with Disabilities Act of 1990 as amended and applicable to institutions of higher education, the university will provide a reasonable accommodation necessary for members of student organizations to participate in the sponsored campus activities of their organization. The student must provide the request with adequate advance notice, normally at least 10 university working days, but possibly longer depending on the nature of the activity and complexity of securing the accommodation. The student must be actively registered with the Office for Students with Disabilities at the time of the request. Student Activities and Organizations will confirm that the student is a currently active or eligible member of the specified organization.
Standards and Guidelines for Constitutions of Student Organizations

The specifications of the following outline are to be followed by organizations writing a new constitution for registration by the Committee on Student Organizations. Items in red italics must be stated in all organization constitutions.

Article I - Name
State the official name of the organization. Please note that the organization may not preface its name with The University of Texas at Arlington or any of its abbreviated forms (Regent’s Rules and Regulations 50202, 2.3; HOP 10-303). For example, you may not use the name “UTA Baking Club.” Use of the nickname, Mavericks, and its variants is acceptable.

Article II - Purpose
The general purpose or mission of the organization must be stated to clearly indicate that it will serve a need on the campus that is not met by already existing organizations.

Article III – Membership
Define what a person must do to be qualified/recognized as a member. Who is eligible for membership? Are there any restrictions? How are members identified? State what rights and privileges a full member has. The following provisions must also be stated in membership policies:

- “Members must be current students, faculty and staff at The University of Texas at Arlington” (HOP 10-401, 501).
- “The organization will not deny membership on any basis prohibited by applicable law, including but not limited to race, color, national origin, religion, sex, age, disability, or veteran status” (HOP 10-301).

Article IV – Consultants (if applicable)
Consultants may include individuals who are not eligible to be members (e.g., alumni, honorary affiliates, local/off-campus advisors). Consultants often provide support and guidance for the organization; however, the constitution must state that consultants can neither vote nor hold office in the organization.

Article V – Executive Officers
The officers are those who are authorized to speak for or represent the organization or group in its relations with the institution and who are authorized to receive for the organization or group official notices, directives, or information from the institution. The president and other officers must be students (HOP 10-402).

List and describe the officer positions (e.g., president, vice president, treasurer, secretary); qualifications for office; duties and responsibilities of office; terms of office; procedure for removal of officers; procedure for filling vacated offices. Organizations must have at least three (3) officers.

Article VI – Meetings
State procedures for calling regular meetings; frequency of meetings and special sessions. Establish number of members necessary for a quorum in order to conduct official business. The advisor must approve all called meetings (HOP 10-403).
Article VII – Finances
Description of source of group funds; membership dues, if applicable; budget approval process; limitations on how funds may be spent; procedure for requesting funds. State how the dues, fines and fees imposed on members are to be determined; when they are to be collected. Collection of funds and financial commitments shall be under the supervision of the advisor (HOP 10-602).

Article VIII-Committees
State what standing and/or ad hoc committees or what divisions will exist in the organization and the function and composition of each.

Article IX-Affiliations (if applicable)
List any affiliations with local, state, regional or national constitutions/organizations. If affiliated with another organization, a copy of the constitution of the affiliated organization must be submitted to the SAO office.

Article X-Advisor
State procedures for the qualifications and selection of a faculty/staff advisor and the functions or duties of said person.

Article XI-Amendments
Provisions for amending the constitution. State how an amendment will be presented, to whom within the organization it will be presented, and by what vote it must be passed (e.g., two-thirds majority). Amendments will be effective upon approval by The University of Texas at Arlington (HOP 10-303).

Article XII-Rules and Regulations
The organization will function in accordance with all University rules.

Article XIII-Bylaws (if applicable)
Bylaws are rules to be adopted by the group that govern items which are subject to change more frequently than items in the constitution. Because of this, the process for changing bylaws should be somewhat easier than amending the constitution. Bylaws typically cover such areas as: the parliamentary authority for meetings, specifications for election speeches and campaigns, times and locations of meetings, and so forth. State procedures for the inclusion of any rules or regulations specific to the organization.

Ratification
The president (or chief executive officer) and faculty/staff advisor sign and dates the constitution upon its ratification by the membership to attest that all procedures therein have been agreed upon and followed. The hard copy of the constitution is to be submitted to Student Activities and Organizations for final review and approval. State the method and procedure for approval of the constitution and provide signatures in a manner such as below.

Example:
Adopted on this _____ day of ______ in the year ___________ by _______ members present.

Blaze Maverick  2/1/20XX  John Doe  2/1/20XX
President (or C.E.O.)  Date  Faculty/Staff Advisor  Date
Student Organization Resources & Services
Registered student organizations are entitled to utilize several special services offered by campus departments. These services are either free or available for a nominal fee.

Space Reservations
Student organizations are encouraged to hold events and meetings on campus. The basic space reservations are free of charge for all registered student organizations to hold an event or a meeting. Available spaces include outdoor mall areas, University Center rooms, intramural fields and rooms through the Maverick Activities Center (MAC), and academic classrooms. A Campus Event Planning Sheet must first be completed and approved by the Office of Student Activities & Organizations (SAO).

Reduced Audio/Visual Packages
Student organizations receive 50% off all audio/visual equipment (sound system, laptop, LCD projector, screen, internet access, computer remote, microphone, CD player, etc.) and set-up for events held in the University Center. Individual items and/or packages are requested on the Campus Event Planning Sheet, located in Student Activities & Organizations.

Student Organization Accounts
All student organizations are eligible to open a campus account to hold organizational monies. These accounts are maintained by UT Arlington’s Bursar’s Office, located in Davis Hall. There is no banking fee associated with these accounts. Account information is posted in the Documents section of the organization’s MavOrgs page and visible only to members.

Printing
www.uta.edu/organizations
Organizations who are active and in good standing* will be allowed to use a $100.00** per organization, per academic year towards printing. If you have any question, please email mavorgs@uta.edu.

To ensure the success of this program there are some rules that must be followed:
1. The Student Organization’s name must be listed on all printed material (UTA or UT Arlington should not precede your organization’s name).
2. If items are being posted, there must be a 2 inch by 2 inch white square in the bottom right corner.
3. All events must be happening on the UT Arlington campus.
4. All posters/flyers must be print ready. We will not edit your images for size/grammar or content.

*Good Standing – all organization materials have been submitted to SAO, no debt to the University, risk management completion. **Not an actual cash value; can only be used for Student Organization printing through SAO.
Outstanding Student Organization Award
www.uta.edu/SAO
This award program recognizes organizations, which have shown excellence in serving their members, the University, and/or the community. Each organization is considered on the basis of its merits and unique qualities. These awards are given in the Spring semester and come with a plaque and monetary award.

Program Assistance Funds
www.uta.edu/sc
Monies are available through Student Congress, usually on a matching basis, to assist organizations in bringing programs and events to the campus community. Application forms and criteria are available on the Student Congress website.

UTA-HOSTS! Peer Mentor Program
www.uta.edu/hosts
Student organization members and officers are invited to become UTA-HOSTS! mentors. UTA-HOSTS! is a peer mentoring program that matches upperclassmen with new students of the same major. You can help a new student adjust to college life. Mentoring does not take a lot of time but can make a big difference in new students’ transition from high school to college. Organization members are encouraged to serve as mentors and help build community at UTA!

Student Organization Development (SOD) Sessions
The Office of Student Activities & Organizations provides a series of workshops throughout the year to aid in the development of student organizations. SOD Sessions aim to educate student organizations on processes, procedures, event programming, and basic organizational Activities. They cover topics such as event planning, paperwork, officer transitions, building relationships, MavOrgs, and more. A calendar with these dates is e-mailed to officers at the beginning of every semester as well as posted online on MavOrgs.

Digital Media Classroom
www.uta.edu/library/dms
This self-service multi-media production and training facility is located in the Central Library Building, Room B29. Computer hardware and software suited for developing almost every type of multimedia project is available. Staff members can help with design and formatting for your organization’s advertising materials. Contact 817-272-1345 for more information.

Campus Dining Services
Campus Dining Services offers a total catering department for food and beverage, serving large
and small functions. Campus Dining Services also offers to registered student organizations the use of equipment such as portable barbecue grills, utensils, and coolers.

Registered Student Organizations’ Relationship with UT Arlington

Representation
Whether you are on or off campus, keep in mind that you are a representative of your student organization as well as a representative of UT Arlington. Negative actions like fighting, vandalism, arrests, etc. will invariably reflect poorly on your record as well as possibly tarnishing the reputation of your organization.

Using the University’s Tax Exemption
Student organizations, while registered with the University, are not officially an agency of the institution. Section 3 of Regents’ Rule 50202 states that student organizations “shall not suggest or imply that it is acting with the authority or as an agency of that institution.” Since organizations do not have University authority nor function as officially entities of the University, they cannot use the University’s tax ID. If you would like information on obtaining tax exemption for your organization, please visit the Internal Revenue Service tax site at http://www.irs.gov/charities/article/0,,id=136200,00.html

Registered Student Organization Discipline & Suspension

If an organization violates the Regents' Rules and Regulations, University regulation, administrative order, or federal, state or local law or regulation, it is subject to disciplinary action. Before a hearing is conducted on an alleged violation, the Office of Student Conduct must notify a registered student organization in writing of the date, time, and place for the hearing. If after the hearing the organization is found to have violated the Regents' Rules and Regulations, University regulations, administrative order, or a federal, state or local law or regulation, the Office of Student Activities & Organizations or Office of Student Conduct may:

1. suspend the organization’s privilege to publicly post signs, set up a booth, publicly assemble or demonstrate in the name of the organization, present activities, publicly raise funds, reserve the use of University facilities, or participate in other university sponsored events;
2. place the organization on probation for a specific period of time;
3. place the organization on suspension for a specific period of time;
4. cancel the registration of the organization permanently; or,
5. enact other sanctions as deemed appropriate under the circumstances.

Logos, Trademarks, and Marketing Material Guidelines
All departments and student groups are welcome to create a design of their choosing for print materials (posters, flyers, banners, postcards, and advertisements), apparel (event t-shirts), and promotional items (magnets, cups, binders, picture frames, etc.). All marketing materials, however, that are created must include the appropriate logos and follow the color and text guidelines, which are both explained below.

**University Logos**
Student Affairs departments and student groups, which are advised and funded by the Division of Student Affairs may use the UT Arlington logos and mascot marks on their marketing materials.

Please visit [uta.edu/ucomm/identity](http://uta.edu/ucomm/identity) to review the University Communications logo guidelines and to access the files. Each logo and or mascot mark has their own set of guidelines. Be sure to review and follow all of the guidelines for each file before using it on your materials. Below are more items to note:

- You must have a valid NET ID to access and download the files.
- You may not alter any of the logos or mascot marks in any way.
- You may not combine any of the logos or mascot marks with any other artwork.
- The logomarks and mascot marks are available in different color versions. Please use the color version on your marketing material that allows for the logo/mark to be the clearest and most visible that it can be on your material. An example would be if you are printing a blue poster or a blue polo shirt, download and use the ‘reversed’ or white version of the logo.
- When using any of the UT Arlington logomarks, make sure that the star in the center is always beveled.

Student groups, which are advised and funded by the Division of Student Affairs, may use their own unique student group logos on their marketing materials. When including a student organization logo on your marketing materials, there are several important items to remember, which are listed below:

- If you are printing an item that will not be brought off campus, like a poster or flyer, it is not required that you also incorporate the university name (by including a university-made logo) on to your material.
- If you are printing an item that will be brought off of campus like a t-shirt or promotional item, you need to include one of the university-made logos (one that incorporates the entire university name) on your material. Please visit [uta.edu/ucomm/identity](http://uta.edu/ucomm/identity) to review the University Communications logo guidelines and to access the files.
- If your student org logo does not include text within it that says ‘A Program of the Division of Student Affairs’ or ‘Division of Student Affairs’ you will need to incorporate this text on to your marketing material.
- If your student group would like to refresh or alter your logo, it will need to be submitted, reviewed and approved by the VPSA Office.

Please visit the VPSA Marketing Office Website at [http://www.uta.edu/studentaffairs/about/logo-guidelines](http://www.uta.edu/studentaffairs/about/logo-guidelines) for more information or contact them.
in Davis Hall at 817-272-6080.

**Remaining Active as a Registered Student Organization**

An organization may be placed on either permanent or temporary inactive status for various reasons. *Permanent inactive status* means the organization must resubmit an application to the Committee on Student Organizations for re-registration. *Temporary inactive status* means the organizations need only remedy the circumstance that was the cause for such classification. Generally, the cause for inactive status can be attributed to the lack of attention to University Regulations, HOP, and/or Regents' Rules. It is, therefore, imperative that you be familiar with these regulations and keep abreast of any changes. The requirements are as follows:

**University Regulations**

Each student organization is expected to adhere to applicable University regulations as they are set forth in this document, the Handbook of Operation Procedures (HOP), and the Regents' Rules.

**Re-registration**

*Rexents’ Rules Chapter 50202 §1, 6.1; HOP 3-300, 3-501*

The Regents require all registered student organizations to re-register at within ten (10) days of the beginning of each long semester, regardless of any changes. All RSO re-registration is required at the beginning of each long semester (Fall & Spring). All materials are to be completed online via MavOrgs.

**Notification of Change in Officers**

*HOP 3-402*

Notification of new officers is required ten (10) days after an organizational election or other change of officers. Thus, it is quite possible to submit this form twice in the same semester. (Summer terms are excluded). New officers can be reported to the Office of Student Activities & Organizations by e-mail or hard copy. Failure to update officers with Student Activities & Organizations for three (3) consecutive semesters will automatically place the organization on permanent inactive status.

**Risk Management**

Risk management compliance is mandatory for all registered student organizations once per calendar year (at the beginning of Fall semester). Per the Implementation of House Bill 2639, Senate Bill 1138, and Texas Education Code 51.9361, student organizations are required to learn about potential risks to facilitate safe and successful events and interactions. To determine what kind of risk management training is necessary, Student Activities & Organizations releases a list delineating which organizations are Tier 1 and which are Tier 2 each year.
Tier 1 Organizations

The President and one other officer (Vice President, Secretary, Treasurer, etc.) must attend one in-person risk management session. Several sessions are offered at the beginning of the Fall semester by Student Activities & Organizations. Additionally, upon completion, officers verify that they will present the information covered in the module to the organization within thirty (30) days.

