



# Student Organization Handbook

**University of the Incarnate Word**



# Table of Contents

Welcome (Page 4)

Student Organization Handbook (Page 4)

Campus Engagement Staff (Page 4)

## **Chapter ONE: Student Organizations (Page 5)**

- Purpose of Student Organizations (Page 5)
- Student Organization Membership (Page 5)
  - Eligibility for Participation (Page 5)
- Types of Student Organizations (Page 6)
  - Registered Student Organizations (Page 6)
  - University-sponsored Organizations (Page 7)
- Student Organization Procedures (Page 7)
  - New Student Organization Application Process (Page 7)
  - Greek Life Expansion Policy (Page 8)
  - New Student Organization Approval Process (Page 8)
  - Student Organization Name Policy (Page 8)
  - Student Organization Annual Registration (Page 9)
  - Registered Student Organization Privileges (Page 9)
  - Process for Reactivating an Existing Student Organization Charter (Page 10)
  - Constitutions (Page 10)
  - Risk Management Training (Page 10)
- Student Organization Advisor Role (Page 11)

## **Chapter TWO: Event Planning and Promotion (Page 12)**

- Event Planning (Page 12)
  - Expectations for All-University Events (Page 12)
  - Approval Procedures (Page 12)
  - Fines (Page 13)
- University Facilities and Equipment Reservations (Page 14)
- Guest Speaker Policy (Page 14)
  - Guest Policy Procedures (Page 15)
- Travel Policies and Guidelines (Page 15)
  - Modes of Travel (Page 16)
  - Driver Authorization (Page 16)
  - University Vehicles (Page 17)
- Publicity and Promotion (Page 17)
  - News Releases (Page 17)
- Posting Guidelines (Page 17)
  - Creating and Distributing Printed Materials (Page 17)
  - Approved Posting Locations (Page 18)

- Literature Distribution (Page 20)
- Use of University Name or Logo (Page 20)
- Surveys and Polls (Page 20)
- Disability Services (Page 20)
- Media Services Department (Page 20)
- What's the Word? (Page 21)
- Student Graduation Stoles and Cords Guidelines (Page 21)

### **Chapter THREE: Organizational Finances and Food Guidelines (Page 23)**

- Organizational Finances, Taxes and Laws (Page 23)
  - Student Organization Agency Account (Page 23)
  - Exemption from Sales Tax (Page 23)
  - In-Kind Donations (Page 23)
- Student Organization Deposits and Disbursements (Page 24)
  - Deposits: Student Accounts (Page 24)
  - Petty Cash (Page 25)
  - Checks (Page 25)
  - Purchase Orders (Page 26)
  - University Charges (Page 26)
- Sales and Solicitation (Page 26)
  - Sodexo (Page 26)
  - Outside Caterers (Page 27)
  - Sale of Food on Campus (Page 27)
  - Bake Sales (Page 27)
  - Item Sales (Page 27)
  - Off-Campus Sales/Solicitation (Page 28)
- Fundraising (Page 28)
  - Raffles, Lotteries, Drawings and Giveaways (Page 28)

### **Chapter FOUR: Risk Management Policies and Procedures (Page 29)**

- Legal Implications (Page 29)
- University Statement on Hazing (Page 29)
- Alcohol Laws and Policy (Page 29)
- Policies and Procedures for Requesting Alcohol (Page 30)
  - Requirements for Securing an Alcohol Permit (Page 30)
- Requirements for Serving Alcohol on Campus (Page 31)
- Requirements for Serving Alcohol on off Campus (Page 32)
- Dispute Hearing Process (Page 34)

## Welcome

Hello Cardinal Leaders!

Thank you for your interest in serving as a student organization leader at UIW. Your time, effort, and dedication to your student organization is valued and helps to build a strong sense of community on campus.

Campus Engagement is available to serve as the liaison between student organizations and the University. The staff within our office will assist in providing support services which aim to simplify the operational procedures of running a successful student organization. We are excited to get to know you within the context of your leadership position, and see you grow in your leadership role.

