

OFFICE OF STUDENT ORIENTATION, LEADERSHIP & ENGAGEMENT

# THE LEADER



A GUIDE FOR STUDENT ORGANIZATIONS

# The Leader: A Guide for Student Organizations

## Table of Contents

General Information about Texas A&M International University.....	2
General Information about the Office of Student Orientation, Leadership & Engagement.....	3
General Information on Student Organizations .....	4
Student Organization Advisors.....	5
Privileges and Benefits of a Recognized Student Organization .....	6
Rules and Responsibilities of Student Organizations.....	9
Annual Registration Process .....	10
Accounting and Financial Regulations .....	13
Fundraising Regulations .....	12
Events and Reservations .....	14
Political Campaign Events.....	16
Publications, Marketing & Banners .....	17
Student Organization Travel.....	16
Community Service Hours for Student Organizations .....	20
Alcohol and Other Drugs.....	21
Federal and State Regulations for a Student Organization .....	22
Student Organization Complaint Process .....	23
Student Organization Infractions and Consequences .....	25
TAMU Trailblazers .....	26
Frequently Asked Questions for Students in ECHS and STAGGS Academy .....	29
Frequently Asked Questions for Student Organizations Regarding Minors .....	31
Sample Constitution and By-Laws of a Recognized Student Organization .....	34
Tools for a Successful Student Organization .....	39
Program Planning Checklist.....	41
Program Evaluation Form .....	45
Important Terminology .....	46

## General Information about Texas A&M International University

### **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**

**Visionary Academic Programs and Faculty:** Empower scholars to provide innovative and dynamic programs that meet the needs of a changing global society.

**Advancing Research Excellence:** Create a transdisciplinary and collaborative research environment that will foster discovery, educate our students and community, and generate substantive solutions for a changing global society.

**Social Catalyst:** Advance change and connections across the region, state, country, and world through students, faculty, and staff.

**Empowered Student Success:** Prepare a community of critical thinkers for leadership roles by providing a strong support system.

**Transformative International Experience:** Provide international experiences through global study and understanding across all disciplines.

**Excellence in Advancement and Stewardship:** Effectively and efficiently cultivate, allocate, and manage resources.

## General Information about the Office of Student Orientation, Leadership & Engagement

### **SOLE Vision**

*The Office of Student Orientation, Leadership and Engagement creates an innovative student experience that empowers students to become active and engaged citizens and leaders in a global society.*

### **SOLE Mission**

*The Office of Student Orientation, Leadership and Engagement (SOLE) fosters dynamic, student-centered co-curricular experiences that challenge, support and empower students to develop critical navigation skills and strengthen their unique TAMIU experience and success.*

### **SOLE Motto**

Engage your SOLE.

### **Departmental Values**

- Self-Authorship
  - We hold as primary the positive development of student values, beliefs, identities and social relations to assist students become values-based leaders.
- Experiential Learning
  - We facilitate developmental opportunities and co-curricular experiences that allow students to enhance, explore and actively shape their unique TAMIU experience.
- Citizenship & Social Justice
  - We develop civically engaged, culturally competent and socially just global citizens.
- Collaboration & Leadership
  - We champion collaboration, engagement and participation, which are integral to support teamwork and interpersonal development.
- Excellence & Innovation
  - We leverage creativity, current technology and industry knowledge for the benefit of our students and community.

### **Strategic Goals Overview**

1. Construct dynamic new student programs building affinity for and successfully transitioning students to the Dustdevil community.
2. Instill responsible decision-making and critical thinking to advance and celebrate individualized, high-level student engagement.
3. Expand and enrich co-curricular engagement portfolio to augment student learning, increase student retention and bolster student marketable skills development.
4. Identify, create and promote spaces for critical dialogue around a social justice agenda to educate and foster self-awareness.
5. Initiate opportunities for connection, collaboration and learning with stakeholders to strengthen relationships and bolster individual growth and development.
6. Exemplify programmatic and professional practice excellence through continuous assessment and innovation while honoring the unique histories, abilities and needs of students and staff.

## General Information on Student Organizations

### Purpose of Student Organizations

Texas A&M International University is full of opportunities.

Student organizations are formed to further the common interest of their members and the Texas A&M International University (TAMIU) community. These organizations are open to all students and serve as excellent ways to develop skills in the co-curricular experience at TAMIU. Actively participating with TAMIU Organizations brings 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 marketable skills
- Develops lifelong values of volunteerism and service to others

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

### Greek Organization Interest Groups

Greek Organizations interest groups are formed when a group of students begins the process of becoming a recognized student organization. Students can request a meeting with the SOLE Director to discuss the possibilities of organization recognition. The SOLE staff will assist with ideas in recruiting enough members to fulfill the five (5) members that are needed to be a recognized student organization.