Tier 2 Organizations

Tier 2 organization Presidents will be required to complete the online Risk Management module that includes information on hazing, alcoholic beverages, travel and general Risk Management information. This module must be completed by the President. Additionally, upon completion, the President verifies that he or she will present the information covered in the module to your organization within thirty (30) days.

Outstanding Debts

Regents’ Rules Chapter 50202 §6.4; HOP 6-300, 3-303

If an organization is past due on any debts to an office of the University, the organization will be placed on temporary inactive status pending payment of their debts. No organization or group, whether registered or not, may use the facilities of any institution as long as it owes a monetary debt to the institution and the debt is considered delinquent by the Office of the Bursar.

Profit/Loss

HOP 3-603

If an organization has any campus activity for which there is a charge, a "Profit/Loss Statement" must be submitted to the Student Activities and Organization Office no later than five (5) class days after the event. Failure to do so will result in temporary inactive status.

Minimum Membership

All student organizations must maintain a membership total of eight (8) students each semester. Should an organization fall below eight members, it will have two long semesters (one calendar year) in which to increase its membership to eight. During this probationary period, certain restrictions may be placed on the organization. Failure to achieve eight members within the allotted time will subject the organization to being placed on permanent inactive status.

Constitutions

HOP 3-303

University approval is required for any changes in an organization's constitution or bylaws. Submit the proposed amendments to the Office of Student Activities & Organizations. In addition, it is important to note that only organization officers and/or their advisors are empowered to conduct official organizational business with the University. If any questions
arise, be sure to consult the Office of Student Activities & Organizations for clarification.

Q/A: What happens if my group becomes inactive?

Temporary Inactive Status
The organization will be unable to make room reservations, have flyers/banners stamped, or utilize their on-campus account. Essentially, the organization is denied those university privileges given to registered student organizations. Once the issue is remedied (i.e., the MavOrgs re-registration is completed, risk management is completed, a Profit/Loss Statement is turned in, and/or a debt to the University is paid), reservation, posting, and account privileges will be returned to the organization.

Permanent Inactive Status
Organization information is referred to the Committee on Student Organizations. Once the Committee declares the group to be permanently inactive, the advisor is notified and the organization is removed from the MavOrgs Organizational Directory. Activities will be limited to those necessary to re-start the organization (essentially, completing the same steps required to start a new organization.) Any funds remaining in an on-campus account are swept to a general holding account.

If any questions arise, be sure to consult the Office of Student Activities & Organizations for clarification.

Q/A: Why does my organization have to complete a Profit/Loss form?

The Handbook of Operating Procedures (HOP) requires that this information be collected. (See HOP 3-603). The Profit/Loss Form is designed to help student organizations maintain positive account balances and facilitate streamline and transparent communication with the University regarding money handling.

Special Categories of Organizations
Two categories of registered student organizations must satisfy requirements beyond those outlined in this handbook in order to be recognized as a social fraternity/sorority or sport club. These groups have additional privileges and responsibilities deriving from their administrative department.

Social Fraternities and Sororities
In order to function as a social fraternity or sorority at UT Arlington, an organization must be recognized and maintain its standing with the office of Fraternity and Sorority Life (FSL). It must also be admitted into one of the following governing councils: College Panhellenic,
Interfraternity Council, Multicultural Greek Council, or National Pan-Hellenic Council.

- If an organization loses recognition by the FSL office or its governing council, the organization will become inactive for the time period as determined by FSL or the governing council. Inactive organizations will not be allowed any privileges awarded to active student organizations provided by UT Arlington. Once the specified time period has passed, an organization shall petition FSL and the appropriate governing council for recognition and/or readmission provided university requirements are met through the office of Student Activities & Organizations.
- In the event an organization petitions FSL or its council and is denied admission or recognition, the organization may appeal the decision in writing within five class days to the vice president for student affairs. The vice president will have the final decision on the organization's admission, recognition and registration.

For specific information on Fraternity and Sorority Life contact (817) 272-9234 or greeklife@uta.edu.

Sport Clubs
Athletic or recreational student organizations may seek to be classified as a Sport Club. Should an organization wish to become a Sport Club, it must first be registered and in good standing with Student Activities and Organizations. Its leadership may then apply to the Department of Campus Recreation for recognition as a Sport Club. For specific questions regarding requirements and privileges, please contact (817) 272-3277 or campusrec@uta.edu.
Section III: 
Managing a Successful RSO
**Student Organization Development (S.O.D.) Sessions**

The Office of Student Activities & Organizations (SAO) at UT Arlington is available to offer consultation to your organization. SAO Staff can assist you with group dynamics, organizational development, paperwork, conflict mediation, and much more. Contact the SAO Office at (817) 272-2293 to make an appointment. SAO also offers a series of workshops titled “Student Organization Development Sessions” or “S.O.D. Sessions” designed to aid in the development of student organizations. S.O.D. Sessions aim to educate student organizations on processes, procedures, event programming, and basic organizational Activities, covering topics such as event planning, paperwork, officer transitions, resumes, building relationships, MavOrgs, and more. A calendar with these dates are e-mailed to officers at the beginning of every semester, posted via flyers around campus, advertised online on MavOrgs, and posted online on the SAO website [www.uta.edu/sao](http://www.uta.edu/sao).

**Student Organizations Newsletter**

In order to keep student organizations in the loop about important announcements Student Activities & Organizations sends out the *MavOrgs Leader*, a regular e-newsletter. The newsletter contains important messages from SAO, inspiration for the week, opportunities & announcements, and upcoming campus events. It is important for officers to share this information with the rest of their organization. Not receiving The MavOrgs Leader? Email sao@uta.edu today to be added to the list.

**Member Recruitment & Retention**

Strong membership is important for any organization to continue and succeed. You should make it a priority to recruit high-quality individuals for your organization that share similar values and goals. Keep in mind that it is vital to have younger members of your team as well to be groomed for future leadership.

**Recruitment**

Set Recruitment Goals

- For the year/semester/month
- How many people do you want in your organization?
- Reachable and reasonable
- Quantify and be specific
  - One new member a month?
  - *E.g.*, Increase our total member population by 10% within six months.
  - Each member invite one friend to future meeting

Know, Understand, and Sell Your Vision

Potential members know nothing about your organization. They are relying on knowledgeable members to answer their questions about the organization. You need to present clearly who you are and what you do.

Consider creating a 30-second “elevator speech” for your organization. It should include the
following:

- Purpose
- Past successes
- Types of activities
- Future plans/direction
- Expectations of members
- Benefits to members

**When to Recruit**

Recruitment should be an ongoing goal. A calendar of recruitment details and events might prove helpful. You should spread efforts out throughout the year instead of cramming them in at the beginning of each semester. All members should be active recruiters! This is not just the job of the recruitment chair, but should be everyone’s objective.

**Officer Transition & Evaluation**

The key to continued organization success is proper transition of new officers. Graduating or outgoing officers should plan an intentional transitional workshop and/or retreat for new officer to offer guidance and pass along information and tips for success. Here are some potential topics to discuss at this meeting:

- Historical perspectives of the organization
- Constitution and by-laws
- Policies and procedures
- Officers job descriptions’ / background information
- Meeting minutes, historical records
- Previous years’ goals, projects, and activities
- Preview years’ budget
- Financial records
- Suggested changes
- Roles and responsibilities
- Resources of contact lists of important people
- Roles and expectations of officers and advisor for the coming year
- Leadership/skill-building sessions – can be facilitated by advisors, outgoing officers, or outside resources and may include: delegation, recruitment ideas, communication, etc.

- Closure
- Always ask for feedback and questions
- Passwords, Copy Codes, email address information, etc.

Other helpful hints before old officers depart:

- *Evaluation*—Complete an organization self-assessment and pass it along to your new officers. Ask yourself:
  - What went well?
  - What didn’t?
- Were the goals reached?
- How can we improve?

- **Account Signature Card**—Be sure to inform your new officers of account processes. You will need to have them fill out a signature change on your organization’s Account Signature Card, so as to grant account access to the new officers.

- **Inform SAO of officer turnover**—While you will report new officer information in your organization’s required semester re-registration, it would be helpful to inform SAO as sooner as officer turnover takes place. Please send an e-mail to mavorgs@uta.edu with the following information:
  - Name of new officer
  - Officer Position
  - 1000# (MavID)
  - E-mail address
Section IV:
Risk Management
What is Risk Management?
It is the goal of UT Arlington and Student Activities & Organizations to help student leaders and advisors facilitate experiences that are safe and successful. Risk Management is the process of advising organizations of the potential risks involved in their events and activities, providing education about how to mitigate these risks, and taking proactive steps to minimize accidental injury and/or loss. For questions, more information, or to create your organization’s own risk management plan, please contact our office.

Implementation of House Bill No. 2639 (2007)
The Texas Education Code (§51.9361) mandates risk management education for members and advisors of student organizations registered at postsecondary educational institutions addresses:
1. possession and use of alcoholic beverages and illegal drugs;
2. hazing;
3. sexual abuse and harassment;
4. fire and other safety issues;
5. travel to a destination outside the area in which the institution is located;
6. behavior at parties and other events held by a student organization;
7. adoption by a student organization of a risk management policy; and
8. issues regarding persons with disabilities

Classification and Requirements
UT Arlington classifies registered student organizations into two groupings, Tier 1 and Tier 2, based upon the scope of their activities, and the known and perceived risks associated with these activities. Tier 1 are those organizations that the university identifies as required to attend an in-person risk management program. Tier 2 organizations are the remaining organizations, which will be required to complete an online risk management module.

Tier 1 Organizations
Tier 1 organizations are those that contribute to the mission and culture of the university by routinely participating in activities and presenting events for their members and invited guests. These organizations are often housed within or connected to larger departmental organizations or departments/offices on campus. The activities and events of these organizations are considered to involve a moderate to high level of complexity due to their nature and/or scope.

Tier 1 organizations are typically those that:
• Sponsor large-scale events (300+ in attendance) that are social in nature
• Plan or host activities that would require insurance for the organization’s protection
• Sponsor event(s) that the University determines there is a need for special security

In addition to the responsibilities of all registered student organizations, Tier 1 organizations:
• Must have a full-time university employee to serve as the organization’s advisor. The advisor will be selected in cooperation with the Department of Student Activities and Organizations.
• Will be assessed during the registration process to determine whether the organization must meet additional requirements, such as developing an operations manual and/or carrying additional liability insurance
• Are responsible for complying with any additional requirements, stipulations, or restrictions placed on their registration
• Must attend an in-person, risk management training annually. The president and at least one other officer are required to attend.

Examples of Tier 1 Student Organizations:
• Fraternities and Sororities
• Sport clubs

In addition, ROTC, Athletics, Spirit Groups and the Marching Band will be invited to participate.

Requirements:
• The president plus one other officer of each Tier 1 organization are required to attend.
• The president of the organization will sign a verification statement that within thirty (30) days the information presented at the program will be disseminated to members of their organization.
• Advisors for these organizations will be asked to complete, one time, an online module
• The penalty for non-adherence will be placement of that organization on inactive status. If the advisor fails to adhere the organization has thirty (30) days to remedy the situation. The organization may remedy the situation by having the Advisor complete the module or selecting a new advisor who completes the module. Failure to remedy will be placement of the organization on Inactive Status.

Exemption from Tier 1:
Organizations may submit a written request for exemption from Tier 1 Status which would then be reviewed by a committee. If an exemption is granted the organization must then fulfill the requirements of Tier 2 and any committee recommendations. Some reasons for exemption may include:
• Organizations that meet less than three times per year.
• Organizations that have no elected officers.

**Tier 2 Organizations**
Tier 2 organizations are those that are consistent with the mission and culture of the university
and primarily present events limited to their membership. These organizations are primarily interest groups capable of functioning with minimal support from or interaction with the university. The activities and events of these organizations are considered to involve a lower level of complexity due to their limited scope.

Requirements:
In addition to the responsibilities of all registered student organizations, Tier 2 organizations:

- Must have a full-time university employee to serve as the organization’s advisor.
- Are responsible for complying with any additional requirements, stipulations, or restrictions placed on their registration
- Must have the president of the organization complete an online, risk management module annually.

Hazing
Hazing in state educational institutions is prohibited by both state law (Sections 51.936 & 37.151 et seq., Texas Education Code) and by Regent’s Rules and Regulations (Rule 50101). Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing. The University of Texas at Arlington regards hazing as a serious issue and is committed to the removal of any such practice. The Student Activities & Organization staff is prepared to assist any organization with a review of its activities to ensure they do not violate the hazing law.

Individuals
A person commits an offense if the person:
1. Engages in hazing;
2. Solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
3. Recklessly permits hazing to occur; or
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution

An organization and/or an officer, or any of its’ members, new/associate members, or alumni who commit or assist in incidents of hazing may also be charged with violation of the hazing laws, and may also incur significant financial consequences.

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

Definition
The term “hazing” is broadly defined by statute to mean 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 an organization. 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 subject the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity involving the consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance 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 that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described in this subdivision; and
- Any activity that induces, causes, or requires the students to perform a duty or task that involves a violation of the Penal Code.
- The fact that a person consented to or acquiesced in a hazing activity is not defense to prosecution.

The University of Texas System Board of Regents’ Rules and Regulations, Rule 50101, Sec 2.8 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 (Texas Education Code, Section 51.936). Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of the prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline”.

Hazing with or without consent of a student is prohibited by the System, and a violation of the prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities by organizations may include no feature which is dangerous, harmful, or degrading to the student, and a violation of Rules include, but are not limited to, calisthenics, such as sit-ups, push-ups, or any other form of physical exercise; total or partial nudity at any time; 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; line-ups intended to demean or intimidate; transportation and abandonment (road trips, walks, rides, drops); confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small); any type of personal servitude that 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 room for clean up; demeaning names; yelling and screaming; and requiring boxing matches or fights for entertainment.

