Texas A&M International University
Office of Student Orientation, Leadership & Engagement

The Leader: A Guide for Student Organizations
# The Leader: A Guide for Student Organizations

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Mission
Texas A&M International University (TAMIU), a member of The Texas A&M University System, prepares students for leadership roles in an increasingly complex, culturally diverse state, national, and global society. TAMIU provides a learning environment built on a solid academic foundation in the arts and sciences. The University offers a range of baccalaureate and master's programs and the Doctor of Philosophy degree in International Business Administration. In addition, the University pursues a progressive agenda for global study and understanding across all disciplines.

Through instruction, faculty and student research, and public service, Texas A&M International improves the quality of lives for citizens of the border region, the state of Texas, and national and international communities.

Vision
Texas A&M International University aspires to become a premier international university, serving as the agent of change for the people of the region, the nation, and the world through multicultural teaching, research, and service.

Values
Respect – Respect for individuals, their points of view and their diverse backgrounds.

Integrity – Model ethical standards for personal and professional behavior.

Service – Serve the University, regional, national, and international communities

Excellence – Strive for the highest quality in all endeavors.

Imperatives
Students: Admit, retain, and graduate students who are prepared for successful leadership roles in a culturally diverse, global society.

Faculty and Staff: Provide a collaborative and safe educational environment that supports faculty and staff initiatives and fosters international contributions.

Teaching and Learning: Enhance the educational environment by promoting excellence in teaching and learning.

Research: Strengthen and expand faculty research and scholarship to address regional, national, and global issues.

Service: Improve the quality of life for the University community and citizens of the region, state, nation, and world.

Resources: Identify, obtain, develop and retain the appropriate financial and physical resources to ensure continued growth and enhancement of the University.
**Mission**
The Office of Student Orientation, Leadership, and Engagement (SOLE) is committed to the success of students at Texas A&M International University by offering numerous student involvement opportunities that enhance learning across the University campus. The skills learned in the variety of unique programs and opportunities, are centered upon the University's core principles of respect, integrity, service and excellence that will prepare students to become engaged citizens in a global society.

**Value Statement**
The Office of Student Orientation, Leadership and Engagement (SOLE) is committed to providing students the opportunity to become involved on campus through a variety of innovative co-curricular programs that enhance the academic learning environment at Texas A&M International University. As part of the Division of Student Success, we are committed to student access, engagement, growth and success.

**Goals**
Coordinate orientation programs for all entering undergraduate students and their parents/family members that will provide a seamless transition into the University while connecting them to services, including offices and co-curricular programs (Imperative 1: Students and Imperative 3: Teaching and Learning).

Coordinate undergraduate leadership programs that engage students in learning more about themselves and others while preparing for successful leadership roles (Imperative 1: Students, Imperative 3: Teaching and Learning, and Imperative 5: Service).

Increase student participation in in co-curricular programs that will compliment learning inside the classroom while preparing them to be a part of a global society (Imperative 1: Students and Imperative 3: Teaching and Learning).

Expand programs that promote co-curricular growth and engagement in our students through coordinated efforts with the Division of Student Success (Imperative 1: Students and Imperative 3: Teaching and Learning).

Provide professional development opportunities for members of the office to expand networks and enhance the knowledge base within orientation, leadership and engagement (Imperative 2: Faculty and Staff and Imperative 3: Teaching and Learning).

**Core Principles**
As part of the Division of Student Success, SOLE is committed to the following principles.

*Discover* – A core principle or value adopted by OSA that represents a Dustdevil's chance to imagine, dream, and live an educational experience outside the TAMIU campus.

*Learn* – A core principle or value adopted by OSA that signifies the importance of student involvement and its impact on a successful academic career.

*Serve* – A core principle or value adopted by OSA that represents a Dustdevil's willingness to reach out to the community and lend a helping hand.

*Lead* – A core principle or value adopted by OSA that represents the student programs aimed at enhancing the education received at TAMIU.

*Succeed* – A core principle or value adopted by OSA that represents a Dustdevil's perseverance throughout his or her academic and professional careers.
Purpose of Student Organizations

Texas A&M International University is full of opportunities.

Student Organizations are formed to further the common interest of its members and the Texas A&M International University (TAMIU) community. These organizations are open to all students and serve as an excellent way to develop your skills and engulf yourself in the co-curricular experience at TAMIU. Students who participate in these organizations develop many opportunities for learning, which supplement and reinforce classroom activities.

In addition, research has found that involvement in student organizations:

- Improves students’ interpersonal skills
- Has a positive influence on skills in leadership, communication, teamwork, organizing, decision-making and planning
- Gives students a greater satisfaction with their college experience
- Provides useful experience in obtaining a job and providing job related skills
- Develops lifelong values of volunteerism and service to others

The student organizations on our campus are thriving, each of them providing unique opportunities to make your TAMIU experience all that you want it to be. Check out the amazing array of opportunities awaiting you and make them yours.

Interest Groups

Interest groups are formed when a group of students begin the process of becoming a recognized student organization. When a student, or group of students, wants to start a student organization at TAMIU they must first come to the Office of Student Orientation, Leadership & Engagement (SOLE), Student Center 226. Student(s) will receive a packet of information that will assist them in establishing a student organization. Staff will answer questions and assist with ideas in recruiting enough members to fulfill the ten (10) members that are needed to be a recognized student organization. Interest groups can be formed throughout the year and will be able to become a recognized as soon as all requirements have been met.

Interest groups are allowed to host meetings at any time, but cannot fundraise for their organization. Due to the limited capability of an interest group, these organizations are encouraged to partner with registered student organizations in order to learn the necessary processes, rules and regulations that have been established by the Office of SOLE.

Recognized Student Organizations

Recognized student organizations are those that have completed the necessary paperwork and process to become eligible to host meetings, fundraisers, and events. In order to become a recognized student organization, you will need to:

a) Schedule a meeting with the Director of SOLE to discuss the proposed organization and secure the appropriate forms.

b) Become familiar with The Leader and TAMIU rules/regulations concerning student organizations.

c) Secure at least one (1) advisor for the organization. At least one (1) advisor must be a full-time staff or faculty member at TAMIU.

d) Complete the necessary registration forms and submit to the Office of SOLE. The necessary forms are:

i. Student Organization Registration/Renewal Form.

ii. Register your organization on CollegiateLink online at tamiu.collegiatelink.net.

e) Have your President (or equivalent), Risk Management and Service Coordinator (or equivalent), and Advisor attend a State mandated Risk Management Training.

Student organizations are traditionally registered at the end of the spring semester. However, newly formed student organizations can register at any time during the year, once the necessary paperwork and trainings have been completed.
Definitions

Academic Requirements: A student leader must meet the following academic requirements: have a 2.0 TAMIU cumulative GPA prior to the first day of each semester (fall and spring) during the term of position; be in good standing with the University, as defined in the Student Handbook, at the time of selection and during the term of position.

Categories: Student organizations divided into nine categories according to their purpose. The categories are described below:
Academic – further study, discuss or experience an academic course, major or field, through lectures, field trips, meetings or other related activity.
Cultural – celebrate and support the interest of one or many different cultures, races, or ethnicities.
Greek – social Greek organizations organized under the Greek Council or independently.
Honor Societies – organizations typically affiliated with a specific major, department, or campus activity.
Religious – celebrate and support the interests of one or many different religions or religious studies.
Service – provide volunteer community service and philanthropy to the TAMIU community.
Special Interest – pursue special interests pertaining to lifestyle, socializing or societal issues.
Sports Clubs – participate informally or through competition in recreational or sport activities.
Visual/Performing Arts – participate or perform to educate others on the various arts available in the TAMIU community.

Single-sex Organization: Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the University unless such programs or activities are specifically exempt from the law. The University is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a recognized student organization at the University. Since passage of this law and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. These criteria are as follows:
1. The organization must have tax-exempt status under section 501 of the Internal Revenue Code.
2. Members must be limited to student, staff, or faculty at TAMIU.
3. The organization must be a “social fraternity” as defined by the Department of Education.

The Department of Education defines “social fraternity” as a group that can answer “no” to all the following questions:
1. Is the organization’s membership limited to persons pursuing or having an interest in a particular field of study, profession or academic discipline?
2. Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
3. Are the members permitted to hold membership in other fraternities or sororities at the University?

If a group answers “yes” to any of the questions, it is not a “social fraternity” and therefore is not exempt from the requirements of Title IX.

Student Organization: A separate, independent entity from the University whose membership is composed of TAMIU students, or a combination of students, faculty, and staff; which was compiled with the registration procedures to be officially recognized by the University. Registering a student organization does not constitute an endorsement of an organization, its program, nor purpose by Texas A&M International University or The Texas A&M University System.

Student Organization Membership: Any TAMIU student or faculty/staff members who subscribes to the purpose and basic policies of the organization may become a member of the organization subject to the compliance with the provisions of the constitution and in compliance with set rules/regulations. Enrollment or employment at another System school does not meet the requirement for student organization membership. All officers/representatives must be currently enrolled students at TAMIU. A student organization must have at least ten members to register.
Privileges

Why you should go to the trouble of registering? Here is a list of the advantages and privileges associated with registration.

- Use of the Texas A&M International University name to identify institutional affiliation
- Recruiting members on campus
- Utilization of University facilities and equipment with minimal or no cost to the organization
- Free advice and assistance in organizing events, fund-raising and recruiting from the SOLE
- Having access to free publicity in publications/programs used by the SOLE
- Publicizing activities on campus bulletin boards
- Utilizing on-campus office space through assigned workstations for student organizations located in the Student Center
- Developing leadership skills through participation in conferences, workshops and activities
- One on one Club Development Sessions guided by a staff member from the SOLE
- Online Club Development Workshops to enhance your knowledge of TAMIU processes
- Have the opportunity to apply for Student Government Association grants to assist with projects or programs
- Use of CLink system to maintain student organization information, including minutes, applications, pictures, etc.
- Use of CLink system to have personalized website for your student organization
- Use of CLink to track involvement and service hours at the University in order to develop your co-curricular transcript
- The opportunity to recruit new members during New Student Orientation each summer

Emerging Leaders Awards Reception

This event is hosted by the Office of Student Orientation, Leadership and Engagement each spring semester to recognize those students that complete the requirements of the Freshman Leadership Organization, Sophomore Leaders Involved in Change, Leadership TAMIU, Student Conduct Board, Honor Council and those students who have completed a dimension within the TAMIU Trailblazers program.

University Life Awards

This ceremony is an annual affair in which outstanding student organizations and advisors are recognized. Student organizations nominate exceptional members, their advisor, and their own student organization. The recipients of these awards are announced at a reception held during the spring semester. Be sure to the applications during the spring semester with the Office of Student Orientation, Leadership and Engagement. Awards include freshman excellence award, leader of the year, advisor of the year, student organization of the year and recognition of the organization with the most number of community service hours.
Student Organization Workshops
The Student Government Association (SGA) of TAMIU and the Office of SOLE have joined forces to provide valuable opportunities for our students to learn about how to make a good organization great. Workshops will be provided online and we encourage each of you to take this opportunity to enhance your organization and leadership skills. Topics include officer training, marketing, fundraising, money management, travel, Robert's Rules of Order and event planning. More information on these workshops can be found on page 28 of this document.

Additionally, SOLE staff is available to offer one-on-one trainings as needed to assist your organization, officers’, etc. These should be scheduled a minimum of two (2) weeks ahead of time in order to allow enough planning for the selected staff member.

Food Handler’s Workshop
The Office of SOLE and Physical Plant have partnered to provide a free workshop that provides you with the information needed to have food fundraisers. Once completed, each passing student will be provided a permit valid for one (1) year. This permit is required for anyone that will be handling food and/or money during on-campus food fundraisers.

Cubicle Space
A limited number of student organizations are granted a cubicle located in Student Leadership and Involvement Center (STC 224). Cubicles are assigned by the Office of SOLE and are based on the level of activity and need as indicated in your interest e-mail. Submission of all required documents is not a guarantee that an organization will receive a station. Each student organization must re-apply online on CLink for a workstation every year. Priority is given to those organizations that have submitted all the required documents for renewal and the student organization of the year, announced at the University Life Awards, is given first choice of their cubicle space.

In addition, there are a number of cubicles that remain unassigned to allow any student organization the use of these spaces. The Student Leadership and Involvement Center is accessible through the Office of SOLE Monday – Friday, 8am – 5pm, except during University holidays or closures.