Greek organization interest groups must connect with the inter/national organization and ensure that they can fulfill the requirements to become a chapter.

### Recognized Student Organizations

Recognized student organizations are those that have successfully completed the Registration Process as outlined on page 10.

In order to become a recognized student organization, you will need to:

- a) Become familiar with The Leader: A Guide for Student Organizations.
- b) Secure at least five (5) members who are students enrolled at TAMIU.
- c) Secure at least one (1) advisor for the organization. At least one (1) advisor must be a full-time staff or faculty member.
- d) Submit the registration form on Trailblazers.
- e) Have your President (or equivalent), Risk Management and Service Coordinator (or equivalent), and Advisor successfully complete a State mandated Risk Management Online Training available at <https://launch.comevo.com/tamiu/rmtso>.

## Student Organization Advisors

### Advisors

Each student organization must have at least one (1) full-time TAMU 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 update the organization roster on the Trailblazers portal. In addition, new advisors will be required to complete the State mandated Risk Management Online Training and complete the Clery Act Guidelines for A&M System Campus Security Authorities (CSA) as provided through TimeTraQ.

### 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. Complete the state mandated Risk Management Online Training provided by SOLE and complete CSA training requirements and documents as outlined by The Texas A&M University System.
3. Provide long-term continuity within the group and become familiar with its history, including major changes in the group's program.
4. Help the group in setting and evaluating realistic goals and objectives each year.
5. Meet regularly with officers to discuss the next meeting's agenda, methods to improve meetings, and solutions to problems.
6. Encourage maintenance of good records of programs and activities.
7. Ensure adequate minutes and files are kept.
8. Attend the organization's meetings so the advisor can determine how individuals are given the opportunity for worthwhile participation.
9. 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.
10. Attend the events sponsored by the organization and assist in setting the tone of the occasion.
11. Help ensure the organization's activities justify the expenditure of the student's time, abilities, energy, and duties.
12. Be aware of University rules and procedures concerning student organizations and help students understand and follow procedures.
13. Ensure the student organization's on-campus accounts are fiscally sound.
14. 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).

## Privileges and Benefits of a Recognized Student Organization

### Privilege Highlights

Why should you consider registering your organization? As a recognized organization, your group can take advantage of the following privileges:

- Recruiting members on campus to include New Student Orientations each summer
- Ability to fundraise on and off-campus
- Utilization of University facilities and equipment with minimal or no cost to the organization
- Opportunity to apply for Student Government Association grants to assist with projects or programs
- Opportunity to apply for TAMIU Dining Grants coordinated by SOLE
- Utilizing The Leadership Lab after-hours for student organization related activities
- Right to request storage space located at The Leadership Lab
- Advertising approved flyers on campus bulletin boards
- Leadership skill development through participation in conferences, workshops and activities
- Recognition opportunities available at the member and organizational level
- Trailblazers Co-Curricular Program credit for members and officers
- Support available from SOLE Staff during normal business hours
- Use of Trailblazers system to maintain student organization information, including minutes, applications, pictures, etc.
- Use of Trailblazers system to track involvement and service hours at the University in order to develop your co-curricular transcript
- Use of Bursar's Office to deposit and house funds for your student organization at no cost

### Trailblazers Portal Access

The Trailblazers portal at Texas A&M International University provides student organization leaders with an efficient platform to document and manage their respective groups. As recognized entities, organizations are given access to manage the organization's general information, rosters, documents, forms, news, gallery, etc. Additionally, all required student organization forms are housed on the Trailblazers portal.

For prospective leaders, this platform serves as a great opportunity to learn about different organizations or events they may be interested in.

To navigate Trailblazers, please go to <https://trailblazers.tamiu.edu/>.

### **The Leadership Lab**

As part of the University's continued commitment to leadership, Student Center (STC) room 229 has been reserved and set aside for student organizations and their members to facilitate conversations and project undertakings. This space offers computers, supplies, and equipment to host distance conversations via online systems.

The Leadership Lab in STC 229 is open during normal business hours of long semesters (fall and/or spring). Mondays and Tuesdays 8:00-5:00 p.m.; Wednesdays and Thursdays 8:00-6:00 p.m.; and Fridays 8:00-3:00 p.m.

The Leadership Lab is available after hours by submitting your student organization's request for after-hours access via Trailblazers. Access is provided on a semester-to-semester basis for up to fifteen (15) members of each recognized student organization. After-hour access is only available during the normal operating hours of the TAMIU Student Center.

Any loss or damages will be tracked to the individuals who have access. Any member who allows other members or guests in the Leadership Lab with them after hours is responsible for their actions. Any guests must leave with the person who has access to the Leadership Lab. Students are responsible for adhering to the posted rules and regulations governing use of the facility and may face student conduct sanctions based on any violations.