**Immunity**
In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the dean of students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subject to hazing may make a good faith report of the suspected hazing activities to the police or other law enforcement officials and is immune from civil or other liability that may 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.

**Recent UT Arlington Hazing Sanctions/Penalties**
Over the past three years, the following organizations have been found responsible for a hazing violation:

- Sigma Chi - Theta Kappa Chapter
- Lambda Theta Alpha-Beta Nu Chapter
- Pi Kappa Phi - Delta Psi Chapter

Further information about hazing, section 51.936 of the Texas Education Code, is available in hard copy in the Office of Community Standards located in the University Center Suite B170. If you have any questions related to hazing or to make a report please contact the Office of Community Standards at 817.272.2354 or conduct@uta.edu.
Event Security
Student organizations hosting on-campus events that have been advertised to the community at large as an open event may be responsible for providing University Security at the event. Upon submission of the ‘Campus Event Planning Sheet’ to the Office of Student Activities & Organizations, University administrators will determine the nature and extent of security required for each event. Generally speaking, those events in which a charge or admission may be levied, that is a dance or social event, that involves alcohol, that is held on a Friday, Saturday, or Sunday, or that may involve non-university entities as event co-participants are subject to this guideline. The cost associated with Event Security (provided by UT Arlington Police) varies, in most instances, will be incurred by the student organization. For additional information, please see UT Arlington Policy 6-6 at http://www.uta.edu/policy/procedure/6-6

Alcoholic Beverage Regulations
Regents’ Rules and Regulations prohibit the use of alcoholic beverages in or on University facilities. The President of the University may waive this prohibition in special circumstances.

A student organization holding an off-campus event that involves alcoholic beverages may contact the Office of Student Activities & Organizations for information regarding the legality of such events and advertising such events on campus. Some observations regarding off-campus alcohol events:
1. Any group or individual of legal age may hold a social function, purchase liquor and serve liquor as long as ticket sales are not associated with the function. An individual or group not holding a beer or mixed beverage license may not resell the beer or liquor in any manner. (Vernon's Annotated Penal Code, Article 666-4, Section 4A.)
2. An individual or group may not charge for room, dance, band, etc. with beer or liquor on the premises, even if the beer or liquor is donated or if the beer or liquor is given away free. (Legal opinion delivered by Texas State Attorney General.)
3. Donations cannot be taken at the door for an event that involves beer or liquor (Vernon's Annotated Penal Code, Article 66-4, Section 4, Arlington City Ordinance).
4. A group or organization may charge at the door if the event is held on licensed premises and if the holder of the license charges each individual by the drink (Vernon's Annotated Penal Code, Article 666-5, Section 4).

A student organization holding an on-campus event at which alcohol will be served, the organization must contact the Office of Student Activities and Organizations at least three weeks in advance to ensure the event’s legality. The approval form must make it through to the President of the University, which can take up to two weeks. The following are some important guidelines concerning the serving of alcohol:
1. No “free” drinks will be served unless served with a catered meal or reception.
2. No events where admission is charged and drinks are “free” will be permitted.
3. At events where alcohol is to be served, “cash bars” with tickets or “cash sale” of alcohol are the only methods approved for such services.
4. Management personnel from University Dining Services are responsible for proper enforcement of all Texas Alcohol Beverage Control Regulations and reserve the right to refuse service to any customer and may, at their discretion, check proper age identification as a prerequisite to any person’s requesting service at any event.
Alcoholic beverages may be served for a maximum of four (4) hours during an event and shall not be served between the hours of 2:00 a.m. and 1:00 p.m. on Sundays. Meetings or events organized and presented by a registered student, faculty, or staff organizations are not events sponsored by the University, and no alcoholic beverages may be served or consumed at such meetings or events. All University rules and regulations and state laws relating to alcoholic beverages will be strictly enforced. Alcoholic beverages are to be purchased from and served by University Dining Services.

Travel

Regents’ Rule 50601; HOP Chapter 6-600
Student organizations may choose to travel for several purposes, including conferences, competitions, retreats, and team-building activities. These excursions can prove to be of great value to an organization, helping them to strengthen relationships among members, learn more about their particular area of interest, develop leadership skills, accomplish goals, represent UT Arlington to the outside community, and much more; however, travelling can be a risky activity. UT Arlington’s travel policy is in place to decrease these risks.

Student/Group Travel Form and the University Request for Travel Authorization are required at least 10 days prior to the date of travel for groups that use University funding and wish to:

- Travel more than 25 miles from the University campus
- Use a vehicle that is owned or leased by the University
- Attend an event at which attendance is required by the student organization

All forms and additional information are available in the Office of Student Activities & Organizations and on the SAO website www.uta.edu/SAO. It is highly suggested that, prior to travel outside of these parameters, student organizations visit the Office of Student Activities & Organizations to receive information about liability and to consider using waivers that are available in SAO.

Safety Rules

- Seat Belts - 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 Substance Prohibited - Occupants of motor vehicles shall not consume, possess 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 in applicable University policies, federal or state law or regulation, whichever is lower.
- License and Training - Each operator of a motor vehicle shall have a valid operator's license and be trained as required by law to drive the vehicle that will be used.
- Proof of Insurance, Inspection and Safety Devices - Each motor vehicle must have a
current proof of liability insurance card and state inspection certification, be equipped
with all safety devices or equipment required by federal or state law or regulation, and
comply with all other applicable requirements of federal or state law or regulation.

- Legal Operation of Vehicles and Driving Schedule - Operators of motor vehicles shall
  comply with all laws, regulations and posted signs regarding speed and traffic control and
  shall not operate the vehicle for a continuous period that is longer than three (3) hours
  without at least a fifteen-minute rest stop. There shall be no driving between the hours of
  11:00 p.m. and 6:00 a.m. without prior approval of the appropriate administrative official.

- Operators of Vehicles - All operators of vehicles owned or leased by the University shall
  be employees of the University and shall have a valid operator's license for the operation
  of the particular vehicle. In addition, the operator shall have a current Motor Vehicle
  Record on file with the designated University office and must be authorized to drive a
  University vehicle in accordance with the policies of the University.

- Travel using rented vehicles shall comply with HOP §6-603.A. and, when applicable,
  with the state contracts of rental cars and all applicable requirements of The University of
  Texas System Business Procedures Memoranda.

Waivers
In order to help protect your organization, it is necessary that participants are warned of the
inherent dangers that might be involved in your event/activity. Student Activities &
Organizations highly suggests that all participants of potentially hazardous activities sponsored
by your student organization sign a document stating they understand the involved danger(s) and
assume the responsibility for any loss or injury that could occur as a result of participating. You
are also strongly encouraged to clearly present the dangers/risks present at your event or activity
with all participants so as to ensure all persons are participating freely and knowledgeably.

The Office of Student Activities & Organizations has a standard waiver that can be adapted for
use by your organization for a specific event or activity. Copies of blank waivers can be
obtained online via www.uta.edu/SAO or by visiting the Office of Student Activities &
Organizations located in the Lower Level of the University Center, Suite B120.
Section V: 
Event Planning
Registering Student Organization Events/Activities

All on-campus events must be registered through Student Activities and Organizations. All on and off-campus events with alcohol must be registered through Student Activities and Organizations. All off-campus events that do not involve alcohol should be registered to assist with recognition and publicity.

[Note: “Event” refers to any organizational activity, including but not limited to, general body meetings, executive board meetings, fundraisers, promotional tables, banquets, and programs/events.]

All on-campus events should be registered on a Campus Event Planning Sheet. All off-campus events should be registered on an Off-Campus Event Planning Sheet. Refer to page 63 for more information regarding event forms.

Event Planning Tips

The most crucial element of any program is the planning that precedes the actual event. Planning, more often than not, is the element that determines the success or failure of a given event. Some general guidelines that might prove helpful:

- **Secure an event location before you plan.**
- **Begin planning well in advance to assure a quality program.**
- **Be aware of the audience to which you will appeal. Schedule it at a time and place that is most convenient to that group. Concentrate most of the advertising budget on that group.**
- **Do not skimp on advertising and think ahead. Three signs on campus do not reach many people and neither do 50 fliers, two days prior to the event.**
- **Avoid conflicts with other events that appeal to the same audience.**
- **If the event is to take place outdoors, have a rain plan.**
- **Co-sponsorship with other student organizations and departments reduces financial risk and may lead to better attendance.**
- **Evaluate each program and learn from your successes and failures**

Student Organizations are required to comply with all University Policies, Regents’ Rules and Regulations of the University of Texas System and must be up to date with all forms and unpaid debts. “No organization or group, whether registered or not, may use the facilities of any institution as long as it owes a monetary debt to the institution and the debt is considered delinquent by the crediting institutional agency.” (Regents’ Rules Chapter 50202 §6.4)

Use the following Event Planning Guide to assist you in the event planning process. This optional guide provides your organization with a series of questions and aspects to consider when planning any type of event. This guide can be found in SAO and online www.uta.edu/SAO

Event Name ___________________________ Date of Event ________________
Organization ________________________ Event Coordinator(s) ________________
✓ Make sure that you have consulted the University Calendar (www.uta.edu/calendar) and MavOrgs (http://mavorgs.uta.edu) to avoid conflicts with University and Other Organization’s events.
✓ Remember to consider religious and cultural holidays that may conflict with your event.
✓ Ask yourself, “How does this event reflect and promote the goals or aims of the organization?”

Location
✓ To avoid unnecessary delay and confusion, it is very important to follow the correct procedures in reserving campus facilities for events or meetings. Refer to the Student Organization Handbook on the different procedures for reserving outdoor and indoor space on campus.
✓ A “Campus Events Information Sheet” is required to reserve ANY space on campus. They are available in the Office of Student Activities & Organizations, B120 in the Lower Level of the University Center.

Set Up Time ________________________ Event Start Time_______________________
Event End Time _____________________ Take Down Time_______________________
✓ If your event is outdoors, do you have a back-up rain plan? Have in mind an alternative location, date, and/or time.
✓ Check weather conditions and warnings in advance.
✓ What time will you decide to move or cancel the event in case of inclement weather? Who will make that decision? How will you notify participants?

Estimated number of people attending ______________
✓ Be sure to consider the maximum capacity of your location/venue. University Center room capacities can be obtained at http://www.uta.edu/policy/documents/uc/roomdesc.pdf or at the Student Activities & Organizations office.

Event Budget $_________
✓ Make sure your budget covers all services required for the event, i.e. Security (if needed), facilities services, food, advertisement, etc.
✓ A Profit/Loss form is required for all events that will have an exchange of money (admission fee, sales, etc.) and must be submitted to the Student Activities & Organization Office no later than five (5) class days after the event. Failure to do so will result in temporary inactive status.
✓ If additional funds are needed, you can always apply to receive additional funds from Student Congress through their Program Assistance Funds Program. You can find the application online at the Student Congress Website (www.uta.edu/sc).

Free Speech

HOP 4-100; Regents’ Rule 80101, 40501
The freedoms of speech, expression and assembly are fundamental rights of all persons and are central to the mission of the University. Students, faculty and staff have the right to assemble, to speak, and to attempt to attract the attention of others and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen. Students, faculty and staff are free to express their views, individually or in organized groups, orally or in writing or by other symbols, on any topic in all parts of the campus, subject only to rules necessary to preserve the equal rights of others and the other functions of the University. It should be noted, however, that events reserved and scheduled through the Office of Student Activities & Organizations take precedence over non-reserved/spontaneous rallies, gatherings, and other forms of free speech conducted by an individual or a student organization.
Reserving Space

Five Steps to Space Reservations

1. Pick up all the necessary forms from Student Activities & Organizations.
   a. For any type of event you have on or off-campus, you will need to start with a Campus Event Planning Sheet.
   b. If you decide to bring food on campus not catered through Dining Services, you will to fill out a Food Waiver.
   c. For outdoor events on campus needing tables, chairs, fire extinguisher, or power cord: Table & Equipment Request.
   d. If there will be any exchange of money at the event, a Profit/Loss Form will be due five (5) days after the event.
   e. Complete the forms in their entirety.

2. Go to your advisor.
   a. *The Campus Event Planning Sheet will always need to be signed by your advisor.*
      For Greek Life organizations, you will need a stamp, and a signature from the Office of Fraternity & Sorority Life.

3. Return to SAO for approval.
   a. Bring all completed forms to the SAO office to obtain approval. Event consultation with the Assistant Director or Director is available, if needed. Form(s) will not be approved if there is a hold on your organization, your organization is not in good standing, or the form(s) is/ are incomplete.

4. Take approved forms to the appropriate place to reserve the space.
   a. UC Operations (all University Center rooms) Lower Level, B130; 817-272-2929
   b. Student Activities & Organizations (all outdoor space)
   c. Maverick Activities Center, Associate Director (Lonestar Auditorium, intramural fields, etc.)
   d. Office of the Registrar (all academic space) Davis Hall 129; 817-272-3236

5. Confirm your reservation.
   a. UC and academic space reservation confirmations will be sent via e-mail. All UC confirmations must be signed. You should always have copies of your confirmations and your Campus Event Planning Sheet present at your event.

E.H. Hereford University Center

Reservations for space in the University Center open the first week in November (for Spring semester) and the last week of March (for Fall semester).
Reservations must be made at least three (3) class days prior to the event; five (5) class days for personnel and special equipment requests.

- Take your stamped & approved "Campus Events Planning Sheet" to the University Center Operations Office and reserve the room, equipment, and services desired. *Use of equipment and services may result in charges.* Be sure the room reservation form
adequately represents the set-up and equipment you need for the event. Late requests may have charges associated with them or may not be granted at all.

- **Submission of the Campus Events Planning Sheet does not guarantee a reservation. No meeting, program, or activity for which a reservation is requested shall take place unless approved; no meeting, program, or activity shall be publicized until confirmation has been received.** The same officer must sign the confirmation in person in the Operations Office. At that time, the officer will receive a copy of the confirmation as well as the Statement of User Responsibility.

[Please Note: Student Organizations may not reserve the Palo Duro Lounge.]