The Student Leadership and Involvement Center is available after hours by submitting your student organization’s request for after hour’s access via CLink. Access is provided on a semester-to-semester basis for up to five (5) members of each recognized student organization. After hours access is only available during normal operating hours for the TAMIU Student Center.

Reduced Publication Costs
As a student organization, you will have the opportunity to have your advertisements/promotions copied at a reduced rate in our Copy Center or Print Shop. To do so, you will need to do the following:
1. Create/design publication
2. Submit your design to the Office of SOLE for review together with meeting minutes approving the expense – we will work with PRMIS for approval.
3. Once approved, you will be able to go to the Copy Center with your account (27xxxx) information.

Social Media Announcements
As a recognized student organization, you have the opportunity to request that the Office of SOLE promote your event or activity via Facebook, UConnect, and the University’s event calendar.

Student organization fundraisers are submitted by SOLE on your behalf to the University’s event calendar. If you wish for a Facebook or UConnect announcement to be made, please use the Social Media Announcement Request form available through CLink.
Rules and Responsibilities

Student organizations wishing to display their names during graduation are allowed to do so, as long as it is done on the Official University stole/sash that may be purchased at the bookstore located on campus. Organizations may add a patch, a pin, or even their letters to the stole recognizing the organization they are a part of.

All officers of student organizations must be registered students at TAMIU with a minimum G.P.A. of a 2.0 and be in good standing with the University, as defined in the Student Handbook.

Student organizations must have at least ten (10) members. All members of a registered student organization must be currently enrolled students at TAMIU. Please refer to page 45 for further information regarding members that attend Early College High School and/or The Texas Academy of International and STEM Studies.

Each organization must have at least one (1) full-time faculty or staff advisor chosen by the members. The faculty or staff member must be currently employed at all times with the University.

Neither membership in the organization nor services by the organization will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual orientation, ancestry, or medical condition.

The organization’s Registration or Renewal Form must be on file with SOLE. Failure to have this documentation on file will result in your organization being frozen.

Student organizations must adhere to the constitution and by-laws submitted when registering the organization. Updates are allowed as long as the general membership approves the changes.

Student organizations must follow the fiscal policies and procedures of The Texas A&M University System and TAMIU.

Student organizations must schedule all programs and events through SOLE within a minimum of three (3) University working days prior to the event in order to ensure availability of spaces and services.

Each student organization is required to renew during the spring semester. Failure to do so will result in all rights and privileges of the organization being revoked and balances left in unused accounts being allocated to other student services.

Organizations must adhere to all applicable University rules and regulations.

If an event planned by a student organization is believed to threaten the health, safety or property of members of the University community or includes alcohol at on-campus facilities the request for scheduling may be denied by SOLE.

A Student organization’s financial condition must be fiscally sound. It is the responsibility of the advisor and officers of the student organization to ensure that the expenditures of funds are justified, that accurate record keeping all of all accounts is undertaken, and that expenditures are authorized with meeting minutes, showing the vote of the members and must be submitted to SOLE for documentation.

No member, advisor, or officer of a student organization may receive monetary compensation for fulfilling the duties of the organization.

If your organization is awarded a cubicle, it is your responsibility to adhere to the rules and regulations provided to avoid removal of this privilege.

The organization should maintain accurate and up to date information on CLink.
Title VI, Title IX and 504 Regulations
The statements and practices of each student organization (membership make-up, publications, constitution and by-laws, policies and procedures) should reflect the intent of TITLE VI, TITLE IX, 504 and the Americans with Disabilities Act (ADA). Failure of a group to take corrective action, if in violation of these provisions, will mean withdrawal of recognition and support by the University. If you have questions concerning the regulations, please contact the Office of Student Orientation, Leadership and Engagement.

Title VI of the Civil Right Act of 1964
No person in the United States shall, on the grounds of race, color, or national origin be subjected to discrimination under any program receiving Federal financial assistance.

Title IX of the Education Amendments Act 1972
No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Section 504 of the Rehabilitation Act of 1973/ADA
No qualified handicapped individual in the United States shall solely be reason of his/her handicap be excluded from participation in, denied the benefits of, or be subjected to discrimination.

The Charitable Raffle Enabling Act of Texas
Effective January 1, 1990, permits “qualified organizations” to hold up to two (2) raffles per calendar year, with certain specified restrictions.

House Bill 596-Effective October 1, 1995 Fun(d) Raising
A qualifying college and university student organization may hold one, one-day tax-free fund-raising sale each month. The organization must be affiliated with an accredited Texas college or university, and, every two years file with the Comptroller a certification issued by the school verifying that it is an affiliated organization. The organization’s primary purpose must be something other than engaging in business or making profit.

Senate Bill 1138-Effective September 1, 2008 Risk Management Training
In 2007, the Texas Legislature passed a bill mandating risk management training for student organizations. As a result, TAMIU is legally obligated to provide this training to student organizations. The training will be provided each fall semester and be required for the student organization president, risk management and service coordinator, or equivalent, and the advisor. Failure to attend will result in the organization being considered inactive for the school year and will be unable to host any on or off-campus events or programs.

Alcohol, Tobacco, and Drug Marketing On Campus
Alcohol and other drug abuse poses a serious threat to the health and welfare of a large segment of the college student population via automobile and other types of accidents, lessening of academic performance, estrangement of social relations, creation of mental and physical problems, acts of vandalism and property damage, and in some cases, bodily injury, illness, and death. Texas A&M International University is an alcohol free campus. The University will not tolerate any on or off campus marketing, promotion, distribution, sponsorship, or consumption of alcoholic beverages and other drugs by recognized student organizations. Student organizations are not permitted to solicit funds or receive any kind of support whatsoever from alcohol and tobacco companies.
Student Organization Complaint Process
Texas A&M International University (TAMIU) provides numerous opportunities for students to become engaged on campus through a variety of student organizations available for them to join or create.

The Office of Student Orientation, Leadership and Engagement serves as the primary office responsible for overseeing all recognized student organizations on the TAMIU campus. The information below outlines the process for submitting a complaint against a recognized student organization or a member, or officer, of a recognized student group at the TAMIU campus acting in that capacity.

If there is a complaint against a student, because of their own individual action and separate from their role within a student organization, the complainant should follow the steps indicated in the TAMIU Student Handbook.

Informal Process
A student, faculty, staff or other member of the community that has a complaint – a concern that a policy or procedure of a unit has been incorrectly or unfairly applied in his/her particular case, or a formal charge against a person’s behavior – has recourse through complaint procedures. In most instances, complaints can be resolved through an informal process beginning with talking to the individual whom has raised the concern. Basic steps in the informal process include:

Begin by discussing the matter with the individual who has expressed the concern, or complainant.

Address the concern with the involved recognized student organization president and/or advisor for which the complaint has been brought up against.

A summary of the outcome will be provided to the parties involved via e-mail. If the issue is still not resolved, the next step is for a formal process to begin in order for an investigation regarding the issue/allegation to start.

Formal Process
If a complaint is still unresolved after an appropriate informal complaint procedure, an individual may choose to have the complaint “officially documented.” An officially documented complaint should be submitted using the Report It Form available at https://publicdocs.maxient.com/incidentreport.php?TexasAMIntlUniv. Under the section entitled “Involved Parties,” the complainant should list the recognized student organization.

The Director of the Office of Student Orientation, Leadership and Engagement and a staff member from that Office will contact the individual filing the formal complaint within 10 University working days to begin the investigative process. If, during the investigation a student has allegedly violated the student code of conduct, the said student will be reported with the Office of Student Conduct and Community Engagement for further investigation separate and apart from the process indicated below.

After meeting with the individual, the Office of Student Orientation, Leadership and Engagement will subsequently contact the President and Advisor of the recognized student organization of which the formal complaint has been filed against. A formal letter will be provided to both individuals regarding the complaint, with a copy being kept on file for record keeping. A meeting with these two individuals will serve as notice of the complaint filed against their recognized student organization and they will have 5 University working days to submit their response to the Office of Student Orientation, Leadership and Engagement regarding the complaint submitted.

After receiving the response from the recognized student organization, the Director of Student Orientation, Leadership and Engagement will determine whether a violation has occurred and will provide a written response to the complainant and the recognized student organization.
If a violation has occurred, a sanction will be imposed on the student organization and they will have the opportunity to appeal a decision, in writing, within 5 University business days, to the Associate Vice President for Student Affairs. The decision from the Associate Vice President for Student Affairs is considered final and no additional appeals may be submitted.

To establish official documentation, the complaint or appeal must be submitted in writing and must include name, contact information of the person filing the complaint and a brief description of the circumstances including who has been involved and current status.

All documentation will be kept on file with the Office of Student Orientation, Leadership and Engagement and a summary will be forwarded to the Office of the Associate Vice President for Student Affairs for record keeping.
New Student Organizations
Becoming a Student Organization at Texas A&M International University (TAMIU) presents a terrific opportunity to serve the campus community, develop skills within the group, and have a good time in the process. To become a recognized student organization at TAMIU, you will need to:

1. Schedule a meeting with the Associate Director of SOLE to discuss the proposed organization and secure the appropriate forms.
2. Become familiar with this document and TAMIU rules/regulations concerning student organizations.
3. Secure at least one (1) advisor for the organization. At least one advisor must be a full-time staff or faculty member at TAMIU.
4. Complete the necessary paperwork and submit to the Office of Student Orientation, Leadership and Engagement. The necessary paperwork is:
   - Student Organization Registration Form
   - A copy of your organization’s constitution and by-laws that have been voted and approved by the majority of your members.
   - Risk Assessment Form, if a sports club or similar organization
5. Have your President (or equivalent), Risk Manager/Service Coordinator (or equivalent), and Advisor attend a state mandated Risk Management Training.

Once the process has been completed, your organization’s president and advisor will receive an e-mail from SOLE welcoming your group to the University.

Returning Student Organizations
Student organizations returning for the upcoming academic year must take the following steps:

1. Submit the Student Organization Registration Form to SOLE.
2. Register the organization on CLink, following each step closely to ensure all members and officers listed are current members of your group.
3. Have the president, risk manager/service coordinator, and any new advisors attend the State mandated Risk Management Training.

Once the process has been completed, your organization’s president and advisor will receive an e-mail from SOLE welcoming your group back to the University.

**If an organization has been inactive for two (2) years, the students registering the organization will need to follow the steps indicated for starting a new student organization.

CollegiateLink (CLink)
The Office of Student Orientation, Leadership and Engagement provides an online system for student organizations to use when managing their student organizations called CollegiateLink (CLink). This system is used to submit events, track community service hours, maintain your active membership roster, request a cubicle, access the Student Life and Involvement Center (SLIC) in SC 224 after hours and track your progress in TAMIU Trailblazers. Each new student is introduced to the system at student orientation and serves as a mechanism for you to share what your organization is doing. It is important that you become familiar with this system and ask for guidance from SOLE, as needed, to assist you.

A complete User’s Guide is available online via the Campus Links tab on CLink and at http://www.tamiu.edu/studentaffairs/forms.shtml.

More information on CLink is provided in page 38 of this document.
These check-off lists are used by SOLE to determine what information has been completed or is pending for any given student organization. It is an internal document meant to assist OSA staff when asked questions regarding the organization’s status.

The first check-off list is used when a new organization is forming at TAMIU. As soon as a new organization submits their Student Organization Registration Form, the process begins. After completing all the steps, the information is filed with OSA and kept on file for two (2) years.

New Student Organization Check Off List

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<th>Initials</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
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<td>Meeting with SOLE Staff</td>
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<td>Student Organization Registration Form</td>
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<td></td>
<td>Organization created on CollegiateLink by SOLE Staff</td>
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<td></td>
<td></td>
<td>CollegiateLink submission by student organization</td>
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<tr>
<td></td>
<td></td>
<td>Risk Management Training by SOLE Staff</td>
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<td></td>
<td>President   Risk Manager  Advisor</td>
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<td></td>
<td></td>
<td>New accounts set-up (094 and 270) by SOLE Staff</td>
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<tr>
<td></td>
<td></td>
<td>E-Mail confirmation by SOLE Staff</td>
</tr>
</tbody>
</table>

The check-off list below is used for returning student organizations. Organizations planning to return for the upcoming year are expected to begin the process of renewing in the spring semester or at the start of the fall semester.