### **Storage Space**

A total of seven (7) storage spaces are located in The Leadership Lab and available on a semester-to-semester basis. Each recognized student organization can request one (1) storage cabinet for use during each long semester (fall and/or spring). In order to qualify for one, an organization must be in good standing and abide by the following regulations:

1. Utilize the cabinet for official student organization use only.
2. Not store any valuables as the cabinets are not secured nor will be able to be locked.
3. Not store any food items in the cabinet as it can produce foul odors or pests.
4. Maintain the cabinet in proper order so it is always organized.
5. Clean out your cabinet at the end of each long semester (fall and spring). Failure to remove items will result in those items being discarded.

Please remember that the use of these cabinets is a privilege and not a right. If SOLE determines that an organization is not using the cabinet as outlined, we have the right to revoke access.

### **Student Organization Fairs**

At the beginning of each long semester, SOLE will coordinate a student organization fair. These events are a great opportunity to recruit and/or promote your group. A sign-up form will be made available. Thus, no event submission will be required unless otherwise communicated.

### **Reduced Publication Costs**

As a student organization, you have the opportunity to print your advertisements/promotions and make copies with a reduced rate at the TAMIU Print Shop. To do so, you will need to do the following:

1. Create/design a publication.
2. Submit your design to SOLE for review – we will work with PRMIS for approval.
3. Once approved, you will be able to go to the TAMIU Print Shop with your account (27xxxx) information.

### **SGA Grant**

Student Government Association (SGA) offers grants to recognized student organizations. Award amount can be up to \$750.00 per each long semester. An application must be submitted via Trailblazers. For questions, please contact the SGA Director of Finance.



### **TAMIU Dining Grant**

This grant is for all TAMIU student organizations and will be available at the beginning of each semester of the academic year. This grant will allow student organizations to apply for a grant valued at up to \$500 through SOLE & Aramark (amount of funds distributed vary based on event needs). The grant will help student organizations looking for financial assistance regarding catering needs for scheduled events each semester. The purpose of these grants is to allow the student organization to fulfill its' mission and to expose additional students to the organization.

Applications are submitted through Trailblazers and organizations may submit multiple applications for different events on campus each semester.

### **Food Handler's Workshop**

The Office of SOLE and Environmental Health & Safety have partnered to provide a **free** training that provides you with the permit needed to have food fundraisers on campus. Once completed, each passing student will be provided a permit valid for one (1) year. Members actively participating in the organization's fundraising efforts must comply with rules set forth by the Food Handler's Training.

Please visit Trailblazers to receive information regarding upcoming Food Handler's Training or call the SOLE Office to get informed.

### **Dustdevils L.E.A.D.**

Engage with fellow Dustdevil student organization leaders and learn how to better improve your leadership skills while simultaneously benefiting your student organization. Topics will strengthen your student organization through planning, goal setting, risk management, transition and more.

### **University Life Awards**

Held at the end of each Spring semester, this ceremony is an annual affair in which outstanding student organizations and advisors are recognized. Student organizations nominate exceptional members, advisors, and their own student organization. The recipients of these awards are announced at a reception held during the spring semester. Be sure to complete the applications during the spring semester with the Office of Student Orientation, Leadership and Engagement. Awards presented at the University Life 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.

## Rules and Responsibilities of Student Organizations

### Rules and Responsibilities

Organizations must adhere to all applicable University rules and regulations to include those listed in The Leader: A Guide for Student Organizations and covered within the online risk management training.

Each student organization is required to renew during the spring semester. Renewal processes will be announced annually and are to be completed through Trailblazers. Failure to do so will result in all rights and privileges of the organization being revoked and balances left in unused accounts may be allocated to other student services.

Student organizations must have at least five (5) members. All members of a registered student organization must be currently enrolled students at TAMU. Please refer to page 34 for further information regarding members attending Early College High School and/or STAGGS Texas Academy of International and STEM Studies.

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

The organization should maintain accurate and up to date information on Trailblazers.

Neither membership in the organization nor services by the organization will be denied to anyone on the basis of race, color, religion, national origin, ability status, age, sex, sexual orientation, gender identity, gender expression, immigration status, ancestry, or medical condition.

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 and are reflected in the meeting minutes.

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

Student organizations must submit all on-campus events through Trailblazers within a minimum of **five (5)** business days prior to the event in order to ensure availability of spaces and services. Off-campus fundraisers and benefits nights must also be submitted via Trailblazers. However, it is up to the student organization to secure space for off-campus events and activities.

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 the expenditures of funds are justified, accurate record is kept of all accounts, and expenditures are authorized with meeting minutes, showing the approval of the members and uploaded to Trailblazers for documentation.

Student organizations wishing to display their names during graduation on a stole/sash are allowed to as long as SOLE approves the artwork. Organizations may add a patch, a pin, or even their letters to the stole recognizing the organization they are a part of.