**Academic Space**

- Take your stamped & approved "Campus Events Planning Sheet" to the Registrar's Office, 129 Davis Hall, to reserve the desired room.
- Reservations may not be made for use of academic space until two (2) weeks after the beginning of each semester to accommodate regular class schedule changes. Reservations for academic space must be made five (5) class days prior to the scheduled event in the Office of the Registrar, Davis Hall. Weekday use reservations must be canceled at least 24 hours in advance. If weekend use reservations are not canceled by noon on the Friday preceding the event, the rental charge will not be refunded. The “Campus Events Planning Sheet” MUST be picked up from the Office of the Registrar scheduling area prior to the event in order for the reservation to be completed.

**Outdoor Space (Mall areas)**

- When you complete your “Campus Events Planning Sheet” in the Office of Student Activities & Organizations, your outdoor space reservation will be reserved in the books there at the front desk.
- If you need a couple of tables, chairs, an extension cord, or fire extinguisher, or other equipment, you will need to fill out a Table & Equipment Request Form located in SAO and return your approved copies to UC Operations (see ‘Reserving Equipment’ below for more details).
- Individuals or organizations must have a sign or pieces of literature available identifying the person or organization sponsoring the table/event. Tables may not be placed on bridges, in parking lots, on streets, or within 25 feet of the entrance to a building. No tables are allowed in a library, classroom, lab, performance hall, stadium, dining facility, lounge, office, or hall less than 10 feet wide.

**Vehicle Access - Campus Interior/Pedestrian Areas**

In order to protect students, faculty, staff, property, and landscape, the operation of motorized vehicles on pedestrian areas is generally prohibited; however, permission can be granted to the campus interior for approved functions. Events that require loading and unloading on the campus interior need to be registered at least 5 days prior to the event. Load/Unload permissions allow a vehicle to drive to a specific location on campus, pick up or discharge cargo within a predetermined period of time.

All loading/unloading should be completed before 9 am and after 2 pm. No vehicles should be on the campus interior between these times.

Any motorized vehicles with two or more wheels when using pedestrian areas will:
• Operate at 5 mph (walking speed) to ensure pedestrian safety is not jeopardized.
• Understand pedestrians have the right-of-way at all times.
• Not block pedestrian ways, fire exits, fire access routes or handicapped ramps.
• Be especially careful backing.
• Will not operate a vehicle off of hard surface (paved) areas. Grass areas will not be used for shortcuts, routine travel or parking.
• Be responsible for any damage to university property.

If you need vehicle access to a mall area for set up for your organization’s event, you will need to fill out a Vehicle Access form, located in the Office of Student Activities & Organizations.

Other University Facilities
Take the stamped "Campus Events Information Sheet" to the office responsible for reserving the facility:

- **Maverick Activities Center**
  - Lone Star Auditorium
  - Campus Recreation
  - 500 W. Nedderman Drive, 817-272-3277

- **Intramural Fields**
  - Campus Recreation
  - 500 W. Nedderman Drive, 817-272-3277

- **The Green at College Park**
  - Campus Recreation
  - 500 W. Nedderman Drive, 817-272-3277

- **University Center Indoor Booths**
  - UC Operations
  - Lower Level B130, 817-272-2929
  - comes with a table upon reservation;
  - Table & Equip. Request form not needed

- **Central Library**
  - Central Library
  - 614 Library, 817-272-3391

- **Parking Lots**
  - Campus Police
  - 700 S Davis Street, 817-272-3381

- **Texas Hall**
  - Texas Hall
  - 817-272-2602 or 817-272-3101

- **Swimming Pools**
  - Department of Kinesiology
  - P. E. Building, 817-272-3288

- **Other Outdoor Areas**
  - Student Activities & Organizations
  - Lower Level, University Center, 817-272-2293

- **College Park Cente**
  - College Park Center
  - 601 S. Pecan Street, 817-272-5584
Building Usage Policies

In order to keep University facilities in the best condition possible for the next group using them; building policies have been established to ensure that everyone benefits equally from the facilities. Each area determines its own policies; therefore, any questions should be directed to the persons in charge of specific facilities. Some general guidelines are:

E.H. Hereford University Center

1. The organization reserving the room is responsible for the actions of all their guests, attendees, invitees, and members within the University Center (UC). The organization will be held accountable for any and all damages.
2. The University of Texas at Arlington is not responsible for items lost, left, or stolen.
3. Smoking is not permitted at any time within the UC.
4. Room reservations are not confirmed until all forms have been signed and returned to the UC Reservations office.
5. The person responsible for each event should check the room immediately upon taking possession. Look for items that are broken or any other obvious damage; report said damage immediately to the Building Supervisor.
6. If a group leaves the facility in such a condition as to require additional cleaning by UC personnel, the group will be charged for time and materials.
7. Tape, tacks, nails, and pins may not be used in or on any UC walls or surfaces. Leaning items on or against UC walls is not permitted.
8. The use of glitter and confetti is not allowed.
9. The use of candles and flammable materials is not allowed.
10. Cancellations must be received, in writing, one (1) business day prior to the event date.
11. UC furniture and equipment may not be moved or removed from the premises.
12. Approval to be in the UC beyond normal building hours must be secured in advance from the Director of the University Center at least seven (7) days prior to the event’s scheduled date.
13. Requests for technical equipment or services must be made a minimum of two (2) full business days prior to the event in order that scheduling arrangements can be made.
14. Outside food may not be brought into the UC without prior approval from the Director of Dining Services.
15. The possession and consumption of alcoholic beverages is prohibited on University property and in the University buildings without prior written approval of the President of the University of Texas at Arlington.
16. Events with attendance expectancies greater than 150 people may fall under the Party Procedures for Student Organizations as found in E.H. Hereford University Center Policies and Procedures.
17. Groups are expected to comply with University policies and Regents Rules and Regulations of the University of Texas System.
18. Event rooms are normally kept closed and locked at all times. We recommend that someone from your group arrive a few minutes early to ask the Building Supervisor to open your room.
19. A Building Supervisor is on duty at all times and may be called by using a wall radio.
There are directions for use at each wall radio station.
20. It is strongly suggested that technical equipment be tested well before the beginning of an event.

Maverick Activities Building/Lone Star Theater
1. The theater seats 490 people.
2. Reservations must be made five (5) days in advance but can be made as much as one year in advance.
3. Charges for the use of the facility will be determined by the nature of the event.

Classroom Space
1. Academic use of classroom/lecture facilities will have priority over any other event scheduled in those facilities.
2. All reservations for academic space must be submitted to the Office of the Registrar at least 5 working days prior to the event or meeting to be considered for space usage.
3. When, according to the University calendar, the University is officially closed, all academic facilities will be closed. Other facilities (Texas Hall, the Activities Building, and the University Center) may be in use when the University is officially closed as approved by the directors of those facilities.
4. Academic space may be used for meetings of student organizations when appropriate space is not available for them in the University Center.
   a. Space is available at no charge Monday through Thursday, until 10:00 p.m. and Friday until 5:00 p.m.
   b. Weekend use until 10:00 p.m. requires a charge of $5.00 per hour to cover costs of operation with four hours being the minimum charge, if space is not available in the University Center. A published list of available weekend use rooms will be made available by the University Reservationist so users can determine which space will best meet their needs.
   c. The user will be financially responsible for any damages or losses incurred. The organizational president is responsible under Regents' Rules.
   d. Charges must be paid at the time of reservation with the Registrar's Office.
   e. No food or beverage is permitted in the classrooms. All refreshments are to be served and consumed in vending areas. All trash, etc. is to be cleaned up and all chairs and tables returned to proper places.
   f. No candles, open flames or flammable materials may be used in any classroom building.
   g. Do not remove items placed on boards in the classrooms by academic classes.
   h. Do not use markers and or chalk that are not recommended for whiteboards or chalkboards.
   i. The priority for use of space is as follows with appropriate charges indicated:
      i. Academic classes
      ii. Other University Departments
      iii. University clubs and University-affiliated organizations (student organizations, faculty wives, A.A.U.P., etc.)
      iv. Outside users (community organizations, etc.) must be approved by the Vice President of Administration—Facilities Management.
Room Access Policy
Advisors are responsible for unlocking and locking interior doors for Student Organizational events scheduled in academic classrooms. Neither the Police nor Facilities Management are permitted to unlock interior doors. Keys are not issued to students or non-university users. The Registrar’s Office does not have nor does it issue keys to the rooms. Keys are issued through the Police-Key Shop.

Reserving Equipment
Student organizations are responsible for reserving the equipment necessary for all events and meetings.

University Center A/V Packages
The following audio/visual and equipment items are available for rental for student organization meetings and events held in University Center space. You will indicate which package you choose on your Campus Events Planning Sheet. Prices are offered to student organizations at a 50% discount.

- Lecturer’s Package $25
  - Sound system to fit audience, podium, wired microphone
- Presenter’s Package $50
  - Lecturer’s Package plus laptop (or DVD player) including audio feed, LCD projector, screen, internet access, computer remote
- Simulcast Package (2 LCDs)* $150
  - Presenter’s Package for multiple LCD projectors using one sources and a distribution amplifier
- Entertainment Package* $50
  - 1-8 wired microphones, sound system to fit audience, CD player, Panel Discussion (per microphone)

* A technician will be required to work the event at a rate of $20/hour.

Table & Equipment Request Form
Submit this form if you need any of the following for an outdoor event on campus. These forms are located in SAO and due at least three (3) class days prior to your event. On the day of your event, you will pick up your reserved equipment at the University Center Information Desk and return the equipment before close of business on the same day.

- Up to 2 tables
- Up to 4 chairs
- Extension cord
- Fire extinguisher (required for all grilling events)

Individuals or organizations must have a sign or pieces of literature available identifying the person or organization sponsoring the table. Tables may not be placed on bridges, in parking lots, on streets, or within 25 feet of the entrance to a building. Indoor tables may be reserved with permission from the unit or person controlling the space. No tables are allowed in a library, classroom, lab, performance hall, stadium, dining facility, lounge, office, or hall less than 10 feet wide.
Equipment Check-Out Request
Submit this form to request any equipment outside of the purview of the Table & Equipment Request Form to be used for your University Center event or meeting, such as coat rack, easel, arrows, AV cart, recycling bins, overhead projector, music stand, table stand, etc. These forms are located in the University Center Operations Office, B130 of the University Center, and due at least five (5) days prior to your event.

Other Equipment
When filling out your Campus Events Planning Sheet for a particular event that will take place in the University Center, you may indicate additional individual items that you might want for your event (i.e. a stage, lighting, etc.). You are also encouraged to set up a meeting with the University Center Operations Staff to discuss the details and set-up for your event. Staff members can help you with layout and event planning for the space that you reserve.

If your event requires special equipment in other spaces on campus (e.g. the MAC, classrooms, etc.), you will need to discuss those needs upon reservation with that department/building.

Budgeting & Paying for Your Event
(Also see Section VIII—Banking & Funding)
Many student organizations make the mistake of apportioning the entire event budget to the cost of the speaker/artist/performer. There are most often other expenses involved with an event that are crucial to consider when planning:

- Production Costs (*A/V packages, staging, etc.*)
- Advertising & Promotions  (*Remember, you have $100 of free printing money with SAO each year... use it!*)
- Supplies (*such as paper for fliers, posters, & programs*)
- Food
- Honorarium/Performance Fee (*travel, lodging, gift, etc.*)
- Hospitality (*food & amenities for the artist*)

Make sure to include all expenses for the event when budgeting so you can predict the *entire* cost.

Program Assistance Funds
(Also see Section VIII—Banking & Funding)
Student Congress has funding available for registered student organizations. These are supplemental funds that organizations may apply for in two areas: educational programs/activities or travel. Applications and more information are available in the Office of Student Activities & Organizations or online at [https://www.uta.edu/sc](https://www.uta.edu/sc)

Food Options
Campus Dining Services has the exclusive responsibility to provide food and beverage service
on the University campus; however, it is understood that from time to time, registered student organizations may wish to conduct food sales or bring in outside food for a meeting or an event. At campus events in which food is to be served, Campus Dining Services must be given the first opportunity to provide such services. If an outside food source is to be used, written approval must be secured through the Food Waiver Form. Food Waiver Forms are available in the Office of Student Activities & Organizations. [NOTE: Bake sales are the ONE exception for food waivers. A food waiver is not needed for a bake sale.]

Security

Student organizations hosting on-campus events that have been advertised to the community at large as an open event may be responsible for providing University Security at the event. Upon submission of the ‘Campus Events Planning Sheet’ to the Office of Student Activities & Organizations, University administrators will determine the nature and extent of security required for each event. Generally speaking, those events in which a charge or admission may be levied, that is a dance or social event, that involves alcohol, that is held on a Friday, Saturday, or Sunday, or that may involve non-university entities as event co-participants are subject to this guideline. The cost associated with Event Security (provided by UT Arlington Police) varies, in most instances, will be incurred by the student organization. For additional information, please see UT Arlington Policy 6-6 at http://www.uta.edu/policy/procedure/6-6

Amplified Sound

HOP 4-800

Want to have a DJ or play your own music at your outdoor event? You will need to consider the time and day of your event when planning. Student organizations may use amplified sound on campus at designated times and locations. Generally speaking, Amplified Sound Hour is considered to be 12-1 p.m. on Mondays, Wednesdays, & Fridays. SAO may limit the number or frequency of reservations for each person or organization to ensure reasonable access for all persons and organizations desiring to use amplified sound on weekdays.

- Library Mall
  - Designated boundaries of mall (bounded on the east side by the Central Library, on the west side by Cooper Street, on the south side by University Hall and on the north side by the Science Building).
  - University persons and organizations may use amplified sound in this area from noon to 1:00 p.m. on Mondays, Wednesdays and Fridays.

- University Center Mall/Engineering Mall
  - Designated boundaries of the mall (the sidewalk areas directly adjacent to the E. H. Hereford University Center).
  - University persons and organizations may use amplified sound in this area from noon to 1:00 p.m.

- West Lawn of Activities Building
  - Designated boundaries of lawn (the grassy area directly west of the Activities Building to the tennis courts).
- University persons and organizations may use amplified sound in this area from noon to 5:00 p.m.

- Nursing Park
  - Designated boundaries of the park (the area south of Nedderman Drive bounded by Parking Lot 48 and S. West Street).
  - University persons and organizations may use amplified sound in this area from noon to 5:00 p.m.