Returning Student Organization Check Off List

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<thead>
<tr>
<th>Date</th>
<th>Initials</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Student Organization Renewal Form</td>
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<td></td>
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<td>CollegiateLink submission by student organization</td>
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<td></td>
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<td>Risk Management Training by SOLE Staff</td>
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<td></td>
<td></td>
<td>President   Risk Manager  Advisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-Mail confirmation by SOLE Staff with accounts balances</td>
</tr>
</tbody>
</table>

Reviewing of Information
SOLE will review all the documents pertaining to the registering of new and renewing student organizations. An organization will be notified if there is a problem with their registration and will receive an e-mail when the organization is considered a recognized student organization at TAMIU.

*The Office of SOLE has final approval on all student organizations submitting their applications to be recognized.*
Advisors
Each student organization must have a TAMIU full-time faculty or staff member serve as their advisor. The advisor’s primary role is to serve as a mentor to guide an organization in fulfilling the mission and goals of the student organization. If the advisor is unable to fulfill their role, the student organization must find a replacement advisor before holding a meeting, event, or fundraiser and submit an updated registration form with our Office. In addition, new advisors will be required to attend the State mandated Risk Management Training and complete the Clery Act Guidelines for A&M System Campus Security Authorities as provided through TimeTraq. An advisor wishing to step down from their role is asked to inform the student organization and the Office of Student Orientation, Leadership and Engagement so that records can be updated appropriately.

Advisor Responsibilities
Involvement in one or more of the University’s recognized organizations is a way to balance one’s life, meet new people, and develop interpersonal and leadership skills. The advisor plays a significant part in the formation of a high caliber student organization and student leader.

1. Encourage the organization to provide opportunities for educational and personal development of its members.
2. Attend the state mandated Risk Management Training provided by SOLE.
3. Provide long-term continuity within the group and become familiar with its history, including major changes in the group’s program.
4. Update information with SOLE as changes occur throughout the year.
5. Help the group in setting and evaluating realistic goals and objectives each year.
6. Meet regularly with officers to discuss the next meeting’s agenda, methods to improve meetings, and solutions to problems.
7. Encourage maintenance of good records of programs and activities.
8. Ensure that adequate minutes and files are kept.
9. Attend the organization’s meetings so that the advisor can determine how individuals are given the opportunity for worthwhile participation.
10. Point out new perspectives and directions to the group, introducing new program ideas, helping formulate group procedures, as well as assisting with regular program planning.
11. Attend the events sponsored by the organization and assist in setting the tone of the occasion.
12. Help ensure the organization’s activities justify the expenditure of the student’s time, abilities, energy, and duties.
13. Be aware of University rules and procedures concerning student organizations and help the students understand and follow procedures.
14. Ensure that the student organization’s on-campus accounts are fiscally sound.
15. See that the activities of the organization constitute no legal liability to the organization (i.e., that activities are properly planned, supervised, safely conducted, and adhere to campus regulations and State law).

Each year brings a new opportunity for advisors to work with different individuals and offer new perspectives. Should an advisor need to resign, he/she is expected to notify the Office of SOLE in writing/e-mail studentaffairs@tamiu.edu within two (2) weeks in order to update our records and comply with University regulations.
Registration Form
The Student Organization Registration Form is required for each new organization wishing to start at TAMIU. This form provides basic information about the organization and should be submitted to SOLE together with your constitution and by-laws after your initial meeting. After submitting this form SOLE will create your organization on CLInk and you will be required to “Register this Organization” following the on-screen instructions provided.

Renewal Form
The Student Organization Renewal Form is available online. This form must be completed prior to the start of the Fall Semester. This form is used to determine who will have access to your organization’s account information. As part of the renewal process, an organization must also “Register this Organization” on CLInk in order for the process to continue.

Departmental Requisition
The Departmental Requisition Form is required any time a student organization is requesting to withdraw funds from their account(s). Together with this form, the student organization should include: (1) Meeting Minutes that include the expense, those in attendance, and voting (2) A receipt and/or invoice that describes the item and/or service and (3) A W-9 for the individual that is to receive the funds. Please allow 1-2 weeks for processing.

FERPA Release of Information
The FERPA Release of Information allows student organization to submit this document in order for the University to send educational records to another organization, office, or entity.

Risk Assessment Form
The Risk Assessment Form is required any time an organization is being established and is considered a sports club under the definition provided by SOLE. This form is also required any time a student organization is hosting a large event/function. The form is filled out with the assistance of SOLE and turned in for processing. Please allow 2-4 weeks for processing.

Preliminary Request to Seek External Funds Form
The Preliminary Request to Seek External Funds form is required prior to approaching any business and/or agency for financial assistance for your student organization. The form should be submitted to SOLE with all required documents (list of potential donors, sample request letter) for review. Once reviewed, SOLE sends the information to the Office of Institutional Advancement (OIA) for final approval. It is your responsibility to contact the OIA to check the status of your request. Please allow 3-5 business days for processing.

Student Organization Travel Form
The Student Organization Travel Form is required any time your student group plans to travel outside of the Laredo area. In addition to submitting this form, the student organization is required to submit their trip as an event via CLInk. Attached to this form should be a waiver for each individual traveling and copies of driver's licenses and liability cards, as needed. Documents must be submitted at least three (3) days before travel date.

Student Organization Waiver Indemnification, and Medical Treatment Authorization Form
The Student Organization Waiver Indemnification, and Medical Treatment Authorization Form is required for each person traveling with a student organization or any time an organization is hosting an event that required the submission of the Risk Assessment Form.

Tax Exemption Form for Student Organizations
The Tax Exemption Form for Student Organizations is a document provided to student groups as a courtesy in order to avoid paying State taxes and should only be used for official student organization purposes.

W-9 Form
The W-9 Form is used to set-up vendors and individuals into our accounting system in order cut checks or make deposits.
Constitution and By-laws

In order for newly formed student organizations to become recognized, a copy of the constitution and by-laws must be submitted to SOLE (A sample provided on page 33 of this document) with original signatures from all officers and advisor(s). Your organization will not be considered “recognized” until the constitution and by-laws have been submitted and reviewed by SOLE. If an organization is affiliated with a national organization, a copy of your local by-laws, along with national level constitution and by-laws must be submitted with your registration form. Once SOLE has reviewed the document, the student organization is responsible for uploading this document online in accordance with the registration process for CLink.

Format

The following information must be contained in the constitution/by-laws. It is the responsibility of the officers of the student organization to keep a copy of the constitution/by-laws for their files and make copies in order to distribute it to the organizational membership. In addition, a copy of your most current constitution and by-laws should be made available on CLink using the “Documents” tab under each organization. Posting this information on CLink will allow new and interested members the opportunity to review your organization’s structure to determine their role in it.

I. Name (required): States the official name of the student organization. The name of the student organization must follow the guidelines set forth by SOLE.

II. Date of Creation and Revision (required): Provides the dates of creation and the latest version at the end of the document.

III. Mission Statement (required): The mission statement is a short, detailed description of the purpose for the existence of the group.

IV. Membership (required): Defines the composition of the student organization, including membership requirements and selection procedures. Any TAMIU student, faculty, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. A student organization must have at least ten (10) members to be recognized.

V. Ethical Code of Conduct (required): The organization and its members agree to abide by all University rules and local, State, and federal laws.

VI. Officers (required): Describes the specific responsibilities and powers given to each officer. This section should also include information on how to fill vacancies, remove officers and the election process. All officers must be currently enrolled students at the University and must have graduated from high school or received a GED.

VII. Meetings (required): Describes how often the meetings will be held, who can call regular and special meetings, and attendance requirements.

VIII. Advisor(s) (required): Describes the function of the advisor and the role the student organization wishes them to have.

IX. Finances (required): Describes the function of the officer in charge of finances and how often the individual is required to report status of account.

X. Risk Management (required): Describes the provisions outlined in the Risk Management Training relating to travel, drugs and alcohol, fire safety, hazing, and sexual harassment.

XI. Voting (recommended): Describes how voting will occur and how decisions will be made.

XII. Amendments (recommended): Describes how amendments to the constitution may be made. Typically requires the changes to be presented and the majority of members to be in agreement.

XIII. Committees (recommended): If applicable, standing (permanent) committees and ad hoc (temporary) committees should be listed including duties and responsibilities.
Fund Raising Regulations

University recognized student organizations may engage in fund raising activities to sell products, publications or services, and to collect donations. Prior written approval via a Student Organization Event Form on CollegiateLink for such projects must be obtained from the Office of SOLE with the following regulations.

Recognized student organizations that use University facilities for moneymaking purposes will use the proceeds only for the purposes set forth in their constitutions. No recognized student organization will use its University relationship as a paper authorization for any other group.

Fundraising must be conducted in a lawful manner in compliance with University regulations.

The student organization must keep accurate financial records and deposit all monies raised with the University at the completion of the fund raising activity.

House Bill 596 allows recognized student organizations to sell items tax-free one day a month. Student organizations that sell taxable items during a one-day monthly fund-raising drive will not be required to have a sales tax permit. House Bill 82 allows chartered student organizations to exempt the first $5,000 of the total receipts raised by qualified student organizations from sales tax.

For more information on fundraising, please go to page 41 of this document.

Donations and Sponsorships

To avoid conflict with the University development program, student organizations must coordinate the solicitation of donations of outside business through the Office of Institutional Advancement located in Killam Library Suite 261. Student organizations may approach individual or business for donations after they have coordinated this effort with the Office of Institutional Advancement and submitted the appropriate documentation to SOLE. A Preliminary Request to Seek External Funds Form must be submitted to the Office of Institutional Advancement. **Do not approach any individual or business for a donation until this list has been submitted and approved.** Once the list has been approved, you will have protected access to the donors.

Do remember to always send out a thank you letter within five (5) days of event to everyone that contributed to your cause through in-kind or monetary donations.

Bake, Flower and Book Sales

For organizations that want to have a sale, tables and chairs are available for use on campus, an event request must be submitted on CLink at least three (3) University working days prior to the event. There is no fee for student organizations to vend on campus.

Bucket Brigades

Due to liability issues and image concerns, the University prohibits student organizations from participating or organizing bucket brigades. Authorization of this type of fund-raiser will not be given.

Food Service/Catering

By contract, the University food service provider shall serve all food items on the TAMIU campus. Student organizations are not allowed to sell or distribute any food item on the campus without prior approval. Permission must be acknowledged on the event request submitted on CLink and subject to review and verification. In addition, to sell food on campus all student organizations must have attended and successfully completed a University Food Handlers Course. This course is coordinated through the Office of SOLE.
Benefit Giveaways
Benefit Giveaways are governed by the Charitable Raffle Enabling Act.

- Organizations may not offer money as a prize in a raffle. The prize must not be valued at over $25,000.
- Organizations may hold two giveaways a year, January to December. Tickets may not be advertised statewide or through a paid advertisement.
- Tickets must state name and address of organization, name and phone number of officer, price of ticket, description of prize and estimated value (see sample below).
- Only members of the organization may sell tickets and no one may be compensated directly or indirectly for conducting a benefit giveaway.
- Benefit Giveaways are limited to a two (2) week sales period and will be considered a fundraiser, thus eliminating the possibility of having another fundraiser for the given month.

Sales Tables
Student organizations sponsoring sales tables involving a University affiliated vendor such as ticket sales, raffles, organization T-shirts, etc. are not required to pay a rental fee and/or commission for sales table space.

Vendors and non-University affiliated users promoting a commercial product, service, or fund-raising drive must be sponsored by a recognized student organization and be approved by SOLE.

Sponsoring organizations will be permitted one sales period per month. A sales period may not exceed one day of sales.

In order to maintain fairness a limited number of sales will be allowed during any given day. SOLE will determine the amount of tables.

Failure to cancel a sales table reservation at least one (1) working day prior to the reservation date will result in loss of reservation privileges for the remainder of the semester.

Products or services which duplicate or are similar in nature to those sold by the University Bookstore, Dining Services or institutional business partners may not be sold next to/directly within the vicinity of the respective venue.

Solicitation for mass-marketed products and services readily available to the University community – such as credit cards, long-distance calling cards, etc. – will not permitted.

Texas A&M International University assumes no liability for the equality of the goods or services sold at sales tables on its premises. The presence of a commercial vendor on the property of Texas A&M International University does not constitute an endorsement of the vendor or its product by the University.
Failure to abide by University regulations and State and federal law may result in the sanctioning of a student organization. There are three classes of infractions that lead to possible sanctions.