## Annual Registration Process

### 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. Become familiar with The Leader: A Guide for Student Organizations.
2. Secure at least five (5) members who are students enrolled at TAMIU.
3. Secure at least one (1) advisor for the organization. At least one (1) advisor must be a full-time staff or faculty member.
4. Register student organization on Trailblazers following each step closely to ensure all members and officers listed are current members of your group.
5. Have the President (or equivalent), Risk Manager/Service Coordinator (or equivalent), and Advisor a state mandated Risk Management Online 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 within the annual registration period in April:

1. Register the organization on Trailblazers, following each step closely to ensure all members and officers listed are current members of your group.
2. Have the President (or equivalent), Risk Manager/Service Coordinator (or equivalent), and Advisor a state mandated Risk Management Online 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, SOLE may allocate balances to other student services.*

## Accounting and Financial Regulations

### Accounts

All funds raised and deposited by a student organization will be managed and administered according to the policies and procedures of the University's Bursar's Office and be in compliance with State statutes. The University Bursar's Office processes the accounting and paperwork for these funds after receiving them from SOLE.

Student Organizations have access to two types of accounts:

#### ***Student Government Association (SGA) Funded Account – 270XXX***

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, SOLE or when needing to use services from the University's copy center.

#### ***Revenue Account – 094XXX***

There is a separate fundraising account that begins with "094". Each organization will deposit funds received from membership dues, donations, fundraisers, etc.

Please review the section entitled "Fundraising 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 depositing code listed on Trailblazers. 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 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 with membership dues should provide receipts to their members when dues are paid in order to provide a record of membership dues.

### Requesting Account Information

Account balances, transactions, and history is only provided to the individuals listed as officers on Trailblazers.

Account information can be requested from an authorized officer via email or in person with SOLE, located in Suite 224 of the Student Center.

### Using Student Organization Funds

In order to use funds from your student organization accounts, a requisition form must be completed. The form can be found on the homepage of Trailblazers and is titled 'Use Student Organization Funds'. It can be directly accessed at <https://trailblazers.tamtu.edu/submitter/form/start/138075>.

Please allow 1-3 days for submission review and 7-14 business days for payment/reimbursement once approved.

## Fundraising Regulations

### Fundraising Regulations

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

- 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 fundraising 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 fundraising 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.

### Donations and Sponsorships

To avoid conflict with the University's development program, student organizations must coordinate the solicitation of donations from outside businesses of over \$200. A ['Seek Donations Approval Request'](#) form must be submitted and can be found on the home page of Trailblazers. Student organizations may approach individuals or businesses for donations **after** they have coordinated this effort and submitted the appropriate documentation to SOLE. **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 wanting to have a sale, tables and chairs are available for use on campus. An event request must be submitted on Trailblazers at **least five (5) 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 fundraiser will not be given.

### Food Service/Catering

By contract, the University food service provider shall serve all food items on the TAMU 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 Trailblazers 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.

### Fundraisers

The Office of Student Orientation, Leadership & Engagement allows every active organization in good standing to fundraise on a monthly basis.

The SOLE Office recognizes any activity on campus such as raffles, sales tables, good sales as fundraisers. Plate sales and car washes outside campus are also deemed as fundraisers. Events such as donation night contributions

by restaurants are not considered as part of the fundraising opportunities of our campus organizations. Therefore, donation restaurant arrangements do not count toward the one (1) monthly fundraiser opportunity.

### **Benefit Giveaways**

The Charitable Raffle Enabling Act governs benefit giveaways and as such, only organizations registered as a separate 501c3 organization are eligible to host a benefit giveaway (raffle).

- Organizations may not offer money as a prize in a raffle. The prize must not be valued at over \$25,000.
- 501c3 eligible 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, 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 fundraising 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.

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** be 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.

## Events and Reservations

To reserve University equipment and facilities student organizations must submit their event on Trailblazers with a minimum of five (5) 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 Trailblazers and click on your organization. Click on "Manage Organization," then click on the drop-down menu option. Select "Events". Once visiting the "Manage your Events" page, please click on "Create Event" to submit event information and request. We ask for those in charge of event submissions to be as exact as possible when listing the description and the items required for the event.

### 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. **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.**
3. All space reservations will be tentative until all details of the event are processed by Event Services.
4. 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.
5. The Office of SOLE must approve the scheduling of activities, facilities, or equipment for recognized Student Organizations.
6. A student organization member must be present for the duration of the event.
7. Groups and individuals with outstanding bills and debts owed to the University will have their reservation privileges suspended until full payment is received.
8. **Only** food and beverage prepared by University's food service provider will be served in the meeting and dining rooms.
9. Sponsoring groups or individuals will be responsible for damages and cleanup of the facilities and/or equipment.
10. 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.
11. Use of University facilities or services is subject to change or cancellation based upon priority needs of the University as determined by Event Services.