Sincerely,

**Dr Rochelle Ramirez, Director of Campus Engagement**

## Student Organization Handbook

In this handbook, students and other relevant parties will find the policies, procedures, and forms they need to lead strong student organizations. The Student Organization Handbook will be your go-to guide for how to make your event the best it can, from planning to finances! Questions not addressed in this handbook can be directed to Campus Engagement at [campusengagement@uiwtx.edu](mailto:campusengagement@uiwtx.edu) or (210) 841-7360.

## Campus Engagement Staff

Campus Engagement is comprised of a team that strives to work with student leaders in the context of their student organizations.

**Victoria Gonzalez**  
Coordinator of Campus Engagement  
[vcgonzal@uiwtx.edu](mailto:vcgonzal@uiwtx.edu)

**Christian Gonzalez**  
Coordinator of Campus Engagement  
[cigonzal@uiwtx.edu](mailto:cigonzal@uiwtx.edu)

**Dr. Rochelle Ramirez**  
Director of Campus Engagement  
[rramire2@uiwtx.edu](mailto:rramire2@uiwtx.edu)

In addition to the Director and Coordinators, Campus Engagement is also comprised of Graduate Assistants: Graduate Assistant of Campus Engagement, Graduate Assistant for Student Involvement and Communication, and the Graduate Assistant for Greek Life.

# Chapter ONE: Student Organizations

## Purpose of Student Organizations

Student organizations are established at the University of the Incarnate Word for the purpose of complementing and extending the educational program and furthering the spiritual, intellectual, social, and career development of students. Involvement in student organization is an integral part of your college experience at University on the Incarnate Word.

Student organizations contribute positively to the campus and local community, adhere to upholding the University mission, and abide by all UIW policies governing both for individual students and student organizations.

## Student Organization Membership

Membership in UIW student organizations may not be restricted on the basis of race, creed, religion, gender, national origin, age or handicap. Social fraternities and sororities are permitted by law to limit their membership to a single gender. Members of any student organization may request that their names and/or directory information be withheld from public information under the Family Educational Rights and Privacy Act.

All officers must be registered full-time students of UIW and must be in good academic, financial and disciplinary standing. NOTE: Student organizations may require specific GPA standards for their officers.

## Eligibility for Participation

UIW students enrolled in a minimum of 6 hours are eligible to participate in student organizations and/or serve as officers. First semester students may join any student organization with the following exceptions:

1. First semester students are prohibited from joining organizations that utilize a new member education program. (i.e. Social fraternities and sororities)
2. New transfer students may participate in a new member education program and/or activity if he/she has attended college during a spring or fall semester after high school graduation. An entering student with only dual credit college work is not considered a transfer student.

Graduate and Doctoral students are exempt from this requirement. Graduate students may participate in student organizations that do not prevent graduate student membership in their constitution and/or bylaws. Graduate students may participate as either student members of an organization or as a secondary advisor. No graduate student may serve as a primary advisor of any student organization.

**Note:** All student organizations are left to determine their own academic eligibility requirements.

## Types of Student Organizations

## Registered Student Organizations

Registered student organizations are established by students for the purposes of the students who join these groups. Categories within Registered Student Organizations include **Academic/Professional, Athletic, Club Sports, Greek Letter Organizations, Honor Societies, Multicultural, Religious Service, Special-interest, and Spirit.**