**Minor Infractions**
These violations involve the misuse of University property, seeking the media without approaching the Office of Public Affairs, misuse of University outdoor and/or indoor spaces, requesting donations without prior submission of the Preliminary Request to Seek External Funds or not receiving authorization from the Campus Dining Services to sell food items on campus.

Organizations that commit a minor infraction will receive a warning letter for their first offense. A second offense will result in the organization committing a serious infraction and potentially being barred from using University resources for a specified length of time as determined by the SOLE.

**Serious Infractions**
These violations involve the misuse, loss, or damage to the University property of up to $100 in value, violation of state sales tax requirements, financial irresponsibility, or soliciting funds from non-approved University donors as reviewed by the Office of Institutional Advancement.

Organizations that commit a serious infraction will meet with SOLE. The organization may be placed on probation for specified period of time, be required to perform community service, or given notice of other corrective action. A second offense will be treated as a severe infraction.

**Severe Infractions**
These violations involve hazing, loss or damage to University property of over $100, the misuse of a University vehicle, including golf carts, the misappropriation of funds, failure to meet financial responsibilities more than $100, or receiving funds or support from prohibited sources such as alcohol and tobacco companies.

Organizations that commit a severe infraction will meet with SOLE who will render a decision.

**Probationary Status**
A student organization that is placed on probationary status can continue as a recognized student organization but is placed on notice for a specific period of time. If at any point a second violation occurs, the organization would then move to the frozen/suspension status. Probationary status is determined by SOLE and can range between a few weeks to a full semester depending on the severity of the situation.

**Frozen/Suspension Status**
A student organization that is placed on frozen or suspension loses its privilege as a recognized student organization on the TAMIU campus. As such, all meetings and fundraisers would be cancelled. The duration of frozen or suspension status is determined by SOLE depending on the severity of the situation.

**Appeals**
Student Organizations that wish to appeal the decision rendered, may do so, in writing, within ten (10) University working days of notification. If an appeal is not filed, then the organization assumes all responsibility and consequences outlined in the letter provided by SOLE.
General Guidelines
All funds raised and deposited by a student organization will be managed and administered according to the policies and procedures of the University’s Bursars Office and be in compliance with State statutes. The University Bursar’s Office processes the accounting and paperwork for these funds.

Student Organizations have access to two types of accounts:

**Student Government Association (SGA) Funded Account**
Each registered student organization will have an account in their name at the University Bursar’s Office that begins with “270.” This account is used when being awarded a grant from the Student Government Association or when needing to use services from the University’s copy center. In addition, when an organization receives donations, monies are deposited into this account.

**Fundraising Account**
There is a separate fund-raising account that each organization will deposit funds received from membership dues or fund-raisers that begins with “094.”

At least two officers and the advisor of the organization must be selected by the recognized student organization to make all financial transactions.

Please review the section entitled “Fund Raising Regulations” to ensure proper procedures are followed.

**Depositing Funds**
Student organizations wishing to deposit funds in their account must go to the Bursar’s Office cashier (ZSC 137) and present their account number. A receipt will be provided for your records.

All deposits should be made within forty-eight (48) hours of when the money was received or the final day of your fundraiser. This ensures that all funds are deposited appropriately and provides less risk of monies being misplaced or stolen.

**Membership Dues**
Each organization independently decides whether membership dues will be required for students interested in being a part of the organization. Membership dues should be clearly articulated in the organization’s constitution and by-laws. The requirements should be discussed with each new member and deposit of membership dues should be done in accordance to the section entitled “Depositing Funds.”

Organizations that have membership dues should provide receipts to their members when dues are paid in order to provide a record of membership dues. This receipt book should be maintained on file for a minimum of two (2) years and can be submitted to OSA for safekeeping at the end of each academic year.

**Account Information**
Account balances, transactions, history is only provided to the individuals listed under the Account Access /Information section of the student organization’s registration or renewal form.

Account information can be requested via e-mail from an authorized individual or from an authorized individual in person with SOLE, located in Suite 226 of the Student Center.
Withdrawing Funds from Account

In order to withdraw funds from an account, the following occurs:

1. A Departmental Requisition Form must be completed that can be found at https://tamiu.collegiatelink.net/form/step/1?Guid=192a4145-caa7-4409-8dcd-c22d4a36d079.

2. Attach a copy of the minutes of the student organization showing authorization of that expenditure by the members. Thus, the minutes should include the names of the members in attendance and the outcome of the vote taken to approve the expenditure.

3. The Departmental Requisition should state the name of the student, sponsor, or vendor who the check will be made payable.

4. The Departmental Requisition can only be submitted by an authorized officer electronically and the advisor of the group will have authority to reject the submission.

5. After the Departmental Requisition Form has been submitted, the student representative should submit original receipts to SOLE in STC 226. Please allow three to four (3-4) University working days for disbursements.

All funds being requested are deposited into a student’s HigherOne account (Fridays of each week only) or a check is sent directly to the vendor.

To ensure proper processing, please submit an updated W-9 if the person or company receiving the funds has not received a deposit during the current academic year.

Invoices

Any time a student organization is requesting to withdraw funds from you account, an invoice or receipt must be provided. The information should include a brief description of each item being purchased and the cost per item. This serves as the document required to request funds ahead of time.

Once items have been purchased, an original receipt must be submitted to the Bursar’s Office to remain compliant with accounting regulations.

Receipts

If a student organization is requesting to be reimbursed for expenses, original receipts must be submitted with the Departmental Requisition Form. The original receipt should include an itemized list of the items purchased, where the items were bought, and the cost for each item.
To reserve University equipment and facilities student organizations must submit their event on CLink a minimum of three (3) University business days prior to the start of your event. Larger events or those that require additional set-ups should be submitted a minimum two (2) weeks ahead of time. Upon review and approval, your request is subsequently submitted to Event Services for final processing of your desired audio/visual equipment, location, etc.

To submit your organizations’ event, please log in to CLink and click on Organizations or My Shortcuts. Click on the organization for which you wish to submit your event. Once you have selected your organization, click on Event, located on the left hand side and then click Create Event and the top of the page. Only officers and advisors have access to submit events on behalf of their organization and all requests should be routed through these individuals.

Events should be submitted any time an organization is doing something as a group and conducting official business. This includes meetings, travel, volunteering, performances, etc. on or off-campus. If you are not sure whether you should submit your event, please contact SOLE for guidance.

**Reservation policy**

1. The general rule is to honor reservations on a first-come, first-serve basis. Special University functions will receive first priority.

2. Academic classrooms space cannot be reserved for special events until after the twelfth (12) class day of each semester. This is to ensure that adequate space will be available for academic classes.

3. Event Services will assign each reservation to the most appropriate space available. Requests for specific rooms or spaces will be honored, when possible. Event Services reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation.

4. All space reservations will be tentative until all details of the event are processed by Event Services.

5. University facilities are intended for use by all campus groups for a wide variety of functions and activities; however, extraordinary events draw large numbers of people and can stress the facilities to their maximum capacities. Therefore, to preserve the facilities and ensure the safety of participants, the following procedures apply to all extraordinary events scheduled:
   - No more than two extraordinary events of similar nature (i.e. dances, lectures, concerts) can be scheduled on a single day.
   - Events which are likely to attract crowds near to or in excess of the established room/space capacities may require University Police Officers to be hired – at the student organization’s expense – to provide security and crowd control. Such situations will typically require two officers to be paid at rates established by the University’s police department.

6. The Office of SOLE must approve the scheduling of activities, facilities, or equipment for recognized Student Organizations.

7. A representative from the student organization must be present for the duration of the event.

8. Groups and individuals with outstanding bills and debts owed to the University will have their reservation privileges suspended until full payment is received.

9. Only food and beverage prepared by University’s food service provider will be served in the meeting and dining rooms.

10. Sponsoring groups or individuals will be responsible for damages and cleanup of the facilities and/or equipment.
11. An overtime charge will be assessed for events running past the facility closing time without prior arrangement as part of the space reservation. If you plan to host an event past closing hours, a minimum two (2) week notice is required.

12. Use of University facilities or services is subject to change or cancellation based upon priority needs of the University as determined by Event Services.

Cancellations and “No Shows”
Two “no shows” (cancellation without notification) for events in rooms with standard setup configurations can result in denial of space requests and/or cancellation of space already reserved for no less than one semester.

Failure to cancel reservations for events involving any special setup at least two (2) business days prior to the event date will be responsible for all charges stated on the reservation contract, and may result in denial of space request and/or cancellation of space already reserved for no less than one semester.

Catering
All events involving catered food must be catered through the campus food provider in accordance to their procedures and policy. Food is allowed in designated rooms only.

No outside food of any kind is allowed for on-campus events.

The use of cooking equipment (i.e. microwave ovens, camp stoves, grills) requires prior approval.

Technical Services
• Reservations for audio/visual equipment are listed in the event request and are reserved through Event Services prior to the event.
• Only trained technical personnel will be permitted to use audio/visual equipment.

University Police Services
• Under certain circumstances or “events” it may be necessary to have Police Personnel on site in order to facilitate and to insure to the safety of the event attendees. Please read the reservations section of this document for more information.
• Only University Police Staff will be hired for any and all events held on University Property.
• Reservations for University Police services are made through the Event Services Manager two (2) weeks before the event.

Information Tables and Sales Tables
Information and sales tables on the Texas A&M International University campus are permitted at various locations; all information and socialization activities must be scheduled through CLink using the Create Event button.

Distribution of literature, petition drives, surveys and similar activities around campus may be conducted only from a reserved information table location.

Outdoor Gatherings and Events
For events being held outdoors, please visit the Office of SOLE for consultation and planning of your event.

Outside Speakers
The University recognizes that an academic institution has an obligation to present all points of view. Therefore, it should provide a forum in which various issues will be presented and discussed. If you or your organization is interested in obtaining an outside speaker, consult with the Office of SOLE.

Contracts
Any organization entering into a contract must follow the procedures set forth by SOLE.
Alcohol
The consumption of alcohol by anyone under the age of twenty-one (21) is prohibited by law and strictly enforced by the University in accordance to the Student Handbook. Providing alcohol to minors is also prohibited and subject to the same strict guidelines set forth by the State of Texas. This rule extends to all recognized student organization members at all functions and/or events.

Organizations are prohibited from purchasing or consuming alcohol during any on-campus function and require the submission of a Risk Assessment Form for any off-campus functions where alcohol will be made available by the organization or other entity.

If an organization is found to be responsible for violating any University, State, or federal laws, SOLE may enforce additional sanctions against the group.

Advertising and Marketing of Alcohol
Texas A&M International University does not permit the marketing of alcoholic beverages by manufacturers or distributors, by clubs, or organizations of the University.

Organizations seeking to host an event at an off-campus establishment where alcohol is served are required to submit a Risk Assessment Form to SOLE prior to the event being reserved.

Other Drugs
All interest groups and recognized student organizations are expected to represent their group and the University in the best light possible. Members found to be violating University, State, or federal laws will be found responsible in accordance to the Student Handbook.

If an interest group or recognized student organization is found responsible for violating University, State, or federal laws, the OSA may enforce additional sanction against the group.
The Office of Public Relations, Marketing and Information Services coordinates all local, regional, national, and international media access and coverage for the University. If your student organization wishes to publicize an event through newspaper, radio, or television coverage, you must contact Office of Public Relations, Marketing and Information Services for assistance at (956) 326-2180, by email at prmis@tamiu.edu, or visit offices located in Killam Library Room 268.

The Office of Public Relations, Marketing and Information Services will send, upon request, a short publicity release to The Laredo Morning Times and local radio and television stations. The Office of Public Relations, Marketing and Information Services also compiles a Calendar of Events at TAMIU.

Publicity Design
Materials that you produce that feature the University’s copyrighted marks (logo, seal, and mascot) must be approved prior to publication. Please plan accordingly.

Printing Services
The University does have a copy center where you can have your publication printed, with prior approval from SOLE. To do so, please follow these steps:

Bring your flyer by the Office of SOLE. We will stamp the flyer on the back with approval to proceed with printing and confirm your account number and funds. (This doesn’t replace the stamp you need to post a flyer).

At that time we can also stamp the front of the flyer if the flyer is being posted on campus. If the flyer is for an event, please make sure it has been submitted and approved on CLink. Please make sure the flyer has the following:

- Name of your organization
- Time, date and location if the flyer is for an event
- Contact information

You can also still print using the black and white printer in SC 224 if you bring your own paper and use your printing code.