### Room Set Up

As per Event Services policy, organizations may move furniture in classrooms for the sake of their event. However, after organizations have finalized their event, the members are required to reorganize the room as received. Failure to do so may result in an automatic charge to the organization in use.

### 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 without prior authorization from Aramark.

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 insure the safety of the 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 Trailblazers 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 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.



## Political Campaign Events

### 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

To maintain its integrity as a public institution, it is critical TAMIU maintains neutrality in regards 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. Furthermore, it is the intent and expectation of TAMIU for all faculty, staff, and students to 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 for a statement to be made prior to the presentation of any speaker to clarify 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. Individuals running for office can assist in student organizations' non-partisan events; however, they are not allowed to promote themselves as candidates running for office or provide information about others running for office.

## Publications, Marketing & Banners

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 indicate so on your event submission and ensure to submit a Public Relations Assistance Request Form.

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 you produce that feature the University's copyrighted marks (name, logo, seal, and mascot) must be approved prior to publication. Artwork may be sent to [sole@tamiu.edu](mailto:sole@tamiu.edu) for approval which may take five (5) business days. Please plan accordingly.

### Printing Services

The University has a copy center where you can have your publication printed (for a fee), 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. You can also print using the black and white printer in STC 224 if you bring your own paper.

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

### 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 been given prior approval.

The Office of Public Relations, Marketing and Information Services and the Athletics Department must approve usage of the trademarked seal and mascot respectively. SOLE 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/tamiumascot.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 involving the endorsement, support, or promotion of political candidates or partisan political activities. For purposes of this rule, the prohibition includes, but is not 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 officially representing the institution, such as the Alumni Association and athletic teams. The Vice President for Institutional Advancement will determine university-affiliated organizations.

## General Posting

Prior to a flyer or banner being posted at any location on campus for a student organization, the SOLE office must approve of it. 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 display a flyer, student organizations must have submitted and received approval of the event on Trailblazers.

The flyer must state:

- 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 displayed five (5) days prior to the 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 being distributed do not need to be approved by the Office of SOLE. Flyers being set on tables or reception areas must be approved by the corresponding 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. It is advised to either produce a lighter background color or add a light spot to a dark background for our stamp. Flyers 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. The Campus Activities Board (CAB) has a reserved section in the Student Center Rotunda which can only be used for CAB events and not in conjunction with another group or organization.

## Student Organization Travel

### Planning and Preparing For Trips

Student organizations are encouraged to attend conferences, field trips, and other activities that fosters leadership growth and development of TAMU students. To ensure safety is a priority, the following steps must be taken before disembarking on an out of town trip.

1. The organization is required to submit a [Student Organization Travel Form \(One Per Group\)](#), one for each proposed travel date. This form must be completed at least two weeks prior to domestic departure and one month prior to international departure.
2. All students participating in the trip must complete a [Student Organization Waiver Indemnification, and Medical Treatment Authorization Form \(One Per Person\)](#).
3. The primary contact is required to keep a copy of all forms and take it on the trip with them.
4. 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.

Prior to the trip, the organization should organize a meeting to discuss the following items: code of conduct, itinerary for the trip, what to bring, phone numbers where you can be reached during the trip, and safety procedures.

Please remember 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 appropriate steps can be taken.

## Community Service Hours for Student Organizations

### Community Service Hours

To maintain their status as a recognized student organization, groups must collectively complete a total of at least fifty (50) community service hours during an academic year. 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 Trailblazers. To submit your organization's service hours, please do the following:

*Members:* submit your hours & proof to the organization's "Risk Manager/Community Service Coordinator".

*Officers:* submit one Community Service Form for all members that attended the same event following these steps:

1. Go to the Trailblazers homepage.
2. Click on "Student Organizations" (first link at the center of the page).
3. Fill out and submit all requirements of the form, including all participating members' names and their hours.

Please note:

- a. The individual can choose to split hours between multiple student organizations they are involved with, but the individual may not claim all hours with multiple student organizations. For example, if an individual served 10 hours, they can choose to credit two student organizations with 5 hours each.
- b. Officers are to ensure all volunteers are members of their student organization on Trailblazers in order for the SCCE office to manually input their hours.
- c. Participating in events stated as requirements in the student organization's constitution/mandatory membership are not a form of community service.
- d. Attending fundraiser events for the student organization is not a form of service.
- e. Service hours required by academic program/course work will not be considered for University Life Awards (ULA) recognition. For example, if your academic program, as part of course syllabus, requires you complete specific service hours for a grade or academic credit, hours will not be considered for ULA recognition. Service hours, however, will be considered for other recognitions such as the Presidential Service Award (PVSA).
- f. Service hours earned due to general donations (e.g., donating clothing in lieu of services) will not be considered for the PVSA.