**Amplified Sound—Evenings & Weekends**

Use of amplified sound on evenings and weekends requires advance permission from Student Activities Organizations. With advance permission, student organizations may use amplified sound in the amplified sound areas (except for the Library Mall) after 5:00 p.m. Monday through Friday and after 8:00 a.m. Saturday and Sunday. If amplified sound is authorized for an event on a Sunday, Monday, Tuesday, Wednesday or Thursday evening, the sound must be turned off by 1:00 a.m. on the following day. If amplified sound is authorized for an event on a Friday or Saturday evening, the sound must be turned off by 2:00 a.m. on the following day.

**Amplified Sound—Indoors**

Amplified sound sufficient to be heard throughout the room may be used in any room in any building; however, Student Activities & Organizations may limit or prohibit sound that would be disruptive outside the room. Reservations may be required.

*Student Activities & Organizations reserves the right to prescribe rules concerning scheduling, sound levels, the location of speakers and direction in which they are pointed, and other rules to facilitate the use of weekday, weekend, and evening amplified sound areas, to mediate any conflict with University functions and other nearby activities, and to manage environmental impact. All such rules shall be reasonable and nondiscriminatory. Persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic through the area.*

**Notes on Specific Types of Events**

**Fundraising and Solicitation**

*HOP 4-205, 6-401*

Registered student organizations often need to raise funds on campus. It is important that organizations realize the importance of being recognized as educational entities and the need to direct their solicitations toward charitable causes—either inside the organization, the University, or the community-at-large. A registered student organization may advertise or sell merchandise, publications, food, or nonalcoholic beverages, or request contributions for the benefit of the organization, for the benefit of another registered student, faculty, or staff organization, or for the benefit of a non-profit 501(c)(3) organization. *(Regents’ Rules and the Handbook of Operating*
Procedures §6-401 have very specific rules regarding solicitation on campus. If an organization contacts you to solicit on campus, please do not hesitate to contact the Office of Student Activities & Organizations. [NOTE: Student organizations may not serve as a joint sponsor with outside entities for fundraising activities. See Section VIII—Banking & Funding for more information on Off-Campus Co-Sponsorships.]

While planning an activity, organizations should take care to note that the event must not:

- Disturb or interfere with the regular academic or institutional programs being conducted in campus buildings.
- Interfere with the free and unimpeded flow of pedestrian or vehicular traffic on sidewalks, streets, and places of entrance and exit from buildings.
- Harass, embarrass, or intimidate the person or persons being solicited.
- The University reserves the right to regulate time, manner, and place of all solicitations.

Traditional Fundraisers
These events are great ways to bring in extra funds and to promote your organization. Many organizations host traditional fundraisers such as these each semester:

- Cook-out/Barbeque
- Car Wash
- Bake Sale
- Requesting Donations
- Ticket sales for a party or event

Tax-Free Sales
Texas Tax Code §151-321
Texas law allows a registered student organization to be relieved from state sales tax liability for one fund-raising sale per month. All proposed sales events are subject to the Regents' Rules and to other institutional policies concerning the time, place, and manner of solicitation. The sales must be for the benefit of the registered organization or a non-profit organization. The items offered for sale may not be items that the organization has obtained on consignment. [NOTE: Only one hot food and one cold food sale can be booked per time slot in a given location. Reservations are first come, first served.]

Food Sales
Campus Dining Services has the exclusive responsibility to provide food and beverage service on the campus; however, it is understood that from time to time, registered student organizations may wish to conduct food sales as fundraising activities. Individual organizations may conduct such sales for a maximum of (10) ten days each long semester. Events involving the sale of any food items must be approved via a food waiver form. Food Waivers must be completed two weeks (14 days) before the event. Waivers are available in the office of Student Activities & Organizations. (For more information, see Section VII—Forms)
Bake Sales
All sales must be registered with the Office of Student Activities & Organizations. Bake sales held in the Business Building, and Science Hall are governed by the respective Constituency Councils. Contact the respective Constituency Council (via MavOrgs) to hold a bake sale in those buildings.

Demonstrations or Rallies
HOP 4-100, 4-1100
The freedoms of speech, expression and assembly are fundamental rights of all persons and are central to the mission of the University. Students, faculty and staff have the right to assemble, to speak, and to attempt to attract the attention of others and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen. To ensure that such activity does not disrupt the regular academic and institutional programs, we request that notification of intended use of a mall area be given to the Office of Student Activities & Organizations. Any person using or occupying a room or space without a reservation must yield control of the room or space in time to permit any organization with a reservation to begin using the space promptly at the beginning of its reserved time. Events at which amplified sound will be present require a reservation of University space.

University persons and organizations may respond to the speech, expression, or assembly of others.

1. Responders may not damage or deface signs or exhibits, disrupt public assemblies, block the view of participants, or prevent speakers from being heard.
2. Means of response that are permitted in many locations and without advance permission or reservation, distribution of literature, and public assembly without amplified sound, may be used immediately and in any location authorized in this policy.
3. Means of response that require advance permission or reservation, such as banners, A-frames, exhibits, and amplified sound, may be used as soon as the needed permission or reservation may be arranged. Banner space and some amplified sound areas may be unavailable on short notice because of earlier reservations, but the Office of Student Activities & Organizations shall expedite approval of A-frames, and available banner space and amplified sound areas where necessary to permit appropriate response to other speech, assembly, or expression.
4. Means of response that are confined to authorized locations, such as banners and amplified sound, may be used only in those locations. It is not possible to respond to amplified sound with amplified sound in the same location; similarly if an exhibit or public assembly is in a location where amplified sound is not permitted, it is not possible to respond with amplified sound in that location. In either case, it is possible to respond with amplified sound in another location and to use signs or distribution of literature to advertise the response at the other location.

Gambling
Student organizations are expected to abide by all State of Texas laws. Gambling as a form of a fundraiser or activity is not permitted. Types of gambling include:

- **Gaming** – where the outcome is decided largely by chance. Examples include bingo, raffles, and card games including blackjack.
- **Betting or wagering** - on the outcome of a future event. Examples include horse racing, Sports betting, and Internet betting.
- **Speculation** - such as gambling on the stock market.


**Raffles/“Chance Drawings”**

*Regents’ Rules 80103, HOP 4-205*

These activities can be conducted by a student organization twice per calendar year (according to the Charitable Raffle Enabling Act, effective January 1, 1990.) The raffle tickets should have the name of the organization, the price of the ticket, contact information, and a general description of the prize (if the prize to be awarded is over $10.) The prize cannot be money. Only members of the organization can sell the tickets. Visit the Attorney General of Texas’ website for more tips and information: [https://www.oag.state.tx.us/consumer/raffle.shtml](https://www.oag.state.tx.us/consumer/raffle.shtml)

**Poker/Casino Nights**

Poker and/or Casino night events are only permitted if each participant has an equal chance to win—it cannot be a “pay per play” set up and the outcome cannot be based on the participants’ skill or performance. To conduct this type of event in keeping with state laws and University policy, your organization would need to charge a one-price admission fee to all participants. Prizes can be awarded to those that are participating; however, these prizes cannot be cash.

If your organization is planning an event such as Casino Night, raffle “chance drawing,” or Poker Tournament, you must meet with the Director or Assistant Director of SAO at least two weeks prior to your event.

**Exhibits**

*HOP 4-700*

University persons and organizations may erect exhibits. Exhibits include, but are not limited to, A-frame signs, stand-up banners, tri-fold boards, and tables. The location is to be determined by the Office of Student Activities & Organizations, based on the nature, size, and structural quality of the exhibit. In locations administered by the Office of Student Activities & Organizations, each exhibit may be displayed for fourteen (14) days. The exhibit must be removed at the end of each day and re-erected each morning. Overnight exhibits may be authorized. A Campus Events Planning Sheet (found in the Office of Student Activities & Organizations) must be completed, indicating purpose and description of the exhibit. Exhibits should not interfere with the free and
unimpeded flow of pedestrian or vehicular traffic on sidewalks, streets, and places of entrance and exit from buildings.

**Guest Speakers**

One of the most common types of events sponsored by student organizations as well as faculty and staff organizations involves an off-campus speaker. This individual is either used to address group membership or the campus-at-large. Individuals may not host guest speakers.

In both instances, the organization should follow the general ‘Five Steps to Event Planning’ outlined at the beginning of this section (Section V—Event Planning). It should be indicated on the Campus Events Planning Sheet that an off-campus speaker will be presenting.

Some Important Points to Remember:

1. Registered student organizations may sponsor a specific candidate for public office. The speaker may not be co-sponsored with an off-campus interest and the audience must be limited to members of the organization or their personally invited guests.
2. No person shall be permitted to engage in speech, either orally or writing, which is directed to incite or produce imminent lawless action and is likely result in such action.
3. The speaker represents his/her own views and not those of the University.
4. A registered student organization may reserve either outdoor or indoor space and invite a specific speaker. Sponsoring speakers at an outdoor location requires at least one member of the organization to be present at all times. The organization must post its sponsorship of the speaker/event.
5. The speaker may distribute literature to those attending the event only, and may not accost potential listeners or help staff a table or exhibit.

**Movie Screenings**

*Student Organization Copyright Information*

If your organization is planning to show a movie outside of a home environment, permission from the filmmaker and/or a license is always required. Proof should be included with the Campus Events Planning Sheet when submitted to Student Activities & Organizations.

Copyright is a protection granted to the author of an original work which governs virtually every aspect of that work to include distribution, duplication, alteration, use and sale. Copyright laws are not always a clear path. That doesn’t mean that there are no answers, just answers that are not always clear cut and to the point.

Before showing a film on campus, here are some things you might want to consider:

1. *Is it a public performance?*

Any exhibition of a movie outside the privacy of a home setting is considered a public performance.

2. *Is a license needed to show the film?*

Yes! A license is required for all public performances, regardless if:

- Admission is charged.
- It was produced decades ago
- The film is owned by a member of the organization
• The video store or equipment provider says it is okay to exhibit rented or purchased movies.

Public Performance Rights (licenses) for film typically runs from $300-$650 per showing for popular titles from major movie distributors. Independent films could cost less, depending on the distributor of the film. As far as TV episodes, it usually costs around $100 per 30 minutes of film.

3. **If a licensed is purchased, can the movie be shown whenever?**

No. Licenses are for a specific, designated time frame. There are no annual licenses available to colleges and universities.

If a license for a film is not obtained, the organization bears the ultimate responsibility and consequences of copyright infringement. Fines for copyright infringement range from $200 to $150,000 for each work infringed and the infringer could possibly go to jail.

Swank Motion Pictures is a film distributing company that works with college environments and handles most commercial grade film titles. For pricing and availability you may contact them at 1-800-876-5577 or [http://www.swank.com/college/pdf/SwankCopyright.pdf](http://www.swank.com/college/pdf/SwankCopyright.pdf)

**Outdoor Events**

Student Organizations registering an event in outdoor common areas, e.g., parking lots, parking garages, intramural fields, swimming pools, stadiums, or parks are subject to the following guidelines.

1. The Office of Student Activities & Organizations and the person responsible for the proposed venue must schedule all events.

2. Police officers must be present if the event has more than 100 people or is scheduled to last past 9:00 p.m. The cost for the service of the U.T. Arlington Police Officers will be the responsibility of the registered student organization. Controlled access for entry and exit to the event must be provided.

**University Center Party Policy**

It is at the discretion of the Office of Student Activities & Organizations and University Center Operations as to whether or not an event is deemed a “party.” Typically, a “party” is an event with at least 150 attendees. If a student organization wishes to host a party in the University Center, there are certain rules that must be followed:

- All parties will end at 12:00 midnight.
- Non-current members of the UTA sponsoring organization may attend only by invitation of a current member of the sponsoring organization. Each current member of the UTA organization sponsoring the party may invite a maximum of five (5) guests.
- Event Coordinators are members of the student organization who assist in maintaining a safe, well-managed, and coordinated party. Three (3) to five (5) Event Coordinators are required for any party with an expected attendance of 150 or more. The Event Coordinators must be present at the party and also be distinguishable from others at the party by wearing specific clothes or badges.
- The Event Coordinators must meet with a University Center Operations representative at least two (2) days prior to the party to discuss the event. The party
will be canceled if this meeting does not take place.

- The list of guests must be turned in to the University Center Reservations Office before 5:00 p.m., three class days prior to the party. The University Center Reservations Office will provide the forms for use by the sponsoring organization.
- No more than two (2) UTA organizations may co-sponsor a party at the University Center.
- University Center Operations Office will require the presence of U.T. Arlington Police Officers regardless of size of party. The cost for the service of the U.T. Arlington Police Officers will be the responsibility of the registered student organization.
Section VI:
Posting
Advertising & Promotion

Publicity is often the key to the success of programs planned by organizations. Due to the frequency of programs on campus, the following guidelines have been established relative to posting signs on campus so as to allow all departments and student organization adequate space to advertise. All postings should have the following:

- **Name of student organization or department**
- A 2”x2” white square in the bottom right-hand corner (for the Student Activities & Organizations date stamp)

[NOTE: Postings lacking the above items will not be approved.]

Signs, fliers, and banners must be date-stamped by the Office of Student Activities & Organizations prior to posting (except those related to a Student Congress election and those posted by departments on their own departmental boards). All signs and fliers should be placed on designated boards only unless the Office of Student Activities & Organizations grants special permission. Signs and banners posted in areas controlled by academic and administrative units must follow the prescribed procedures set forth by those units controlling the space. The University will remove unstamped or improperly located signs on campus. The sponsoring organization will be held monetarily responsible for repeated violations of the sign policy.

Content & Posting Policy

Content—Signs, Fliers, Banners

*HOP 4-500*

No one may post a sign, flyer or banner that involves unauthorized commercial solicitation; contains obscene or libelous material; or directed to inciting or producing imminent lawless action and is likely to incite or produce such action; advocates the deliberate violation of any federal, state or local law.