TAMIU Logos and Emblems
The use of the Texas A&M International University name or any of its logos and emblems is strictly prohibited, unless the appropriate office has provided prior approval.

The Office of Public Relations, Marketing and Information Services and the Athletics Department must approve uses of the trademarked seal and mascot respectively. The OSA will work with your organization in securing permission, but this should happen prior to ordering any shirt, uniforms, etc. that incorporate the use of these symbols. More information on the use of trademarked logos can be found at http://www.tamiu.edu/newsinfo/office/tamiugraphicidentity.shtml or http://www.tamiu.edu/newsinfo/office/tamiumannoscript.shtml.

In all uses of both, the symbol for trademark, TM, must be included at all times.

Use of Logos, Symbols, Insignia, or Marks
TAMIU prohibits the use of any of its logos, symbols, insignias, or other identifying marks in association with any activity that involves the endorsement, support, or promotion of political candidates or partisan political activities. For purposes of this rule, the prohibition includes, but is not necessarily limited to, all registered marks and all official insignia, uniforms, landmarks, or licensed songs that may be reasonably identified with TAMIU. This prohibition also includes any University-affiliated organizations that officially represent the institution, such as the Alumni Association and athletic teams. The Vice President for Institutional Advancement will determine university-affiliated organizations.
Bulletin Boards and Banners

General Posting
Prior to a flyer or banner being posted at any location on campus for a student organization, individual student, or the Laredo community, the Office of SOLE must approve by stamping with the approval stamp. TAMIU offices will continue to get their flyers and banners stamped at the information desk at the Student Center. The stamp must follow the guidelines below:

a. Must be on the front of the flyer or banner
b. Must be dated with the day after the event or two weeks from the date the flyer or banner was stamped
c. Must be initialed by the approver
d. A copy of the flyer must be kept for office records

In order to post, the event must have been submitted on CLink for a student organization or EMS for individual students and the Laredo community.

The information that must be presented is:

a. Name of the organization or event
b. Time, date and location of the event
c. Contact information for the organization or individual

Only University affiliated organizations may display or distribute promotional materials at TAMIU after following established procedures.

• The promotion of commercial enterprises is prohibited.
• Posters shall not exceed 24” X 36”.
• Posters may be put up five (5) days prior to event or earlier if the space is available and shall be limited to three (3) posters per event in the Student Center. After the scheduled event, Student Center personnel will remove and discard all posters and banners.
• Banners will not be posted longer than two (2) weeks.
• After registration, any materials to be displayed on the tables in Food Service areas must be taken to supervisory personnel of the respective dining areas for distribution instructions.

Flyers
Flyers that are being handed out do not need to be approved by the Office of SOLE. Flyers that are being set on tables or reception areas must be approved by that office or the responsible party for that space (example: Food Court = Aramark). Some University departments require the Office of SOLE to approve the flyer before it can be set out in their location. Currently the following requires SOLE’s stamp:

• Aramark

All flyers need the background color to be light enough so the stamp is legible. If a group brings in a flyer that is too dark, we will add a mailing label so the office can stamp the flyer. We will let them know from this point forward they need to either add a light spot for us to stamp or have a lighter background color.

Flyers that have been approved by the Office of SOLE can only be posted on bulletin boards.

Banners
Banners can be posted in the Student Center Rotunda until the day after the event or for a period of two weeks due to limitation of space. A banner for an event can be displayed for up to one month before the event. CAB, Campus Activities Board, has a reserved section in the Student Center Rotunda. The reserved spot for CAB can only be used for CAB events and not in conjunction with another group or organization.
Political Campaign Events and Partisan Political Activities on TAMIU Property
Texas A&M International University (TAMIU) is a state-supported public institution of higher education. The responsibility for educating and training the future leaders of the state and nation carries with it a duty to adhere to the highest ethical standards and principles. In fulfilling its multiple missions as an institution of higher education, TAMIU encourages the free exchange of ideas. In accordance with the University’s rule on Freedom of Speech, Assembly, Expression and Demonstration, the University will protect the freedoms of speech, expression, petition, and peaceful assembly, while maintaining its right to regulate reasonable time, place, and manner restrictions concerning acts of expression and dissent.

Please refer to The Texas A&M University System Policy 33.01.01.L1 for more information.

Institutional Neutrality
In order to maintain its integrity as a public institution, it is critical that TAMIU maintain neutrality in regard to any partisan political activity. The University cannot endorse, support, or promote any political candidate (either incumbents or new office seekers, members of their staffs, or their campaign representatives) or any partisan political activity. Further, it is the intent and expectation of TAMIU that all faculty, staff, and students avoid any behavior that could reasonably be interpreted as official University endorsement, support, or promotion of political candidates or partisan political activities. Nothing in this rule should be construed as limiting the right or ability of any member of the University community to express personal opinions or to exercise his or her right to engage in political activities outside his or her official capacity or affiliation with the University, within the limits of the System Policy 07.01 Ethics.

Recognized Student Organization Sponsorship of Campaign Events
In the spirit of maintaining a “marketplace of ideas,” officially recognized student organizations may sponsor partisan political activities or events on campus in accordance with all applicable University rules as set forth in the TAMIU Student Handbook, Freedom of Speech, Assembly, Expression, and Demonstration (Appendixes, Exhibit IX). In sponsoring a partisan political activity on campus, the recognized student organization(s) must be responsible for communicating and collaborating with appropriate University officials about the event and cannot delegate any responsibility for the event to a non-student organization(s) unless mutually agreed upon by the Director of SOLE, the Vice President of Institutional Advancement, the University President, and the sponsoring organization.

Disclaimer Statement
TAMIU reserves the right to require that a statement be made prior to the presentation of any speaker that the views expressed are not necessarily those of the institution or the sponsoring group.

General Guidelines (subject to change)
A. No political campaign posters of students or non-students will be posted at the University.
B. Candidates for political office, both student and non-student, may casually visit with student, personnel, or other patrons in the Student Center to solicit votes. Distributing campaign literature or cards is prohibited on campus.
C. Student organizations may host debates on-campus, but each candidate must be invited to participate with written proof of the invitation provided to SOLE. An individual, with no affiliation to any candidate, should moderate all debates. During debates, campaign supporters can express their opinion for their desired candidate as long as it is respectful of all other candidates and in a fashion that does not interrupt others.
D. Individuals running for office can assist in student organizations’ non-partisan events. They are not however, allowed to promote themselves as candidates running for office or provide information about others running for office.
Planning and Preparing For Trips
Student organizations are encouraged to attend conferences, field trips, and other activities that help the leadership growth and development of TAMIU students. To ensure that safety is a priority, the following steps much be taken before disembarking on an out of town trip.

An Event must be submitted via CLink a minimum of two (2) weeks prior to your departure.

The organization is required to submit a Student Organization Travel Form, one for each proposed travel date. This form must be completed and returned to the Office of SOLE before departure together with copies of driver’s licenses for all students traveling and liability insurance copies for all drivers.

All students participating in the trip must complete a Student Organization Waiver Indemnification, and Medical Treatment Authorization Form.

The sponsor and organization are required to keep a copy of all forms and take it on the trip with them. This form lists the emergency contact information for the students participating in the trip.

Upon return from the trip, all incidents need to be reported immediately to the Texas A&M International University Police Department and the Office of SOLE.

There should be a meeting with all persons traveling to discuss; code of conduct, agenda for the trip, what to bring, phone numbers where you can be reached during the trip, and safety procedures.

Please remember that you represent the University during your entire trip and act accordingly.

In case of an emergency, please call 911 and the University Police Department at (956) 326-2911 so that appropriate steps can be taken.
TAMIU Trailblazers

The TAMIU Trailblazers program is a co-curricular leadership initiative that serves as a student’s roadmap to success. The Trailblazers program enables registered TAMIU students to access co-curricular programs that complement what a student is learning in the classroom. Engagement in the TAMIU Trailblazers program assists students in becoming more prepared for the ever-changing global market and become more competitive in the world of work and graduate studies.

The activities for the TAMIU Trailblazers program are divided into five learning dimensions; Career Development, Civic Leadership, Global Perspective, Health and Wellness and Personal. Each of the dimensions has three levels of engagement; Entering Stage, Engagement Stage and the Leadership Stage. The curriculum works as a guide to direct students along the path of student success. A student’s progress through the stages is tracked and displayed on a personal progress screen that can then be printed on behalf of the University as a Co-Curricular Transcript. Students who complete the entire curriculum will receive recognition for their achievement upon graduation from TAMIU.

More information about TAMIU Trailblazers can be found online at http://www.tamiu.edu/studentaffairs/TAMIUTrailblazers.shtml or you can see the Frequently Asked Questions.

Related Institutional Imperatives and Goals

Imperative 1: Students
Admit, retain, and graduate students who are prepared for successful leadership roles in a culturally diverse, global society.

Goal 1.3 Prepare students for successful leadership roles.
Goal 1.4 Engage students in activities that enrich their lives.
Goal 1.5 Provide programs and services that support established student outcomes.
Goal 1.6 Increase participation of students in study abroad programs.

Imperative 3: Teaching and Learning
Enhance the educational environment by promoting excellence in teaching and learning.

Goal 3.2 Promote excellence in learning by creating a student-focused learning environment, while incorporating service-learning opportunities, where appropriate.
Goal 3.3 Create and revise curricula to meet the needs of students and stakeholders, and where appropriate, incorporate cross-cultural and global perspectives.
Goal 3.4 Broaden educational experiences of students through participation in student research/scholarship.

Imperative 4: Research
Strengthen and expand faculty research and scholarship to address regional, national, and global issues.

Goal 4.3 Expand and develop collaborative and/or multidisciplinary research and scholarly/creative activities.

Imperative 5: Service
Improve the quality of life for the University community and citizens of the region, state, nation, and world.

Goal 5.1 Expand collaborative service, volunteerism, and outreach activities.
Goal 5.2 Serve as a focal point for cultural, educational, and research activities.

Related Undergraduate Learning Principles
   Appreciating Values and Ethics
   Critical Thinking
   Integration and Application of Knowledge
   Respective and Expressive Communication Skills
   Understanding Society and Culture
Five Dimensions for Student Success
TAMIU Trailblazers is divided into five dimensions, each of which has three stages. To complete each dimension, students are required to complete three (3) items in the Entering Stage, two (2) items in the Engagement Stage, and one (1) item in the Leadership Stage. Further details regarding the five dimensions can be found selecting each dimension below.

**Career Development Dimension**
The goal of the Career Development experience is to have the ability to enter and succeed within the world of work. Career Development activities offer students the opportunity to develop skills that are useful in the workplace.

After successfully completing this dimension, students will be able to develop a correlation between their academic program and career aspirations, provide occasions for growth and application of one’s talents, and have tools necessary to compete in a global workforce.

**Civic Leadership Dimension**
The goal of Civic Leadership is for a student to embrace and value one’s role as an informed and engaged citizen. Civic Leadership activities give students an opportunity to make a difference in society by contributing their talents, while learning how to relate to others.

After successfully completing this dimension, students will develop a combination of knowledge, skills, values and motivation to make a difference, and enhance personal interests and abilities by serving others.

**Global Perspective Dimension**
The goal of the Global Perspective experience is to gain critical insight, experiences and skills to engage in a global society. Global Perspective activities expand on a student’s cultural growth. These activities will give students cultural immersion opportunities and the ability to gain valuable practical life and work experiences.

After successfully completing this dimension, students will gain a cultural understanding beyond their own, embrace the similarities and differences between cultures, and develop an appreciation for all.

**Health and Wellness Dimension**
The goal of the Health and Wellness experience is to be active in identifying and balancing a healthy physical lifestyle. Health and Wellness activities expand students' horizons physically, emotionally and/or spiritually.

After successfully completing this dimension, students will be able to understand the importance of maintaining a healthy lifestyle and the role it plays in being successful at the University and beyond.

**Personal Enrichment Dimension**
The goal of the Personal Enrichment experience is to be active in identifying and balancing intellectual, interpersonal and physical pursuits. Personal Enrichment activities expand students’ horizons intellectually, physically, socially, culturally, emotionally and/or spiritually.