## Alcohol and Other Drugs

### 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, 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 violating University, State, or federal laws will be held 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, SOLE may enforce additional sanctions against the group.

## Federal and State Regulations for a Student Organization

### **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, denied the benefits of, or 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 by reason of his/her handicap be excluded from participation in, denied the benefits of, or be subjected to discrimination.

### **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 file every two years a certification with the Comptroller issued by the school verifying 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

### 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 and programs available for them to join or experience.

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, 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 actions 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 of whom the complaint has been brought 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 which an investigation regarding the issue/allegation will be conducted..

### 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 and a staff member of the Office of Student Orientation, Leadership and Engagement and a 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 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 five (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 five (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 and contact information of the person filing the complaint, 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.

## Student Organization Infractions and Consequences

**Failure to abide by procedures outlined in The Leaders, 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 may involve the misuse of University property, seeking the media without prior approval, 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 SOLE.

### **Serious Infractions**

These violations may 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 a specified period of time and will be given notice of other corrective action. A second offense will be treated as a severe infraction.

### **Severe Infractions**

These violations may 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 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 frozen or suspended student organization loses its privilege as a recognized student organization on the TAMU campus. As such, all meetings and fundraisers will be cancelled. The duration of the frozen/suspension status is determined by SOLE and depends on the severity of the situation.

### **Appeals**

Student Organizations wishing 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.

## TAMIU Trailblazers

### TAMIU Trailblazers



The TAMIU Trailblazers program is a co-curricular leadership initiative that allows you to **Go Beyond** the classroom. Available engagement opportunities include conferences, workshops, organizations, leadership roles, and the list goes on. All **150+ items** are offered within **five learning dimensions**: Career Development, Civic Leadership, Global Perspective, Health & Wellness and Personal Enrichment.

Each learning dimension is divided into **three levels**: Exploring Stage, Engagement Stage and the Leadership Stage. Successful completion of a learning dimension includes:

- Completing three (3) items in the Exploring Stage
- Completing two (2) items in the Engagement Stage
- Completing one (1) item in the Leadership Stage

Upon completing a learning dimension, you will earn a patch for graduation. Students who complete all five learning dimensions will earn an additional patch and pin. Track your progress at <https://trailblazers.tamtu.edu>.

### Frequently Asked Questions (FAQs)

The following questions have been developed and answered in order to assist students and student organizations as they navigate through Trailblazers.

#### ***What is Trailblazers?***

Trailblazers 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 [TAMU Trailblazers](#), a co-curricular initiative that began in 2012.

#### ***Where do I go to access it?***

To connect with student engagement opportunities, just visit [trailblazers.tamtu.edu](https://trailblazers.tamtu.edu)

#### ***Who can access it?***

Anyone that has TAMU login credentials is able to use Trailblazers. 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 view a list of student organizations.

#### ***Do I have to create a profile?***

Yes. This allows Trailblazers 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 is "Paths"?***

*Paths* 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 <https://trailblazers.tamtu.edu/>

***Is there a printout available that shows my involvement?***

Yes. It is called a co-curricular transcript and can be accessed by clicking on *your profile* 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 Trailblazers?***

Trailblazers 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 Trailblazers that sparks my interest?***

No problem, you can start your own.

***How can I adjust or create officers?***

Current officers and the advisor are the only individuals with 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 your profile at the top-right corner 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. If a room was reserved for the event and the event is to be cancelled, notify event services about the room cancellation.

***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 Trailblazers?***

Yes. Trailblazers 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 Trailblazers, you can enter any topic to retrieve answers. It even allows you to submit feature requests which 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 "Memberships"?***

*Memberships* 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 with access to forms or submissions.

***What is "Messages"?***

*Messages* are e-mails you receive through Trailblazers. You can choose to leave them on there or delete entirely.

***What is "Home"?***

*Home* takes you back to the home page within Trailblazers.

***What is "Organizations"?***

*Organizations* provide a listing of all recognized student organizations and offices using Trailblazers.

***What is "Events"?***

*Events* show you what meetings, fundraisers, etc. organizations are having.

***What is "Paths"?***

*Paths* 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.

## Frequently Asked Questions for Students in ECHS and STAGGS Academy

### Early College High School

**Can a student in ECHS join a student organization recognized by TAMIU?**

Yes, but they must be juniors or seniors in ECHS

**Can students in ECHS participate in events hosted by SOLE?**

Yes. However, students in ECHS are not eligible 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 join current leadership programs offered by SOLE?**

No. However, they are able to participate in the TAMIU Trailblazers, a co-curricular program and the International Leadership Series.