Content—Distribution Literature

*HOP 4-403*

Literature distributed on campus may contain the following advertising:

1. Advertising for a registered student, faculty, or staff organization, or an administrative or academic unit;
2. Advertising for an organization that is tax exempt under 501(c)(3) of the Internal Revenue Code (non-profit organization);
3. Paid advertising in a publication primarily devoted to promoting the view of a non-profit organization, and any other advertising expressly authorized by Regents’ Rules and Regulations, or by contract with the University.

Posting—Signs, Flyers, Banners

All signs that are to be posted on a bulletin board or other designated location not administered by an academic or administrative unit must be date-stamped by the Office of Student Activities & Organizations, and comply with the Sign Implementation Policy.

1. Standard flyer size for display on campus is 8.5” x 11”. Any sign less than or equal to
11" x 17" is considered a flyer.
2. Outdoor banners may not be more than 8' x 3' (feet). Signs in excess of these sizes require special permission from the Office of Student Activities & Organizations.
3. Flyers to be displayed on campus will be limited to fifty (50) per event. Banners may not exceed six (6). All signs are valid for a period of up to ten (10) class days.
4. Signs and fliers must be posted on approved bulletin boards in buildings.
5. Personal notices may not exceed ten (10) and should be on a 5” x 8” card (half-sheet of paper) and displayed on approved bulletin boards only. They will be valid for a period of up to thirty (30) days.

Approved Posting Locations

Signs and fliers may be placed in areas designated below and must be date stamped by the Office of Student Activities & Organizations.

**NO POSTING: on doors, walls or glass**

**MUST HAVE ALL FOUR CORNERS SECURED**

**Indoor**

**Architecture Building**
- Bulletin Boards on 2nd Floor

**Business Building** (must use masking tape on brick)
- Bulletin board in the first floor lounge area (the pit)
- Bulletin board in room 137 (study room)
- Bulletin board between rooms 243 and 246
- Bulletin board across from room 239
- Bulletin board between 334 and 337

**Davis Hall**
- There are postings located on the wall to the right when you walk into Davis Hall

**E.H. Hereford University Center**
- Bulletin board on stairwell near the POD
- Bulletin board between phone booth near Noodle House
- Bulletin board near Noodle House across from the men’s restroom

**Engineering Lab Building**
- Bulletin board next to room 104
- Bulletin board next to room 101

**Fine Arts Building**
- Brick walls by northeast and northwest building entrances (in Art section)
- First floor walls in the north hall
- Bulletin board inside the south entrance facing Texas Hall
- Bulletin board by the 1st floor elevators in South Hall

**Geoscience Building**
• Posting boards to the left of the entrance

**Health Center**
• Bulletin board in first foyer of waiting room

**Library**
• Bulletin board coming down the first floor stairs into the basement.

**Life Science Building**
• Bulletin board in foyer of first floor by vending machines
• Bulletin board across from elevators
• Bulletin board by west entrance
• All stairwells between 1st, 2nd, and 3rd floor
• Walls between elevator doors (floor 1-4)
• Walls at entrance to Rooms 118 and 119
• Wall opposite Rooms 118 and 119
• Wall immediately west and adjacent to Room 118
• Wall east and west in the Center Vestibule
• East wall between Lab Rooms 200 and 201
• Wall opposite of main elevators

**Maverick Activities Center (MAC)**
• Bulletin board on the 2nd floor by the lounge area

**Nedderman Hall**
• Brick walls on the first floor
• 1st floor around and above water fountains

**Pickard Hall**
• Posting area by water fountains on 1st floor
• Bulletin board area around water fountain by stairs on 2nd and 3rd floors
• Bulletin boards located by room 103

**Physical Education Building**
• Bulletin board inside east entrance

**Preston Hall**
• Bulletin board in the lounge area
• Posting areas by water fountains on both sides on 1st and 2nd floor
• Areas around vending machines

**Residence Halls (with Apartment & Residence Life Office’s approval)**
• Bulletin boards in Lobby area

**Science Hall**
• 2 Bulletin boards in the south entrance by room 100
• Bulletin board by rooms 238
• Bulletin board in southeast entrance near room 100
• South East and West entrances
• Stairway doors in the first and second floors
• Stairwell walls between 1st, 2nd, and 3rd floors

Social Work Complex
• Student lounge area
• Board by room 112

Trimble/Hammond Halls
• Bricks along walkway between Trimble and Hammond
• Bulletin board in ground floor walkway across from restrooms
• Brick wall across from stairs by entrance to Hammond
• Wall by elevator doors
• Freestanding board on 2nd floor

University Hall
• On all ceramic tile walls in the basement and in the first floor
• Bulletin board in the basement under the stairs by room 17
• Bulletin board between room 104 and 105 across from the stairs
• Bulletin board by first floor elevator in north hall between 101 and 102 E
• Wall between elevator doors

Woolf Hall
• Posting areas located on the main lobby across from room 111
• Posting areas located by the entrance and room 120
• Posting areas located by room 209
• Bulletin board by room 315
• Brick walls on all floors

Outdoor/ Other Buildings and Grounds
Signs and fliers may be placed in the areas designated below and must be date stamped by the Office of Student Activities. In order to gain approval for the use of sign stakes, the Office of Student Activities Organizations must be contacted and specific purpose, sizes and number of signs, as well as their locations must be specific on the Sign Petition Literature Form.
Signs must not be attached to or posted on any of the following:
• A shrub or plant
• A tree, except by rope or string, and with special permission from the Office of Student Activities and Organizations and the Office of Environmental Health & Safety.
• A permanent sign installed for another purpose
• A fence or chain or its supporting post
• On inside or outside brick, concrete, or masonry structures, including bridges
• On glass doors and walls, or painted posts, doors or walls
• A statue, monument or similar structure
• In a University building, except in the areas designated below

Banners may be placed in the following areas only:
• On the outside west wall of the University Center
• On the outside ramp wall by the main entrance of the University Center
• On the outside northeast corner of Pickard Hall
• Walkway between Trimble and Hammond Hall
• On the outside northeast wall of the University Hall
• First floor of the Fine Arts Building in the Art Department
• On the outside west wall of the Life Science Building
• East side of Geoscience Building
• Outside wall of Science building, opposite Chemistry Research building
• Outside wall of Nedderman Hall, east of main entrance
• Outside Southwest wall of Woolf Hall
• South Central Wall of Science Hall: facing West side of Campus
• Northern sector near “Einstein’s Bagels” on the Fine Arts Building
• Central Section as you climb down Central Bridge Stairs on Fine Arts building

Yard Signs
A department or student organization may post up to 25 yard signs. These signs should be placed in grassy, non-pedestrian areas, so as to not obstruct walkways or interfere with daily University activity. The posting limits for yard signs are to be considered inclusive with sidewalk decals. The combined total of both types of posting may not exceed 25

Sidewalk Decal Signage
In accordance with the general rules on signs (HOP 11-501 et seq.), university departments (not including registered student organizations) may request to post decals on the surface of concrete sidewalk areas of the campus malls and general outdoor spaces reserved through Student Activities and Organizations.

The decal’s material must be quality-rated for outdoor ground usage, anti-slip surfaced and not of a safety hazard to pedestrian or vehicular traffic. Signs must be of a peel-and-stick application that can be securely adhered and removed without leaving a mark or deteriorating substantially in the weather. The requesting department will be responsible for the complete removal of the signage once its posting approval has expired.

The review and approval of the posting content is subject to the following criteria unless otherwise expressly permitted:
• Message must be advertising an upcoming university-sponsored event
• Sings may be posted no more than 30 days prior to event date
• Limit of 25 sidewalk decals (and/or yard signs) in no more than 5 campus locations*
• Posting allowed on concrete sidewalks only, generally limited to the interior mall areas of campus.
• No posted on buildings, bridges or steps, nor within 15 feet of entrance to building

*The posting limits for sidewalk decals are to be considered inclusive with yard signs. The combined total of sidewalk decals and yard signs may not exceed 25.

Departments applying for posting permit must submit the Posting Form [27-2] with a design sample and placement locations at least 10 class days in advance of the requested posting date. Student Activities and Organizations may limit or further specify the posting locations in order to accommodate other activities taking place in commonly used areas. Special permission for placement of decals indoors must be requested from the SAO office and the particular facility; specifications on number and size will be determined independently of the preceding rules on outdoor posting.

**University Center Plaza Banners**
There are twelve banner locations in The Plaza food court dining area of the UC. Student Organizations and departments may reserve one location at a time. They may be reserved three (3) times each semester. Banner placement will be coordinated through the Student Organizations Desk. The dimensions for these banners are 36 x 24 inches.

**University Center Easels**
The University Center has designated eight (8) areas for locations of easels to be used to advertise events. For any one group, four (4) easels are available for advertisement of events or programs held in the University Center and may be reserved seventy-two (72) hours prior to the event. Reservations can be made through UC Operations by indicating the number of easels made on your Campus Events Planning Sheet.

**Table Tents**
Placement of literature on University center tables must be registered at the Office of Student Activities & Organizations. In general, the following guidelines apply:
1. Only registered student organizations and University departments may place literature on University Center tables.
2. The Office of Student Activities & Organizations approves the areas where table literature can be placed.
3. Table Tents must be stamped by the Office of Student Activities & Organizations.
4. Literature will be removed from the University Center tables on a weekly basis.
5. Table tents will be limited to fifty (50) per event.
University Center Display Cases
There are five (5) display cases in the west hall of the University Center across from the UC Art Gallery, Rm. 106. Each case is approximately 8’ x 4’ x 15". A display case may be reserved only by a registered student organization or University department. The Office of Student Activities and Organizations will not be held responsible for loss or damage to any of the items displayed in the cases.

Use of Display Cases:
1. The intent of the display cases is to provide a large, visible and locked space where registered student organizations and University Departments can communicate information of a significant nature to the campus community.
2. No student organization may display a sign that involves unauthorized commercial solicitation; that is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action; that advocates the deliberate violation of any federal, state or local law; that advertises an event involving the illegal use of alcohol.
3. An organization must put in a display covering only its activities, may not assign its case to another group, and may only have the case one time per semester unless special permission is granted by the Office of Student Activities and Organizations.
4. The University Center has a limited number of cases; so for maximum use, organizations and departments may reserve a case for one two-week period per semester. A rotation list is maintained for additional usage.
5. In order for all to have a fair chance, the cases will rotate every two (2) weeks.

Reservations for Display Cases:
1. Cases will be reserved on a "first-come, first-served" basis; in November for Spring Semester and April for Summer and Fall Semesters. Reservations for display cases opens on the same day as all University Center space—first week in November (for Spring semester) and the last week of March (for Fall semester).
2. Come to the Office of Student Activities & Organizations between 8 a.m. and 5 p.m. Cases may not be reserved by telephone.
3. The reserved case must be occupied by 3:00 p.m. on the first day requested, otherwise the reservation will be canceled and the organization next on the rotation list will be notified. The cases must be vacated by 3:00 p.m. on the last day requested.
4. Persons requesting the unlocking of cases will need to provide some form of identification.

Sidewalk Chalking
Approval & Guidelines
• All sidewalk writing must be registered in advance at the Office of Student Activities and Organizations.
• Each organization will be allowed to request up to five campus sidewalk areas for
chalking. These areas will generally be limited to mall areas.

- Sidewalk writing must be done with **water-soluble chalk only**.
- Sidewalk writing must advertise upcoming campus events.
- Sidewalk writing will be limited to sidewalks only.
- No writing will be allowed on buildings, bridges, or steps.
- No chalk writing will be allowed in any building.
- All other sign policy regulations will apply to sidewalk writing.

**Hand-Held Signs**

*HOP 4-502*

1. Students, faculty, and staff may display a sign on campus by holding, carrying it by hand, or attaching it to their person. No advance permission is required.

2. Any person holding or carrying a sign shall exercise due care to avoid bumping, hitting, or injuring any other person.

3. Any person holding or carrying a sign at a speech, performance, or other event shall exercise due care to avoid blocking the view of any other person observing the speech, performance, or event. Depending on the venue, this may mean that signs may be displayed only around the perimeter of a room or an audience.

4. A law enforcement officer or an usher or other University employee if authorized by officials responsible for managing the venue, may warn any person that his or her sign is being handled in violation sections 2 and 3 above. If the violation persists after a clear warning, the law enforcement officer, authorized usher, or other authorized employee may appropriately respond to the violation.

**Removal of Signs**

1. All signs and other forms of advertising must be removed the day after the event by the sponsoring organizations.

2. No person shall remove a sign posted or attached in an unauthorized manner by a student organization without permission from the Office of Student Activities & Organizations.
Section VII:
Forms
### List of Forms

University regulations require that registered student organizations inform the Office of Student Activities & Organizations of various aspects of their activities. The following section is composed of those forms which student organizations are most likely to use. Please take time to acquaint yourself and the other organizational officers who transact business for your organization with these forms and their use.