After successfully completing this dimension, students will gain an understanding of involvement opportunities, develop leadership potential, and become well-rounded individuals.
Student Organization Workshops
Throughout the year, the Office of SOLE will work with various groups on campus to provide training workshops to our student organizations. Each workshop will focus on a variety of aspects that will enhance your organization while providing valuable insight on how to be more successful.

Workshops are available at any time of the year and can be requested with the Office of SOLE by stopping by the office or e-mailing the office. If you would like information on a different topic, please let us know and we will be happy to assist your student organization. Brief descriptions of the workshops currently available are listed below.

Available Workshops for Student Organizations

**Officers 101**
This workshop will allow the officers of your student organization to be trained on the general duties and expectations of the various executive positions. Presidents, vice presidents, secretaries, treasurers, and risk managers/service coordinators are strongly encouraged to participate. In addition, any student interested in taking a leadership role within their student organization is welcomed to participate to gather information.

**Money Management 101**
This workshop will teach students the differences between your two student organization accounts, whom has access to these accounts, and the process for depositing and withdrawing funds for projects and supplies. Treasurers and other students interested in the process are strongly encouraged to participate to learn about changes. Students interested in being treasurers for their organizations are also encouraged to participate.

**Fundraising 101**
This workshop will provide students with information about the rules and procedures in holding a fundraiser while providing examples of what other student groups have done. Any student from an organization interested in new, unique ways to carry out successful fundraisers is strongly encouraged to attend.

**Events 101**
This workshop will provide student leaders the information needed to plan a successful event and teach them how to use CollegiateLink to submit event requests online. Any student responsible for scheduling student organization meetings or planning of events is strongly encouraged to participate.

**Travel 101**
This workshop will provide student groups the information needed to plan for travel outside of Laredo. Any student organization that has plans to travel is strongly encouraged to attend to avoid confusion and prevent travel being unapproved by the University.

**Marketing 101**
This workshop will provide students some basic information on what facts need to be included in flyers, posters, etc. This session will also provide general guidelines on what process needs to be followed when using the University's trademarked logos when ordering shirts or printing flyers on-campus.

**Robert's Rules 101**
This workshop will provide student leaders the basic procedures on how to effectively utilize Robert's Rules of Order during organization planning and meetings. This will become especially helpful when approving meeting minutes and follow due process as to avoid confusion within the student organization. Any student organization officer or member interested in learning more is strongly encouraged to participate.
Service 101
This workshop will provide student organizations some ways to come together as a student group and bond while serving the Laredo and University communities. This session will introduce you to some preferred agencies that have approached TAMIU and you can be a part of making a difference in the community.

C-Link Training Videos
- Creating an Account
- Submitting an Event
- Managing your Student Organization Page
- Uploading Documents
- Creating a Membership/Officer Application
- Submitting Individual Service Hours
- Creating a Ballot
- Training for Student Organization Leaders

TAMIU Trailblazers 101
This workshop will guide you through the steps of using CLink to track your progress within the TAMIU Trailblazers program. This workshop is a useful tool for any student wishing to get more information on TAMIU Trailblazers and general involvement opportunities.

Other Workshops
If you do not see a workshop listed, let us know and we will work with you to develop one that suits the needs of our student organizations. A full listing can be found at http://www.tamiu.edu/sole/RMT.shtml.
Community Service Hours
To maintain their status as a recognized student organization, groups must collectively complete a total of one hundred (100) community service hours during an academic year (September – August). To assist our student groups, the University has established relationships with local agencies that offer a variety of dates and times to accommodate to your group’s needs.

Submitting Community Service Hours
In order for community service hours to be counted, they must be submitted via CLink. To submit your organization’s service hours, please do the following:

1. **Complete the Community Service Form**
   Each time a student organization participates in a community service event, the Community Service Form should be submitted to the Office of Student Conduct and Community Engagement (SCCE) for approval within 30 days of participation. This form is usually submitted by the Community Service Chair in your organization and can be found on the homepage of Collegiate Link (C-Link) right after the user logs in.

2. **Each member must submit request for approval of hours served**
   a. After a service event, members that participated must submit their hours for approval. In order to do so, they should click on “My Involvement” (on the top left after logging into C-Link) and then “Service Hours”.
   b. When an individual submits their hours, those hours will be “pending” until SCCE approves them. SCCE will approve hours when a Community Service Form is received from the organization and the organization’s participation is verified.
   c. The individual can choose to split hours between multiple organizations they are involved with, but the individual may **not** claim all hours with multiple organizations. For example, if an individual served 10 hours, they can choose to credit two organizations with 5 hours each.
   d. It is important not to skip this step, as this is what actually credits the member and organization for hours served.

**We will not approve an individual’s hours until this form is received from the student organization they are affiliated with.**

Name of supervisor from the agency you served. Not member of organization.
Tools for a Successful Student Organization

Student organizations that set goals complete advance planning, and conduct successful meetings are the ones that achieve results. Listed in this section are some suggestions to make your student organization a success. Remember, the staff of the Office of SOLE is always willing to help your student organization plan or conduct an event.

**Leadership Tools**

What Management (Leadership) Does:
- Organizes
- Set Goals and Objectives
- Develops for Achieving Objectives
- Activates and Motivates
- Coordinates
- Evaluates

How to be Organized and Successful:
- Brainstorm
- Determine Priorities
- Determine Major Objectives and Solutions
- Short and Long Range Activities
- Who will be the Leadership Force?
- Plans calendar to reach your goals
- What methods of Evaluation used when?

**Goal Setting**

What is the purpose of your student organization?
What is the present status of your student organization?
Conduct an open discussion with members about the student organization.
What would you consider the strong and weak points of the student organization?
What are the needs and desires of the members?
What are your short term goals (less than one semester)?
What are your long term goals (for the entire year)?
Prioritize your short and long term goals.
Remember that group members support what they create, so, the more members involved in goal setting the better the results.

**Organizing an Activity**

The more lead time, the better your event will be in the end.
What is the target date for completing all tasks?
What must be completed first to make certain the event is successful?
List all the steps that follow the initial task.
What resources are available to the student organization? – People – Money – Other
Do I need to get a clearance from anyone?
Have I kept our faculty/staff advisor informed as to the progress of the event?
What materials do I need and what is the cost involved?
Have I reserved the appropriate location for the event (what about inclement weather)?
What further information is needed to assure success of the event?
What are the hindering forces that might be encountered?
How much time can or should be devoted to this event?
How will I advertise or promote the activity?
Evaluation of the activity is important. What were the problems encountered?
Developing Participation of Group Members
All members of the group share responsibilities for the group.
Decisions should always be made by the group, not by the leader.
The group should set its own goals and decide on the techniques to accomplish them.
Be informal.
Use methods that will allow as much of the group as possible to participate.
Bring out minority and individual opinions by asking frequent questions of group members.
Be flexible.
The group should reduce the alienation of individuals.
The group should continually evaluate its progress.
Group members should be conscious of the importance of the roles they play in the group.
Sit in a circle or a double circle.
Let the group be active.
Consciously provide for movement and verbal participation of members.

Setting an Agenda (sample)
- Call to Order
- Roll Call
- Read and Approve Minutes
- Reports of Departments and Committee Chairs
- Old or Unfinished Business
- New Business
- Program (Some organizations include a program or speaker at their meeting. If you are having a guest speaker, you might consider starting the meeting with the program. If you were having a social program, it would be appropriate to have the program at the end of the meeting.)
- Announcements – Coming Events – Next meeting; date, time, location
- Adjournment
**Directions:** check off your agreement level on each of the following advisor roles while your student does the same and then compare the two.

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<thead>
<tr>
<th>In performing the role of advisor, I believe that an advisor should:</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>No Opinion</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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<tr>
<td>Be a problem solving agent</td>
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<td>Be a counselor</td>
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<td>Be an information resource person</td>
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<td>Be an idea resource person</td>
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<td>Be a sounding board</td>
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<td>Be an administration’s representative</td>
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<tr>
<td>Be a student’s representative</td>
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<td>Be an change agent in the group</td>
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<td>Be an interpreter of university policies and procedures</td>
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<td>Be an analyzer of group process</td>
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<td>Be a personal role model for behavior</td>
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<td>Be an attendee at events</td>
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<td>Be a doer of student programs</td>
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<td>Be a coordinator/advocate for a balanced student program</td>
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<td>Provide continuity between years</td>
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<td>Be a developer/planner of new events</td>
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<td>Be an educator of program philosophy and program skills</td>
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<td>Be a developer of student volunteers</td>
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<tr>
<td>Be an educator/trainer of leadership and organizational skills</td>
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Student organizations can use this sample constitution as a guide to writing their own. Wording can be changed as long as the student organization’s points are clear.

THE DUSTY CHANTERS

Article I: Name
The name of this organization is the Dusty Chanters.

Article II: Description, Mission, and Purpose
Section 1: Write a brief description of your organization.
Example: The Dusty Chanters was established in order to increase campus spirit and pride.

Section 2: Write the mission of your organization here.
Example: The mission of the Dusty Chanters shall be to develop a connection amongst the students of Texas A&M International University in order to increase participation and fan base during athletic events.

Section 3: Write the student organization’s general purpose here.
Example: The Dusty Chanters shall be an organization of students dedicated to the creation, practice, and performance of chants designed to promote school spirit.

Section 4: A listing of as many points of the student organization’s purpose may be needed.
Example: The purpose of the Dusty Chanters shall be:
• To create chants that reflect the spirit of the university.
• To practice these chants at regular meetings.
• To perform chants to the university committee.

Article III: Membership and Eligibility
Section 1: Describe the qualifications necessary to become a member of the organization. Example: Eligibility to this organization is determined by meeting the following criteria:
The exact qualifications may be described in detail.
a) All members must be in good academic standing as defined in the University Catalog
b) All members must be in good general standing as defined by the Student Handbook
c) List any other criteria the organization may want.

Section 2: List any types of members the student organization will have.
Example: The organization shall consist of regular members, honorary members, and special members.
A description of each member may be needed.
a) Regular member is one who is currently enrolled at TAMIU and working towards a degree.
b) An honorary member is one who is elected by the regular members in recognition of distinguished service and contribution to the organization.

Article IV: Ethical Code of Conduct
Section 1: List the general ethical guidelines that are expected of all members and officers in your organization here.
Example: As an extension of the University and the student organization, all organization members and officers are expected to follow the University’s core values of Respect, Integrity, Service, and Excellence.
Example: The Code of Conduct is as follows:
No member shall misrepresent the truth while acting in his/her capacity as a TAMIU Dusty Chanter.
No member shall bestow favors, create undue use of influence or power at members, or offer special considerations of any kind in exchange for anything of value.
No member shall misuse, mismanage, or misappropriate the equipment, facilities, or funds of the Dusty Chanters.
Each member must make a responsible attempt to fulfill his/her responsibilities to the best of his/her abilities.
Each member must discharge his/her duties in good faith.
Each member must conduct himself/herself professionally at all official functions, gatherings, and at all meetings. No member shall at any time publicly criticize and/or harass another member.
Article V: Officers
Section 1: List the different officers that comprise the organization.
Example: The Dusty Chanters shall have four officers that include the President, Vice-President, Secretary, and Treasurer.

Section 2: Describe the duties of the officers.
Example: The duties of the officers are as follows:
President
a) Presides at the organization’s general meetings;
b) Coordinates the organization’s activities;
Vice President
a) Shall occupy the place of the President in case of absence;

Section 3: Election and Term
Describe when elections will be held and any rules or proceedings which will be followed.
Example: Elections for officer positions will be held at the 2nd to last meeting of each Spring Semester.
State the length of officers’ terms.
Example: All officers will serve a one-year academic term.

Section 4: Describe the grounds upon which an officer may be impeached.
Example: Officers may be impeached for failure to perform the required duties of their office, for inappropriate behavior, or for ineffective performance. The issue to impeach an officer must be brought before general membership and be discussed at this time. Following the discussion, a meeting will be held with the officers, sponsor, and the officer in question to discuss the issues brought forth by the membership. An officer may be impeached by a vote of majority of members at a regularly scheduled meeting.

Article VI: Meetings
Section 1: Describe the frequency of meetings and any details regarding who can call meetings and what is required to do so.
Example: Meetings will be held twice a month. Any officer may call a meeting. The Secretary will be responsible for insuring that all members are notified of the next meeting.

Section 2: Describe the organization’s quorum that is needed to make meetings official.
Example: A quorum must be present at all meetings to conduct business. A quorum is defined as a 1/4 of the student organization’s membership.