**Can students in ECHS vote in general elections?**

No. Students in ECHS must wait until they have graduated from high school and have entered TAMIU.

**Can students in ECHS travel with student organizations?**

Yes. However, a parent/guardian and/or designated staff official from their respective school and join the group at the destination. Students in ECHS 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 be officers in student organizations?**

Students in ECHS can only serve as members in their junior or senior year and as officers once they have graduated from high school.

**Can students in ECHS create a recognized organization at TAMIU?**

Students in ECHS must wait until they graduate from high school to create a student organization.

**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 involved in student organizations required to follow any regulations?**

Yes. In addition to their school regulations set forth by ECHS 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.

**Can students in ECHS 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, the organization will lose its privileges as a recognized student organization unless written provisions in their constitution and by-laws indicate their organization will only allow students who have graduated from high school and are currently enrolled at TAMIU.

## **STAGGS Texas Academy of International and STEM Studies**

### **Can a student in The Academy join a student organization recognized by TAMIU?**

Yes, and The Academy students can also serve in a role beyond membership with the exception of President and/or Risk Manager

### **Can students in The Academy participate in events hosted by SOLE?**

Yes. In addition, Texas Academy Students may be eligible to win prizes.

### **Can students in The Academy join current leadership programs offered by SOLE?**

Yes!

### **Can students in The Academy vote in general elections?**

Yes, all students in The Academy will be able to vote in general elections.

### **Can students in The Academy travel with student organizations?**

Yes. However, a parent/guardian and/or designated staff official from their respective school and join the group at the destination. Students in 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 The Academy be officers in student organizations?**

Students in The Academy are eligible to become officers in organizations, except for the role of Risk Manager/Service Coordinator and/or President.

### **Can students in The Academy create a recognized organization at TAMIU?**

Students in The Academy must consult with their campus administrator and SOLE to determine whether said organization is feasible. If so, a staff member from The Academy must serve as the advisor for the group.

### **Can independent student organizations fundraise on campus?**

No. Only organizations who have completed the process through SOLE can host on-campus fundraisers.

### **Are students in The Academy involved in student organizations required to follow any regulations?**

Yes. In addition to their school regulations set forth by 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 for students before entering 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 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, the organization would lose its privileges as a recognized student organization unless written provisions in their constitution and by-laws indicate their organization will only allow for students who have graduated from high school and are currently enrolled at TAMIU.



## Frequently Asked Questions for Student Organizations Regarding Minors

**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. Students in ECHS 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?**

Yes. However, a 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?**

Students in The Academy are eligible to become officers in organizations, with the exception of the role of risk manager/service coordinator and/or president. Students in ECHS can only serve as members in their junior or senior year and as officers once they have graduated from high school.

**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.

**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, the organization would lose its privileges as a recognized student organization unless written provisions in their constitution and by-laws indicate their organization will only allow for students who have graduated from high school and are currently enrolled at TAMIU.



## Minors in Student Organizations and Participation in Events

### 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 TAMU to participate in student organizations and other events hosted by SOLE or other groups directly overseen by the Office. In addition, STAGGS Texas Academy of International and STEM Studies (The Academy) will be allowed to join recognized student organizations as members or officers with the exception of President and Risk Manager. Students in Early College High School (ECHS) in their junior or senior year will be able to join student organizations as **members only**.

### Minors at SOLE Events

Events open to the TAMU 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 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 are not able to join/participate in the current undergraduate leadership programs hosted by SOLE until they have graduated from high school. Current programs include the Freshman Leadership Organization, Sophomore Leaders Involved in Change, and Leadership TAMU. However, they are welcomed and encouraged to apply for these upon their graduation from their respective high schools and can begin the TAMU Trailblazers program at any point during their years at their respective high school. Students in ECHS will be 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 TAMU.

## Student Organization Constitution and By-Laws Format

### 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 Trailblazers.

### 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 Trailblazers using the “Documents” tab under each organization. Posting this information on Trailblazers 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 TAMU 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 five (5) 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.

## Sample Constitution and By-Laws of a Recognized Student Organization

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. The exact qualifications may be described in detail

*Example: Eligibility to this organization is determined by meeting the following criteria:*

*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 and 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 honorary, and special members.*

*A description of each member may be needed. a) Regular member is one who is currently enrolled at TAMU 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 and expectations 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, cake undue use of influence or power as members, or offer special considerations of any kind in exchange for anything of values.*

*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 including 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 2<sup>nd</sup> 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 ensuring 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  $\frac{3}{4}$  of the student organization's membership.*

Section 3: Include provisions stating the rules of order 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 in which there is a vacancy 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 financial policies and plans. Duty-authorized persons shall handle receipts and authorize disbursements of all monies after the treasurer has determined 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 the expenditure of funds are justified, accurate record is kept of all accounts undertaken, and expenditures are authorized within the meeting minutes showing the vote of the members.