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
<th>Location</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus Event Planning Sheet</strong></td>
<td>Required to reserve space for all campus events.</td>
<td>Office of Student Activities &amp; Organizations.</td>
<td>Three (3) class days prior to event</td>
</tr>
<tr>
<td><strong>Off-Campus Event Planning Sheet</strong></td>
<td>Required for all on- and off-campus meetings/events where alcohol is present.</td>
<td>Office of Student Activities &amp; Organizations.</td>
<td>Seven (7) class days prior to the event</td>
</tr>
<tr>
<td><strong>Table &amp; Equipment Request Form</strong></td>
<td>Submit this form if you need a couple of tables, a few chairs, a fire extinguisher, or extension cords for your outdoor event.</td>
<td>Office of Student Activities &amp; Organizations.</td>
<td>Five (5) class days prior to event</td>
</tr>
<tr>
<td><strong>Equipment Check-Out Request</strong></td>
<td>Required to request any equipment (outside of the purview of the Table &amp; Equipment Request Form) such as coat rack, easel, arrows, AV cart, recycling bins, overhead projector, music stand, table stand, etc.</td>
<td>University Center Operations Office.</td>
<td>Five (5) class days prior to event</td>
</tr>
<tr>
<td><strong>Sign, Petition, Literature Approval Form</strong></td>
<td>Each sign or flyer posted on boards or campus grounds requires a date stamp; so bring all of them along with you. Any written material distributed in a foreign language must be accompanied by a written translation.</td>
<td>Office of Student Activities &amp; Organizations.</td>
<td>Due date depends on the amount of items. For a few fliers, same day is usually manageable. Larger stacks could take 24 hours</td>
</tr>
<tr>
<td><strong>Profit/Loss Statement (HOP §3-603, §6-302)</strong></td>
<td>Required for all events that will have an exchange of money (admission fee, sales, etc.) You should receive this form with the “Campus Events Information Sheet.” Organizations that owe a debt to the University or have an over-due profit/loss form will be temporarily denied privileges accorded to registered student organizations.</td>
<td>Office of Student Activities &amp; Organizations.</td>
<td>Five (5) class days after event</td>
</tr>
<tr>
<td><strong>Food Waiver</strong></td>
<td>Required for all events at which an organization is serving food and not using UTA Dinning Services’ catering services, with the exception of bake sales. If approved, the person who made the request will be notified via e-mail. The approved Waiver should be picked up in the</td>
<td>Office of Student Activities &amp; Organizations.</td>
<td>Two weeks (14 days) prior to event</td>
</tr>
<tr>
<td><strong>Request for Student Organization University Account (Account Signature Card)</strong></td>
<td>Form that contains signatures of student organization officers/advisors authorized to make purchases and withdraw monies.</td>
<td>Office of Student Activities &amp; Organizations. B120 of the University Center.</td>
<td>Due during student organization re-registration or immediately after officer turnover</td>
</tr>
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</tr>
<tr>
<td><strong>Payment Approval Voucher</strong></td>
<td>Required prior to all purchases of goods and services by student organizations.</td>
<td>Office of Student Activities &amp; Organizations B120 of the University Center.</td>
<td>However long is needed to complete the transaction; if a check is needed, due two (2) weeks prior</td>
</tr>
<tr>
<td><strong>Alcoholic Beverage Request Form (HOP §6-200, Regents’ Rule 80102)</strong></td>
<td>Required for all events at which an organization wants to serve alcoholic beverages.</td>
<td>Office of Student Activities &amp; Organizations. B120 of the University Center.</td>
<td>Due ten (10) days prior to event</td>
</tr>
</tbody>
</table>
Section VIII: Banking & Funding
University Accounts

HOP 3-600
Banking accounts through the University are available to all registered student organizations who wish to manage their funds in this way. There are no service charges for University accounts. Although Accounting and Business Services and the Bursar’s Office work with Student Activities & Organizations on these accounts, transactions take place through the Bursar’s Office.

To Establish an Account
1. Fill out a “Request for Student Organization University Account” form (as known as a “signature card.”) These are available in the Office of Student Activities & Organizations. You may indicate on the request the requirement of one or more signatures of the organization’s officers, in addition to the University requirement of the signature of the organization’s advisor to authorize expenditure of funds. The minimum number of required signatures for all account transactions is two (2). Submit it to the Office of Student Activities & Organizations for approval.
2. Student Activities & Organizations will send the approved request to the Business Office for assignment of an account number. Two copies of the request will then be returned to Student Activities & Organizations, one copy for distribution to the student organization advisor and one copy to be retained by the Office of Student Activities & Organizations. The Bursar’s Office will keep one copy for quick reference.
3. Deposit of funds may then be made to the assigned account number by going to the Bursar’s Office in Davis Hall. You must know your account number in order to deposit monies in the Bursar’s Office. Any officer or member may deposit monies in an organizational account. Deposit slips are available in the Office of Student Activities & Organizations and near the Bursar’s Office in Davis Hall.

To Withdraw Monies from the Account
HOP 3-602

DEPOSITS
The following sections of the Departmental Deposit should be completed:
Dept. Name: Student Organization Name
Prepared By: Name of student completing departmental deposit
Date: Date of completion

10-Digit Account # 8-digit organization account followed by the budget code 96
The object code for deposits and vouchers is 3383

When coming to Bursar’s office for depositing funds, please know how much money you have, and have the money organized. Each denomination should be together, all bills facing up with all change sorted.

For each Payment Approval Voucher vendor ID, Vendor Name/Address, Voucher Amount, Special Instructions, Voucher Description, 10-Digit Account Number, Obj, Amount, Total, Voucher Prepared By, Dept., Ext. must be completed. Please continue for more details.
WITHDRAWING CASH
The following section of the Payment Approval Voucher should be completed:
Vendor ID#  MavID & NetID of requester
Vendor Name/Address:  Current & Complete Mailing Address, phone number
Voucher Prepared by:  Name of Student completing voucher
Department:  Student Organization Name
Ext.:  Phone number of student completing the form

10-Digit Account #  8-digit organization account followed by the budget code 51
The object code for deposits and vouchers is 3383

When withdrawing funds, the daily cash limit/maximum is $500.

CHECKS REQUESTS - MEMBER
Vendor ID#  Student MavID # & Net ID
Vendor Name/Address  Current & Complete Mailing Address, phone number
Special Instructions:  List name of person who will pick up, or instruction to mail

CHECKS REQUESTS – COMPANY/BUSINESS/ENTITY
Vendor ID#  Federal Tax ID #
Vendor Name/Address:  Current & Complete Mailing Address, phone number
Special Instructions:  List name of person who will pick up, or instruction to mail

All vouchers require at least two signatures. There are some organizations that require 3 signatures. Please check with Student Activities and Organizations if you are unsure of the number of signatures required for your organization. One signature must be the organization’s advisor.

Vouchers cannot have any changes made. If you make a mistake on a voucher, a new form must be filled out.

Deposit forms and payment approval vouchers are available in the Office of Student Activities and Organizations (UC B120).

Please keep in mind the Bursar’s office closes at 5pm. Please be considerate when coming right at close, with a large amount of change that must be verified.

General Account Rules
1. Monthly ledger sheets on all student organization accounts will be mailed to the Office of Student Activities & Organizations for their distribution to the Advisors (via campus mail) and to student organization officers (via e-mail) for the individual organizations.
2. All student organizations with University accounts are expected to always maintain positive balances. Failure to do so may result in the loss of University registration of the organizations.
**Profit/Loss**

_HOP 3-603_

Within five days after an on-campus fund-raising activity ends, registered student organizations shall file with the Office of Student Activities & Organizations a final report showing total receipts and expenditures, signed by an officer and the advisor of the organization. _Failure to do so will place a temporary hold on all organizational reservations, postings, etc. until the profit/loss form is completed and turned in to the Office of Student Activities & Organizations_. Remember that UTA is not responsible for debts of student organizations and failure of any student organization to meet their financial obligations may subject the group to disciplinary action (HOP 6-301, 6-302).

**Program Assistance Funds**

Looking for a way to fund travel to a conference or your next campus-wide event? Student Congress has funding available for registered student organizations. These are supplemental funds that organizations may apply for in three areas: educational programs, activities, or travel. Applications and more information are available in the Office of Student Activities & Organizations or online at [https://www.uta.edu/sc](https://www.uta.edu/sc)

**Activities & Programs**

Criteria

In order to be eligible to apply for funding, the organization must be duly registered, not under sanction, and conform to all applicable University organizational standards. Organizations that receive Student Service Fee funding or money from a department that receives Student Service Fee funding are not eligible for this funding. All requesting organizations must have a valid university account.

- Educational Programs
- Educational Activities
- Symposium/Colloquiums
- Speakers/Debates
- Seminars/Lectures
- Academic Competitions

**Definitions**

_Educational Programs_ are those events in which the participants are primarily engaged in scholarly activities or engaged in an event of an educational nature.

_Educational Activities_ are those events in which the participants are primarily engaged in programs that are co-curricular in nature or an event that has as its objective co-curricular outcomes.

_Colloquium_—usually academic meeting at which specialists deliver addresses on a topic or on related topics and then answer questions relating to them

_Symposium_—a formal meeting at which several specialists deliver short addresses on a topic or on related topics

_Seminar_—a meeting for giving and discussing information

_Lectures_—a discourse given before an audience or class especially for instruction
Co-Curricular—activities that are intended to be educational but occur outside of the context of formal and credit-bearing courses.

Consideration of funding will also be available for newsletters, publications, and social events; however, food will not be funded in conjunction with said events. Examples of items that will not be funded include:

- Scholarships, awards, and gifts
- Fundraising projects
- Food

List of Funding Priorities
1. On Campus Programs
2. Activities that bring recognition to UTA
3. Activities impacting external publics

**Travel**

Criteria
In order to be eligible to apply for funding, the organization must be duly registered, not under sanction, and conform to all applicable University organizational standards. Organizations that receive Student Service Fee funding or money from a department that receives Student Service Fee funding are not eligible for this funding. All requesting organizations must have a valid university account.

Travel monies are available for a variety of endeavors:
1. Travel to conferences at which an individual/organization is presenting information or receiving an award are eligible for funding towards registration, travel and lodging.
2. Travel to professional conferences will be considered. All travel must be by common carrier. Registration fees, travel and lodging will also be considered for this funding.

Other Points of Interest
1. Precedence will be given to students/organizations who are receiving awards at State of National Conferences
2. Funding dollars will be available once per academic year, per student organization, and will support no more than two members.

List of Funding Priorities
1. On-Campus Programs
2. Activities that bring recognition to UTA
3. Activities impacting external publics

*Informational brochures with conference information must be submitted with application to be considered. Common carrier refers to travel either by plane or bus to conference location.

**Corporate Donations to Student Organizations**

*UT Arlington Procedure 2-8*

If your organization is sponsoring an event in which a significant amount of the funds are being donated, see the Office of Student Activities & Organizations for procedures regarding
acceptance and recognition.

**Off-Campus Co-Sponsorships**

*HOP 6-500*

Student organizations may not enter into joint sponsorship with off-campus entities. An event is a prohibited joint sponsorship if an individual or student, faculty, or staff organization:

1. depends on an off-campus person or organization for planning, staffing, or management of the event; or
2. advertises the event as joint-sponsored by an off-campus person or organization; or
3. operates the event as an agent of, or for the benefit of, an off-campus person or organization, except for solicitation of charitable contributions under the authority of Section 6-400 of the Handbook of Operating Procedures; or
4. distributes any proceeds of the event to an off-campus person or organization except for solicitation of charitable contributions under the authority of Section 6-400 of the Handbook of Operating Procedures; or
5. reserves a room or space for the use of an off-campus person or organization; or
6. engages in any other behavior that persuades the Office of Student Activities and Organizations that an off-campus person or organization is in fact responsible for the event, in full or substantial part.

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

1. a University person or organization endorses an off-campus person or organization or its message;
2. 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;
3. a University person or organization has purchased good or services from an off-campus provider;
4. a registered student, faculty, or staff organization has invited a guest speaker under Subchapter 4-300 of the Handbook of Operating Procedures;
5. a registered student, faculty, or staff organization has received financial contributions to support the event from an off-campus donor.

The Regents’ Rules and Regulations do not permit the use of University Facilities other than Special Use Facilities by non-University individuals, groups, associations, or corporations.
Section IX: Advisors
Advisor Roles
An advisor is an educator in a "non-traditional classroom" (Schuh, 1984, p. 47). Without advisors student organizations cannot exist on UT Arlington’s campus. Advisors have a variety of roles with an organization including a mentor, teacher, leader and follower. The advisor and students must have regular communication in order for him or her to advise the organization on its day-to-day operations and activities. Ideally, the advisor assists the organization members and officers in staying in compliance with their local, constitution/bylaws UT System policies, as well as local, state, and federal laws and/or ordinances. Advisors also assist student leaders in developing critical thinking skills in the areas of event planning, risk management, organization management, group processes, ethical decision making and many other areas for personal development.


Requirements of Student Organization Advisors
1. An advisor must be a UT Arlington faculty or staff, exceptions to this are at the discretion of the Director of Student Activities & Organizations.
2. The advisor must sign an affidavit at the start of every academic year, stating they are the advisor for that Student Organization.
3. Advisors should have knowledge of the Student Organization Handbook, and aware of all procedures and policies used by the Student Activities & Organizations.
4. Advisors are required to know the contents of a program held on UT Arlington’s campus held by the student organization. Signature’s on the room reservation forms is an authorization and understanding of the event.

Responsibilities of Student Organization Advisors
In assuming the role of student organization advisor, it is inherent that the advisor has accepted and agreed to fulfill these responsibilities in the manner listed below:
1. Take an active role in advising the student organization.
2. Signs off on financial reports, room reservations and various forms required by the student organization to be an active organization.
3. Offer guidance to the organization on programming, management, problem solving/disputes, emergency situation and overall direction of the organization.
4. Meet with the executive board on a regular basis (recommended meeting at least twice a month).
5. Know the officers, current members as well as the process for obtaining new members, and selection/election of new officers.
6. Remained informed of all activities sponsored and conducted by the student organization.
7. Establish with the student organization president to what extent the advisor will be involved in planning of programs and the frequency of meetings and events the advisor will attend.
8. Provide continuity to the organization, especially during officer transition.
A student organization may have more than one advisor. Often two advisors prove advantageous to a student organization.

Advisor Resources
The Office of Student Activities and Organizations values the time, effort, and expertise that faculty and staff members devote to their role as an advisor of a student organization. Student organizations could not exist without the dedication of these individuals. Thus, SAO strives to provide advisors with the support and resources to aid in their advisement efforts, including:

- Advisor Training Sessions—during Fall semesters, will provide enhanced resources and guidance in areas that include registration, event planning, risk management, MavOrgs, and more.
- Advisor Bulletin—electronic monthly newsletter, will provide advisors with upcoming dates, information, relevant articles, and professional development opportunities throughout the year.
  - All Advisors Bulletins are archived online on the SAO website (http://www.uta.edu/studentActivities) should you need to reference a past issue.
- One-on-One Sessions—SAO Staff members are happy to meet with new or returning advisors by appointment whenever necessary.

Liability
Student organization leaders and advisors should understand how a court of law may establish liability on the part of an individual or organization. With this general knowledge, student group leaders can create a framework in which they proactively manage their risks and effectively resolve problem situations. There are two main theories of liability under which students and their organizations may be held liable: tort law and contract law.

A "tort" is a civil wrong in which someone either intentionally or negligently causes harm to another person and that person seeks compensation for his/her injuries. The most common tort is "negligence," which occurs when someone breaches a duty that he/she has to another person, and the person to whom the duty is owed suffers an injury or damages as a result of the breach.