Section 3: Include provisions that state the rules of order that the organization will use in meetings.
Example: Parliamentary procedure as described in Robert's Rules of Order, Revised Edition shall govern the organization in all cases where applicable.

Article VII: Advisor's Responsibilities
Section 1: Describe who may be the advisor.
Example: The Dusty Chanters has one advisor. The advisor must be a full-time faculty or full-time staff member, chosen by the members of the student organization, who identifies with the organization’s goals and shows interest in its activities.

Section 2: Include the responsibilities of the advisor.
Example: The advisor oversees the general conduct of the organization. Specifically, the advisor has the right to make recommendations, attend meetings, and inspect the financial records and other organization documents.
Section 3: Describe the procedures used to ask an advisor to resign.

Example: An advisor may be asked to resign from the student organization. First, a written statement by a member or officer indicating the reasons for resignation must be submitted to the President and/ or officers of the Dusty Chanters. At a regularly scheduled meeting, the resignation of the advisor must be placed on the agenda and discussed. A vote is then taken by the membership and a majority vote of the membership passes this item. Any appeals must follow the procedures listed in the University’s Student Handbook.

Article VIII: Amendments

Section 1: Describe the provisions for amending the Constitution and By-Laws.

Example: Revising of the Constitution and By-Laws shall be made with the majority vote of the membership at a regularly scheduled meeting.

By-Laws

Article I: Voting

Section 1: Describe the voting process and which members can vote.

Example: Only regular members in good standing are eligible to vote. Election of officers occurs during a regularly scheduled meeting in the month of April in the spring academic semester. Nominations for officer positions will be conducted at a regularly scheduled meeting. Within two weeks of nominations of officers, another meeting for elections must take place. A secret ballot will be used during the elections. If all offices are unopposed, elections may be held on the same day of nominations with a show of hands. If a quorum is not present, the members must reschedule the elections for the next meeting. Only regular and honorary members are eligible to vote. No member may run for more than one office.

Section 2: Describe what kind of vote is needed to pass an item.

Example: A majority vote passes items presented by the officers and members.

Article II: Vacancies

Section 1: Describe the manner in which an officer is to be replaced should a vacancy occur.

For Example: In the event of resignation of the Vice-President, Secretary, Treasurer an election will be held by the student organization members to fill each vacancy. The election will take place at a scheduled meeting as determined by the members of the organization.

Section 2: what is the manner in which a vacancy of the Presidency is to be filled?

For Example: In the event that a vacancy occurs in the office of the President, his/her duties shall fall upon the Vice-President, who shall serve as the President through the current and succeeding months until a new one is elected. The election will follow the procedures listed in Article III, Section 1 and 2 of the Constitution.

Article III: Financial Matters

Section 1: Describe who is to prepare and handle the annual budget, the receipt and disbursement of monies, and authorize expenditures.

For example: The treasurer assists the president in preparing the annual budget and in financial policies and plans. Duty-authorized persons shall handle receipts and be has authorized disbursements of all monies after the treasurer has determined that the amounts are correct after the expenditures.

Section 2: Does the student organization require membership fees? If so, be sure to list the amount of fees needed to join the organization.

For example: Membership fees for the Dusty Chanters are $5.00 a semester.

Section 3: The advisor(s) and officers are responsible for ensuring that the expenditures of funds are justified, that accurate record keeping of all accounts in undertaken, and that expenditure are authorized with the minutes of the meetings showing the vote of the membership.
Article IV: Risk Management
The Risk Management section includes provisions that organization will follow during any function and/or activity organization by the student organization. Failure to follow these guidelines may result in penalties against individual members and/or the entire organization.

Section 1: Alcohol and Illegal Drugs
1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, during organization events must be in compliance with any and all applicable laws of any state, county, city, or University guidelines.
2. No alcoholic beverages may be purchased through or with organization funds for members and/or guests.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the organization are to be organized with the organizational assistance of the Office of Student Orientation, Leadership and Engagement. Any other such parties will be prohibited.
4. No member shall purchase or serve alcohol to minors, in accordance to state and/or national laws.
5. The possession or sale of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES during any organization event is strictly prohibited and shall be reported to University officials.
6. Alcohol at any on-campus organization function is prohibited. Off-campus functions shall be discussed with the Office of Student Orientation, Leadership and Engagement and may require additional paperwork for approval.

Section 2: Hazing
No interest group and/or recognized student organization shall conduct nor condone hazing activities. Permission or approval by a person being hazed in not a defense. Any violations or questionable actions shall be report to the Office of Student Orientation, Leadership and Engagement immediately.

Hazing activities are defined as:
Any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group, or University into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; or as part of any activity of a recognized student organization, student group, or special groups. Previously relied upon “traditions,” (including fraternity/sorority/Co-Ed, or any other group or organization activity, practice or tradition) intent of such acts, or coercion by current or former student leaders of such groups, or former students will not suffice as a justifiable reason for participation in such acts. It is not a defense that the person (or group) against whom the hazing was directed, consented to, or acquiesced to, the behavior in question.

Section 3: Sexual Abuse and Harassment
The organization will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on or off-campus which is demeaning to women or men, including, but not limited to, verbal harassment, sexual assault by individuals or members acting together. Any violations or questionable actions shall be report to the Office of Student Orientation, Leadership and Engagement immediately.
Section 4: Fire, Health and Safety

1. All organization function locations shall meet or exceed local fire and health code standards.
2. The organization shall post common phone numbers that include emergency contact numbers as phone numbers for fire, police and ambulance services in addition to posting evacuation routes.
3. The organization shall comply with engineering and occupancy recommendations as reported by the establishment to the city or county officials.
4. The possession and/or use of firearms, explosive, or incendiary devices of any kind on or off-campus is prohibited.
5. The use of candles at any on-campus function is strictly prohibited.

Section 5: Travel

Student Organization travel paperwork must be filled out in accordance to University rules and SOLE regulations. In order to have student organization travel approved, the organization shall submit the Student Organization Travel Form for each trip and a Student Organization Waiver Indemnification, and Medical Treatment Authorization Form for each member traveling.

Section 6: American with Disabilities Act

Student organizations are responsible to knowing and following the guidelines set forth by the Americans with Disabilities Act (ADA).

Article VIII: Process for the Termination of Membership

Section 1: Describe the reasons why a member may be asked to leave the organization.
Example: Members may be asked to leave the Dusty Chanters for the following reasons. The individual did not follow the Ethical Code of Conduct, has remained inactive, etc.

Section 2: Describe the process for termination of membership.
Example: The issue to terminate a member from the organization must be brought before general membership and discussed at a regularly scheduled meeting. Following the discussion, a meeting will be held with the officers, advisor, and the member in question to discuss the issues brought forth by the membership. After the meetings have taken place, the topic of membership termination must be placed on the agenda of the next regularly scheduled meeting and voted upon by the membership. A member may be terminated from the organization may be sought through the process outlined in the TAMIU Student Handbook.
Frequently Asked Questions (FAQs)
The following questions have been developed and answered in order to assist students and student organizations as they navigate through CLink.

What is CollegiateLink (CLink)?
C-Link is an online system that allows student organizations to connect and submit for services, allows students to track their student engagement and service hours, and allows for tracking of TAMIU Trailblazers, a co-curricular initiative that began in 2012.

Where do I go to access it?
To connect with student engagement opportunities, just visit tamiu.collegiatelink.net.

Who can access it?
Anyone that has TAMIU login credentials is able to use C-Link. After going to the website, just click on Log In, found on the upper right hand corner of the web page.

How do I find student organizations?
After going to the web page, just click on Organizations to be connected with numerous opportunities to get involved.

How do I track my community service hours?
You can see your service hours by clicking on My Involvement and then Service Hours.

How do I submit service hours?
Click on My Involvement and then Service Hours. Now select the organization you completed the service hours with, provide a quick description, duration, and a verification contact. Click Submit.

If you are not a part of any student organization, join the group TAMIU Trailblazers and submit your hours as part of this organization.

Do I have to create a profile?
Yes. This allows C-Link to provide some recommendations on organizations and events that may be of interest. You can always adjust your profile on the main page by clicking Edit Profile.

How do I join a student organization?
After logging in, and finding the organization of your choice, click on Join Organization. This will send a message to the primary contact that will then communicate with you about any requirements that are in place to join the group.

What are “Recommendations”?
Recommendations are organizations and events that you may be interested in participating in based on your profile.

What is “My Curriculum”?
My Curriculum is how TAMIU Trailblazers is tracked. The Trailblazers program is a co-curricular initiative that began in 2012. For more information on TAMIU Trailblazers, visit http://www.tamiu.edu/studentaffairs/TAMIUTrailblazers.

Is there a print out available that shows my involvement?
Yes. It is called a co-curricular transcript and can be accessed by clicking on My Involvement and selecting Co-Curricular Transcript.
Can I print a co-curricular transcript?
Yes. This will help you track your involvement over your time at TAMIU and even show your service hours. You can even remove any organization you prefer not to show. This document becomes incredibly useful when putting your resume together.

What is the benefit of using C-Link?
C-Link allows you to electronically keep up with student involvement and engagement over your time at TAMIU. It will demonstrate the leadership positions you held and save all of your information without you having to remember what you did 1, 2, 3 or even 4 years ago.

What if there is not an organization on C-Link that sparks my interest?
No problem, you can start your own.

How do I register my new student organization?
The first step is meet with the associate director of student activities and leadership. He/she will guide you through the process of securing other members, an advisor, and completing the necessary paperwork and trainings.

When and how do I renew my student organization?
Student organizations are required to renew each year. To do so, the group must submit their Student Organization Renewal Form, register their group on C-Link, and attend the yearly Risk Management Training.

How can I adjust or create officers?
Current officers and the advisor are the only individuals that have access to do this. Once within your student group, click on Roster and then Manage Positions. Once here, you can Create a New Position or edit the access of each position. If you want to change officers, then click on Manage Roster and you are able to change the role of each person to their current role.

Who has access to features within my student organization?
Only officers and advisors have default access to modify, change, or adjust features within your organization. If you add more positions, you can designate what type of access they have.

How do I create an event?
Within your organization, click on Events and select the Create Event button at the top of the page. As a reminder, only officers and advisors have access to do this.

What if I need to change or cancel an event request?
Click on My Involvement at the top of the page and then Submissions. This will show any items you have submitted. The last tab reads Events. After selecting your desired event, you can resubmit with changes or cancel your event entirely.

Where should I post meeting minutes?
Meeting minutes should be created and documented during each of your organizations’ meetings. In order to allow members and anyone interested in joining your group to see what projects you are working on, you are required to post these under Documents, located on the left menu bar within your organization.

Can we create an application for membership using C-Link?
Yes. C-Link allows you customize your membership application or any other forms your organization requires. Just click on Forms and then Manage Forms.
What is the “Help” button at the top of the page?
If you have questions about C-Link, you can enter any topic to retrieve answers. It even allows you to submit feature requests that are received directly by the company when evaluating what would be useful.

What is “My Involvement”?
My Involvement illustrates current and past memberships, upcoming events, your experiences and interest, your service hours, any submissions you have, your TAMIU Trailblazers progress and access to your co-curricular transcript.

What is “My Shortcuts”?
My Shortcuts allows you to find each organization you are a part of without having to go through the Directory.

What is “Review”?  
This section is used for individuals that have specific access to forms or submissions.

What is “Messages”?
Messages are any e-mail that you received through C-Link. You can choose to leave them on there or delete entirely.

What is “Home”?  
Home takes you back to the home page within C-Link.

What is “Organizations”?
Organizations provide a listing of all recognized student organizations and offices that are using C-Link.

What is “Events”?  
Events show you what meetings, fundraisers, etc. organizations are having.

What is “Curriculums”?  
Curriculums is used to track progress of your TAMIU Trailblazers.

What is “Campus Links”?
Campus Links are links to other websites with pertinent information for student groups and organizations.

Scan the code below to go to CollegiateLink (CLink).
Does my organization need to submit a fundraising request every time we fundraise?
Yes. Fundraising requests must be submitted a minimum of two (2) business days prior to the date of the event using the Create Event button on CLink. More information about fundraising can be found in the Fundraising 101 Workshop.

How many fundraisers can my organization have a month?
Recognized student organizations are permitted to have one (1) sales tax free fundraiser per month and two (2) benefit giveaways per year. If your organization chooses to have a benefit giveaway, the date the proceeds are deposited counts as your fundraiser for that month. Student organizations are allowed to have two-week sales periods for pre-sales, candy bars, etc.