### **Article IV: Risk Management**

The Risk Management section includes provisions the 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 event of the organization 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 is 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 such 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 country officials.
4. The possession and/or use of firearms or 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 a student organization’s travel request approved, the organization shall submit the Student Organization Travel Form for each trip and a Student Organization Waiver Indemnification for each member traveling.

### **Section 6: American with Disabilities Act**

Student organizations are responsible for 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 sought through the process outlined in the TAMU Student Handbook.*

## Tools for a Successful Student Organization

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

### Leadership Tools

#### What Management (Leadership) Does:

Organizes  
Set Goals and Objectives  
Develops 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?  
Plan 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 planning 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 incorporate group effort..

Bring out minority and individual opinions by frequently asking for the input of group members..

Be flexible.

Be inclusive. Avoid the alienation of individuals.

The group should continually evaluate its progress.

Group members should be conscious of the importance of their roles 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 –Upcoming Events –Next meeting; date, time, location
- Adjournment

## Program Planning Checklist

### *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.....Date: \_\_\_\_\_  
 List: \_\_\_\_\_

### *Two Weeks Prior to Program*

Place of Program Confirmed..... Date: \_\_\_\_\_

\_\_\_\_\_  
 Personnel Who Confirmed Reservation: \_\_\_\_\_

Rainsite (if needed) Confirmed..... Date: \_\_\_\_\_

\_\_\_\_\_  
 Personnel Who Confirmed Reservation: \_\_\_\_\_

Worker Assignment Sheet Filled Out ..... Date: \_\_\_\_\_

\_\_\_\_\_  
 Decorations Made ..... Date: \_\_\_\_\_

\_\_\_\_\_  
 Decorating Time Set Up..... Date: \_\_\_\_\_

\_\_\_\_\_  
 Signs Made..... Date: \_\_\_\_\_

\_\_\_\_\_  
 Attire Decided for Board Members ..... Date: \_\_\_\_\_

\_\_\_\_\_  
 Who is Hosting Performer (if needed)..... Date: \_\_\_\_\_

\_\_\_\_\_  
 Confirm Strike Requirements with Facility ..... Date: \_\_\_\_\_

### *Seven Days Prior to Program*

Photographer Decided..... Date: \_\_\_\_\_

Board Arrival Time ..... Date: \_\_\_\_\_

Greeters Confirmed..... Date: \_\_\_\_\_

Table Tents Out ..... Date: \_\_\_\_\_

Marquee Signs Out ..... Date: \_\_\_\_\_

Additional PR ..... Date: \_\_\_\_\_

List: \_\_\_\_\_

### *Six Days Prior to Program*

Supplies Gathered ..... Date: \_\_\_\_\_

Additional PR ..... Date: \_\_\_\_\_

List: \_\_\_\_\_

### *Five Days Prior to Program*

Performer Supplies Gathered ..... Date: \_\_\_\_\_

Additional PR ..... Date: \_\_\_\_\_

List: \_\_\_\_\_

### *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

*After Program*

Return Supplies to Office..... Date: \_\_\_\_\_  
 Take Down Decorations..... Date: \_\_\_\_\_  
 Clean Up Dressing Room ..... Date: \_\_\_\_\_  
 Clean Up Trash ..... Date: \_\_\_\_\_

*Day After Program*

Put away Props, Costumes, Decorations..... Date: \_\_\_\_\_  
 Thank You Notes Sent ..... Date: \_\_\_\_\_  
 Take Down PR ..... Date: \_\_\_\_\_

*One Week After Program*

Evaluation Completed with Copies to Dennis, Stan, and File..... Date: \_\_\_\_\_  
 Photos Printed ..... Date: \_\_\_\_\_  
 File Completed and Filed..... Date: \_\_\_\_\_

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 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) \_\_\_\_\_

\_\_\_\_\_

## Important Terminology

### **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.



### **Registration Form**

you will be required to “Register this Organization” following the on-screen instructions provided.

### **Renewal Form**

As part of the renewal process, an organization must click “Register this Organization” on Trailblazers 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) A receipt and/or invoice that describes the item and/or service and (2) A W-9 for the individual who is to receive the funds. Please allow up to two (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. 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 online through Trailblazers with all required documents (list of potential donors, sample request letter) attached.. 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 21 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. This form can be found and submitted on the homepage of the Trailblazers platform. In addition, a Travel Waiver for each individual (i.e. student, staff, and faculty member) traveling must be submitted through Trailblazers. This form can also be found on the homepage of the Trailblazers platform. Documents must be submitted at least two (2) weeks before travel date or one (1) month, if travelling internationally.

### **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.



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

# Get Engaged, Stay Engaged!

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 of 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 for any type of assistance your organization may need.

**Texas A&M International University**  
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