In this memorandum below, a General Counsel from Texas A&M University addresses the various issues relevant to the analysis of whether, and to what extent, liability on the part of advisors to student organizations may exist.

Discussion
One of the factors a plaintiff considers in filing a lawsuit is who to sue. It should be no surprise that defendants with “deep pockets” are sought, as it accomplishes little to obtain a judgment against a party with limited assets available to satisfy the judgment. Chapters 41 and 42 of the Texas Property Code describe what real and personal property is exempt from attachment or execution. Most personal property, up to a total fair market value of $60,000 for a family and $30,000 for a single adult, as well as retirement plans, are exempt. With respect to
real property, homestead and/or business locations in an urban area are exempt up to one acre, which may be in one or more lots, together with any buildings or other improvements thereon. If rural in nature, the exemption is up to 200 acres for a family or up to 100 acres for a single adult. Again, these tracts may consist of more than one lot and includes any buildings or other improvements.

Given the limitations involved in satisfying a judgment from the assets of an individual, the primary target of a lawsuit will rarely be the faculty member but rather will be the University. As an aside, if the advisor is named in the lawsuit in his/her official capacity, that is essentially the same as suing the University itself. In fact, the advisor may not be named at all. The University becomes implicated by law when its employees allegedly commit a wrongful act while in the course and scope of their employment. In the event of a tort claim, naming the University and/or the advisor in his/her official capacity invokes the provisions of the Texas Tort Claims Act, Chapter 101 of the Civil Practice and Remedies Code. The University, as a member of a state agency, enjoys sovereign immunity unless such immunity has been specifically waived. The Tort Claims Act is a limited waiver of that immunity, but any tort claim brought against the university must fall within the parameters of, and is subject to the limitations of, the Act. Under the Act, a governmental unit of the state is liable for:

1. property damage, personal injury, and death proximately caused by the wrongful act or omission or the negligence of an employee acting within his scope of employment if:
   a. the property damage, personal injury, or death arises from the operation or use of a motor-driven vehicle motor-driven equipment; and
   b. the employee would be personally liable to the claimant according to Texas law; and
2. personal injury and death so caused by a condition or use of tangible personal or real property if the governmental unit would, were it a private person, be liable to the claimant according to Texas law.


Thus, liability may be invoked if the University provides defective equipment to a student organization which causes a subsequent injury, or if an advisor causes a traffic accident during an organization sponsored trip which likewise results in an injury, or if an advisor unlawfully provides alcohol to minors at an organization sponsored event. Liability of the university is, however, limited to $250,000 for each person and $500,000 for each single occurrence for bodily injury or death and $100,000 for each single occurrence for injury to or destruction of property. Tex. Civ. Prac. & Rem. Code §101.023. The university is not subject to punitive damages. Tex. Civ. Prac. & Rem. Code §101.024.

Advisors naturally are concerned over the personal impact of a lawsuit brought against them. Do they have to hire their own attorney? Are their personal assets at risk if a judgment is
entered against them? Officers and employees of the university, as well as former officers and employees who were such when the act or omission on which the alleged damages are based occurred, are, under certain circumstances, protected by state law. Tex. Civ. Prac. & Rem. Code §104.001. Those circumstances are limited to those where the damages are based on an act or omission by the person in the course and scope of the person’s office or employment for, or service on behalf of, the university and if:

1. the damages arise out of a cause of action for negligence (i.e., an action based on the Tort Claims Act), except a wilful or wrongful act or an act of gross negligence; or
2. the damages arise out of a cause of action for deprivation of a right, privilege, or immunity secured by the constitution or laws of Texas or the United States, except when the court in its judgment or the jury in its verdict finds that the person acted in bad faith, with conscious indifference or reckless disregard; or
3. indemnification is in the interest of the state as determined by the attorney general or his designee.

If these conditions are met, absent a specific appropriation by the legislature, state liability for indemnification may not exceed $100,000 to a single person and $300,000 for a single occurrence in the case of personal injury, death, or deprivation of a right, privilege, or immunity; and $10,000 for a single occurrence of damage to property. Tex. Civ. Prac. & Rem. Code §104.003. Furthermore, the person is entitled to representation by the Attorney General. Tex. Civ. Prac. & Rem. Code §104.004. These indemnification and representation provisions are, however, further contingent upon service of the lawsuit upon the Attorney General or delivery of the lawsuit and citation to the Attorney General within 10 days after the date of service (which is why, by the way, this office stresses the importance of a person who is served with a lawsuit forwarding the documents to us as soon as possible). Tex. Civ. Prac. & Rem. Code §104.005.

If an advisor is a faculty member and is sued for an act or omission in connection with a recognized student organization, it would seem that his/her role as an advisor falls within the “service” component of their role as a faculty member, and thus within the course and scope of their employment, entitling them to coverage of the indemnification and representation provisions of Chapter 104, Civil Practice and Remedies Code, subject to the limitations previously discussed. Concern has been expressed as to whether staff members, whose job descriptions do not necessarily include service to the university community, would likewise be covered. The language of Tex. Civ. Prac. & Rem. Code §104.001 indicates, however, that as employees performing a service on behalf of the university, they would be covered under the provisions of Chapter 104.
Furthermore, there are other protections available as well. Section 108.002 of the Code
states that an individual who is a public servant is not personally liable for damages to the extent that the state is liable for indemnification under Section 104.002. The legal principle known as qualified immunity will generally bar recovery of damages against an individual governmental employee who is found to have been negligent in the performance of his duties. Qualified immunity is based on the premise that the government is entitled to immunity from suit, and such immunity is abrogated only by statutes such as the Tort Claims Act and Chapter 104 of the Civil Practice and Remedies Code. This limited waiver of immunity protection is also applicable to individuals employed by the government when they are acting in discretionary functions, such as in advising student organizations. Finally, we have in place an insurance policy which will generally cover employees under similar guidelines as Chapter 104, and “picks up” the amount of a judgment where Chapter 104 leaves off.

If the advisor serves in that capacity for a student organization that is not recognized by the university, there may very well not be coverage under Chapter 104. In that event, it becomes difficult to argue that such service is on behalf of the university. Further, as the statute indicates, if the advisor engages in intentional or grossly negligent activity (i.e., the previously mentioned example of providing alcohol to a minor at an organization event), he/she may not be covered by Chapter 104. Finally, if the advisor engages in conduct which he/she has specifically been directed not to engage in by the university, then they have taken themselves outside of the course and scope of their employment, and they likewise may not be covered by Chapter 104.

Absent special circumstances (such as an employer-employee relationship), students are not agents of the University and the University is not liable for their torts. Recent years have seen the eclipse of the doctrine of In Loco Parentis, despite periodic attempts at its resurrection, as courts have recognized that a university has neither the authority nor the duty towards its students that a parent has towards a child. And unless there is a “special relationship” established by a school’s assumption of particular duties of care or supervision with respect to students, Universities have no duty to control the conduct of their students in order to prevent them from injuring themselves or others. This is a critical point, as any court examining our conduct will hold the University and its employees to any self-imposed duties, and may find the University and/or its employees liable based on any breach of those duties. The University should not assume duties of care or supervision lightly or inadvertently; but should do so only as a matter of deliberate, considered policy with full awareness of the practical difficulties in consistently and effectively fulfilling those duties and the consequences attendant to any breach of those duties. In this regard, I note that proposed revisions to the rules and regulations pertaining to student organizations, including Appendix VIII concerning alcohol rules for student organizations, which have been recently brought to my attention, generally remove from the role of the advisor duties of supervision over student organization activities. This appears to be prudent from a liability perspective. It should be noted that the lack of a legal duty certainly does not mean that the advisor
and/or the University will not be sued in the event that any activity of a student organization
leads to the injury of a student or third party. Nor does the lack of a legal duty necessarily mean
the liability will not be found after a trial of the lawsuit. Like other institutions, universities have
found some trial courts willing to impose sweeping new “duties of care”, or the permit juries to
apply them, under elastic theories of liability that may trigger resource-consuming litigation even
when the University and/or advisor ultimately prevails on appeal. These are numerous examples
of verdicts based on sympathy for victims, the search for “deep pockets”, and disregard for the
traditional principle that liability should be based on fault.

[Adapted from Texas A&M University’s Risk Management Overview of Liability found
at http://studentactivities.tamu.edu/risk/liability]

Waivers
In order to help protect your organization, it is necessary that participants are warned of the
inherent dangers that might be involved in your event/activity. Student Activities &
Organizations highly suggests that all participants of potentially hazardous activities sponsored
by your student organization sign a document stating they understand the involved danger(s) and
assume the responsibility for any loss or injury that could occur as a result of participating. You
are also strongly encouraged to clearly present the dangers/risks present at your event or activity
with all participants so as to ensure all persons are participating freely and knowledgeably.

The Office of Student Activities & Organizations has a standard waiver that can be adapted for
use by your organization for a specific event or activity. Copies of blank waivers can be
obtained online via www.uta.edu/SAO or by visiting the Office of Student Activities &
Organizations located in the Lower Level of the University Center, Suite B120.

Leadership Coaches
Advisors are strongly encouraged to sign up to be a Leadership Coach. Leadership Coaches are
faculty and staff partnering with the Leadership Center that have a passion for leadership and
student development. Different roles of a Leadership Coach vary from a facilitator or presenter
on a broad range of leadership topics, student leader mentor, scholarship committee member, and
a resource for students and student organizations. Contact The Leadership Center today at 817-
272-9220 or e-mail the Director, Kerri Ressl, at kerri@uta.edu

When Leaving the Advisor Role
Providing good transition is essential when stepping down as the advisor for a student
organization. Consider the following before you leave:

- A new signature card should be filled out by the new advisor and current officers,
  replacing your name and signature.
- Assist the President in recognizing potential replacement advisors. The students could
use your help to recruit colleagues who may be willing to work with the organization.

• If possible, meet with the new advisor and pass on transitional materials.
Section IX:
Campus Departments
Student Activities & Organizations works with many campus partners in order to help make student organizations successful. Consult this list for various UT Arlington departments that might prove helpful in your work with your organization:

**E.H. Hereford University Center Operations**
http://www.uta.edu/campus-ops/uc/
(817) 272-2929
UC Lower Level — B130
The E.H. Hereford University Center Operations Office is located in the Lower Level of the UC. This office handles all of the reservations for the University Center spaces (Upper Level Rooms, Blue Bonnet, Palo Duro, etc.). They are also the office that handles Table and Equipment Request Forms after the Student Activities & Organizations office approves them.

**Student Publications (The Shorthorn)**
http://www.uta.edu/studentpubs
817-272-3661
University Center, Lower Level
The Shorthorn, the campus newspaper, is distributed four times weekly during the long semesters and provides the campus with University, local, national and international news and editorial comments. The paper is published throughout the year with the exceptions of holidays and exam periods. Copies are available in campus residence halls, classroom buildings, and the University Center. Please consult The Shorthorn staff for ad and article deadlines.

**Police Department**
http://www.uta.edu/campus-ops/police/
(817) 272-3381
700 S. Davis St.
The mission of the University of Texas at Arlington Police Department is to support the goals of the University by working cooperatively with the community to provide superior quality law enforcement, security, and related services. If your event expects a large attendance or would require security for any reason, a meeting with police would be necessary.

**Multicultural Affairs**
http://uta.edu/multicultural
(817) 272-2099
UC Lower Level — B150
The mission of Multicultural Affairs is to promote an inclusive atmosphere that embraces individuals from diverse backgrounds. Our aim is to cultivate a campus community that respects and values our commonalities and differences.

**Relationship Violence & Sexual Assault Prevention Program**
http://www.uta.edu/rvsp
(817) 272-2354
UC Lower Level B170
  o Support and referral services
  o Speakers—dating violence, stalking, sexual assaults, etc.

Environmental Health & Safety
http://www.uta.edu/campus-ops/ehs
(817) 272-2185
EH&S Bldg. (500 Summit Ave.)
The Environmental Health & Safety (EH&S) Office strives to promote a safe and healthful working, learning, and living environment for the campus community. EH&S provides supportive technical consultation, training, investigation, and inspection to ensure compliance with guidelines set forth by federal, state and local laws and regulations. If your event involves nontraditional outdoor activities (grilling, car bashes, obstacle courses, etc), a meeting with EH&S would be necessary.

University Catering
http://utacatering.catertrax.com
817-272-2304
UC Main Level 160
Planning a special event? You've come to the right place! As your on-campus catering provider, catering has a variety of menu offerings and pricing categories to help fulfill your individual needs. They serve both on and off-campus groups. Just give them a call, and they’ll help you customize your menu. They offer plated meals, buffets, casual catering, and pick-up orders. Also, all food waivers are approved through Dining Services after they are obtained and approved through Student Activities & Organizations.

Fraternity & Sorority Life
http://www.utagreeks.com
817-272-9234
UC Lower Level – B160
The Fraternity and Sorority Life Office strives to provide leadership opportunities, training, social development and positive recognition to UT Arlington through Greek-letter fraternal organizations and campus wide events and activities.

The Leadership Center
http://www.uta.edu/leadership
817-272-9220
UC Lower Level – B160
The Leadership Center is happy to come out to work with your group. They will provide team
building activities, workshops on leadership topics, presentations about The Center, and consultations to connect you with resources to help you improve the effectiveness of your organization.

**Campus Recreation**
http://www.uta.edu/campusrec
817-272-3277
Maverick Activities Center (500 W. Nedderman Street)
UT Arlington Campus Recreation has something to offer for all. Campus Recreation provides recreational and leisure opportunities for students, faculty and staff through several areas: Informal Recreation, Intramural Sports, Fitness & Wellness, Sport Clubs, Adaptive Recreation, Aquatics and Spirit Groups.

**Student Activities (EXCEL Campus Activities)**
817-272-2963
www.uta.edu/excel
UC Lower Level – B140
The student program council—EXCEL Campus Activities—exists to enrich student life and student engagement on campus by offering a wide variety of student-coordinated events and activities throughout the year. These include artistic and entertainment performances, cultural and educational programs, social, and traditional programs that have broad appeal to the student community.