What is a sales tax free fundraiser?
A sales tax free fundraiser is the type of fundraiser that recognized student organizations can have once per month without penalty. Examples include t-shirt sales, food sales or tangible goods. For one fundraiser a month, you do not have to collect or report sales tax.

What does it mean to be tax exempt? My organization has 501-c status.
If your organization is tax exempt, you do not have to pay sales tax when purchasing items. However, every organization must collect sales tax when something is sold.
Minors in Student Organizations
The Office of Student Orientation, Leadership and Engagement (SOLE) allows students that have completed their high school degree and are current students at TAMIU to participate in student organizations and other events hosted by SOLE or other groups directly overseen by the Office. In addition, students in their junior or senior year with Early College High School (ECHS) or the Texas Academy of International and STEM Studies (The Academy) will be allowed to join recognized student organizations as members only, but will not be able to create their own organization and can only travel with the group as outlined in the FAQs below.

Minors at SOLE Events
Events open to the TAMIU community will be available to any student registered for classes at the University to attend. In cases where adult content or material is being mentioned or shown at a SOLE event, a sign will be posted at the main entrance indicating the appropriate rating level, as used by the Motion Picture Association. It will be the responsibility of the student (or guardian) in ECHS or The Academy to review the rating prior to entering the venue. Events and/or functions hosted by recognized student organizations will not be required to post a rating and it will be the ECHS or The Academy student’s responsibility (or guardian) to inquire about the content or request more information. Students in ECHS or The Academy that elect to attend events hosted by SOLE, or one that is directly funded by student fees, will not be permitted to obtain prizes, etc.

Minors in SOLE Leadership Programs
Students in ECHS or The Academy will not be allowed to join/participate in the current undergraduate leadership programs hosted by SOLE that currently include the Freshman Leadership Organization, Sophomore Leaders Involved in Change, and Leadership TAMIU. However, they are welcomed and encouraged to apply for these upon their graduation from their respective high schools and can begin the TAMIU Trailblazers program at any point during their junior or senior year at their respective high school. Students in ECHS and The Academy will not be able to vote in general student elections as they relate to Spirit Week, Student Government Association, or student referendums until they have completed their high school diploma and maintain their enrollment at TAMIU.
Can a student in ECHS or The Academy join a student organization recognized by TAMIU?
Yes, but they must be juniors or seniors in ECHS or students at The Academy and can only serve in a membership role until they have completed their high school studies.

Can students in ECHS or The Academy participate in events hosted by SOLE?
Yes. However they will not be able to win prizes, etc. until they have completed their studies with their respective schools and have enrolled at the University after high school graduation.

Can students in ECHS or The Academy join current undergraduate leadership programs offered by SOLE?
No. However, they are able to participate in the TAMIU Trailblazers, a co-curricular program.

Can students in ECHS or The Academy vote in general elections?
No. This will not be allowed until they have graduated from high school and are enrolled at TAMIU.

Can students in ECHS or The Academy travel with student organizations?
No. However, they can travel with their parent/guardian and or designated staff official from their respective school and join the group at the destination. Students in ECHS or The Academy will not be able to share a hotel room with any other student organization or officer and remain under the supervision of their parent/guardian or staff official at all times.

Can students in ECHS or The Academy be officers in student organizations?
No. This will not be allowed until they have graduated from high school and are enrolled at TAMIU.

Can students in ECHS or The Academy create a recognized organization at TAMIU?
No. However they can consult with their campus administrator to determine whether they can create one that is independent of the process in place through SOLE.

Can independent student organizations fundraise on campus?
No. Only organizations that have completed the process through SOLE can host on-campus fundraisers.

Are students in ECHS or The Academy involved in student organizations required to follow any regulations?
Yes. In addition to their school regulations set forth by ECHS or The Academy student organization members should be knowledgeable in *The Leader – A Guide for Student Organizations* regarding expectations.

When should students participate in freshman orientation offered by SOLE?
Students choosing to attend TAMIU after high school graduation will be required to attend Freshman Student Orientation: Dusty Camp. A separate orientation program will be available through ECHS/The Academy working in conjunction with SOLE.

Can students in ECHS or The Academy join social, Greek affiliated organizations?
Yes. However a student must still meet all the requirements set forth by the Greek organization that they are seeking to join.

Can a recognized student organization refuse to allow students in ECHS or The Academy to join their group?
Yes. However that organization would lose it privileges as a recognized student organization unless written provisions in their constitution and by-laws indicate their organization will only allow for students that have graduated from high school.

If a recognized student organization allows for students in ECHS or The Academy to serve as members, are there any additional requirements?
No. At this time no additional training would be required. Any changes will be communicated to all student organizations in a timely manner.
Can a student in ECHS or The Academy join a student organization recognized by TAMIU? Yes, but they must be juniors or seniors in ECHS or students at The Academy and can only serve in a membership role until they have completed their high school studies.

If a recognized student organization allows for students in ECHS or The Academy to serve as members, are there any additional requirements? No. At this time no additional training would be required. Any changes will be communicated to all student organizations in a timely manner.

Can a recognized student organization choose not to assume the risk or liability involved with having a student from ECHS or The Academy be a member? Yes. However, the recognized student organization must indicate this in their constitution and by-laws under a section entitled membership eligibility. Failure to do so can result in the group no longer being recognized as a student organization.

Can students in ECHS or The Academy travel with student organizations? No. However, they can travel with their parent/guardian and or designated staff official from their respective school and join the group at the destination. Students in ECHS or The Academy will not be able to share a hotel room with any other student organization or officer and remain under the supervision of their parent/guardian or staff official at all times.

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# Program Planning Checklist

**Name of Program:** ____________________________ **Date of Program:** ____________________________

**Location of Program:** ____________________________ **Time of Program:** ____________________________

## Four Weeks or More Prior to Program

- Approved by Board: ____________________________ **Date:** ____________________________
- Event Form Completed: ____________________________ **Date:** ____________________________
- Copy of Contract in File: ____________________________ **Date:** ____________________________
- Map of Set Up to Facility Personnel: ____________________________ **Date:** ____________________________
- Technical Requirements Confirmed: ____________________________ **Date:** ____________________________
- Ticket Prices Set (if needed): ____________________________ **Date:** ____________________________
- Hotel Reservation(s) Made (if needed): ____________________________ **Date:** ____________________________
- Decorations Designed: ____________________________ **Date:** ____________________________
- Decorations Ordered (if needed): ____________________________ **Date:** ____________________________
- Supply List Made: ____________________________ **Date:** ____________________________
- Supplies Ordered (if needed): ____________________________ **Date:** ____________________________
- Police Notified (if needed): ____________________________ **Date:** ____________________________
- Memo/E-Mail List Made: ____________________________ **Date:** ____________________________
- Invitations List Made: ____________________________ **Date:** ____________________________
- Dressing Room Location Confirmed: ____________________________ **Date:** ____________________________
- Co-Sponsor Memo Sent (if needed): ____________________________ **Date:** ____________________________
- Props List Made (if needed): ____________________________ **Date:** ____________________________
- Costume List Made (if needed): ____________________________ **Date:** ____________________________

## Three Weeks Prior to Program

- Worker Assignment Sheet(s) Made: ____________________________ **Date:** ____________________________
- Tickets Printed (if needed): ____________________________ **Date:** ____________________________
- Reserved Seating Decided (if needed): ____________________________ **Date:** ____________________________
- Memo’s Sent: ____________________________ **Date:** ____________________________
- Invitations Sent: ____________________________ **Date:** ____________________________
- Flyers Go Up: ____________________________ **Date:** ____________________________
- Posters Go Up: ____________________________ **Date:** ____________________________
- Ads to Bridge: ____________________________ **Date:** ____________________________
- Notice to Public Information Office: ____________________________ **Date:** ____________________________
- PSA’s Sent to Radio Stations (if needed): ____________________________ **Date:** ____________________________
- Sign List Made: ____________________________ **Date:** ____________________________
- Additional PR List: ____________________________ **Date:** ____________________________
### Two Weeks Prior to Program

<table>
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<th>Task</th>
<th>Date</th>
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<tbody>
<tr>
<td>Place of Program Confirmed</td>
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<tr>
<td>Personnel Who Confirmed Reservation</td>
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<tr>
<td>Rainsite (if needed) Confirmed</td>
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<tr>
<td>Personnel Who Confirmed Reservation</td>
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<tr>
<td>Worker Assignment Sheet Filled Out</td>
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<td>Decorations Made</td>
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<td>Decorating Time Set Up</td>
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<td>Signs Made</td>
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<tr>
<td>Attire Decided for Board Members</td>
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<tr>
<td>Who is Hosting Performer (if needed)</td>
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<tr>
<td>Confirm Strike Requirements with Facility</td>
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### Seven Days Prior to Program

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<th>Task</th>
<th>Date</th>
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<tbody>
<tr>
<td>Photographer Decided</td>
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<tr>
<td>Board Arrival Time</td>
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<td>Greeters Confirmed</td>
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<td>Table Tents Out</td>
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<td>Marquee Signs Out</td>
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<td>Additional PR</td>
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<td>List</td>
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### Six Days Prior to Program

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<th>Task</th>
<th>Date</th>
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<tr>
<td>Supplies Gathered</td>
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<td>Additional PR</td>
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<td>List</td>
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### Five Days Prior to Program

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<th>Task</th>
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<tr>
<td>Performer Supplies Gathered</td>
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<td>Additional PR</td>
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<td>List</td>
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</tbody>
</table>
### Four Days Prior to Program
Worker Assignments Confirmed with Workers: ___________________________ Date: _____________
Additional PR: ___________________________ Date: _____________
List: ___________________________

### Three Days Prior to Program
Confirm Check for Performer: ___________________________ Date: _____________
Background Music Selected for Pre and Post Program: ___________________________ Date: _____________
Additional PR: ___________________________ Date: _____________
List: ___________________________

### Two Days Prior to Program
Change Fund Collected (if needed): ___________________________ Date: _____________
Performer Arrival Time Confirmed: ___________________________ Date: _____________
Hospitality Supplies Bought: ___________________________ Date: _____________
Additional PR: ___________________________ Date: _____________
List: ___________________________

### One Day Prior to Program
Welcome Packet Delivered to Performer(s) Room(s): ___________________________ Date: _____________
Additional PR: ___________________________ Date: _____________
List: ___________________________

### Day of Program
Tonight Notices Up: ___________________________ Date: _____________
Residence Hall Raid Done: ___________________________ Date: _____________
Time: ___________________________
Who: ___________________________
Where: ___________________________
Food Court Teaser: ___________________________ Date: _____________
This is a tool for the student organizations. Feel free to adjust this event checklist as it pertains to the policies and procedures of your student organization. If you need any assistance or have questions contact the Office of Student Orientation, Leadership and Engagement (SOLE).
Program Evaluation Form

Program Title: ___________________________  Type: ___________________________

Date and Time: ___________________________  Location: _______________________

Cost: Budgeted ___________________________  Actual _________________________

Explain the difference between actual and budgeted:
-----------------------------------------------------------------------------

Admission Cost: _________________________

Attendance: Projected-Student ___________  Non-Student ___________

          Actual-Student ___________  Non-Student ___________

Explain the difference between actual and projected attendance:
-----------------------------------------------------------------------------

Number of SPB members involved in program: _______________

Describe set up of location (include map if necessary):
-----------------------------------------------------------------------------

Positive comments about the program (what worked):
-----------------------------------------------------------------------------

Improvements that could be made:
-----------------------------------------------------------------------------

Would you do this program/artist again: _____ yes  no _____

          _____ under other circumstances (explain) ________________________________
Get Involved, Stay Involved!

The Office of Student Orientation, Leadership and Engagement prepared this guide in an effort to assist, inform, and encourage participation in student organizations at Texas A&M International University. The office is responsible for the registering student organizations, cultivating student leadership skills, and serving as a resource center for program planning. All student organizations are invited to contact the Office of SOLE at for any type of assistance your organization may need.

Texas A&M International University
Office of Student Orientation, Leadership & Engagement
5201 University Boulevard
Student Center Room 226
Laredo, Texas 78041-1900

Telephone: (956) 326-2280  Fax: (956) 326-2279  Facebook: facebook.com/txamiu.osa

http://www.tamiu.edu/SOLE