1. **Academic Honor Societies** | Student honor societies provide an important mechanism that recognizes students who have achieved outstanding academic scholarship. The organization is supervised by an academic department but must also follow the policies and procedures as outlined within this handbook. The appropriate Dean will be responsible for designating one individual to be responsible for the academic honor society as an advisor. In addition to the role of advisor as administered by Campus Life, the assigned advisor works with the Dean to allocate money to the society, coordinate membership selection, and coordinate induction ceremonies for new members. Each honor society is responsible for providing updated contact information to the offices of Campus Life via Engage. Academic Honor Societies include:
  - a. Alpha Chi National College Honor Society
  - b. Alpha Lambda Delta National Honor Society for First-Year Student
  - c. Golden Key International
  - d. Kappa Delta Epsilon Honorary Professional Education Fraternity
  - e. National Society of Collegiate Scholars
  - f. Nursing Honor Society
  - g. Phi Alpha Delta Law Fraternity, International
  - h. Phi Lambda Sigma Pharmacy Leadership Society
  - i. Phi Sigma Alpha National Political Science Honor Society
  - j. Sigma Tau Delta International English Honor Society
  - k. Society of Leadership and Success, Sigma Alpha Pi
2. **Nationally Affiliated Student Organizations** | The University of the Incarnate Word policies supersedes policies set forth by national headquarters or sponsoring entities for all organizations. The Dean of Students or designee may consider exceptions as long as it does not conflict with University policies.
3. **Religious Student Organizations** | The University of the Incarnate Word is committed to encouraging the personal faith life of all its members and affirms the spirituality of its faculty, students, and staff members of varying religious backgrounds and persuasions. All religious groups on campus must operate within the guidelines of University Mission and Ministry; however, it must also register with the Campus Engagement office. The basic guidelines include:
  - a. All religious groups and activities are to be pre-approved by the University Mission and Ministry.
  - b. Every religious group must identify the particular church or denomination with which they are affiliated and make this clear in all advertising on campus.
  - c. All advertising materials must be approved by the University Mission and Ministry.
  - d. Groups must promote respect for others' religious beliefs and practices. To this end, no group or individual member of a group may proselytize (seek to make converts of) or promote anti-Catholicism doctrine in any way.

4. **Social Greek Letter Organizations** | Fraternities and sororities refer to the social, Greek-lettered organizations on campus. These organizations are defined as single-sex, selective, and fulfill the Greek pillars of leadership, scholarship, camaraderie, and service.
  - a. **Sorority City-Wide Chapters** | Sorority City-Wide Chapters do not maintain a chapter at UIW, but instead UIW students are part of a larger city chapter consisting of members from participating universities in the San Antonio area. UIW students that are members within the city-wide chapter, along with the Graduate Advisor must meet with the Director of Campus Engagement. Sorority City-Wide Chapters include
    - i. Alpha Kappa Alpha Sorority, Inc. Delta Rho
    - ii. Delta Sigma Theta Sorority, Inc. Zeta Upsilon.

**Note: Any student organization that actively recruits new members with a new member education program must comply with the following guidelines.**

1. All organizations must notify the Director of Campus Engagement of their intent to hold new member education and provide an outline of schedule per semester.
2. All new member programs are limited to a maximum of eight weeks from the beginning of the new member program through initiation.
3. New member activities will be confined to the hours between 8 a.m. and 10 p.m. unless otherwise approved by the Director of Campus Engagement.

## **University-sponsored Organizations**

University-sponsored organizations at University of the Incarnate Word are specifically charged by the University to advance the goals of the University's mission and values. These organizations have broad missions that address the large needs of students. University-sponsored organizations include

1. **Campus Activities Board**
2. **Student Government Association**
3. **UIW Ambassadors**
4. **University Mission and Ministry Peer Educators.**

## **Student Organization Procedures**

### **New Student Organization Application Process**

Students interested in forming a new organization must schedule a meeting with the Student Organizations Coordinator or designee to discuss the proposed organization and requirements for recognition.

New student organizations can register at any time during the fall and spring semesters. No student organization will be permitted to use resources or benefits associated with registration until all registration requirements are met. Students interested in starting a new organization must visit Engage to submit the New Student Organization Registration packet. The New Student Organization Registration Packet consists of the following:

1. New Student Organization Application

2. Membership Roster (A minimum of eight (8) students in good academic (2.5 or greater), financial and disciplinary standing is required to form an organization).
3. Student Organization Agency Account Authorization
4. One electronic copy of the organization's current constitution and bylaws
5. One copy of regional or national constitution (if applicable)
6. Religious organizations requesting registration must also attain approval from University Mission and Ministry
7. All Greek organizations should refer to the Greek Expansion guidelines

### **Greek Life Expansion Policy**

Greek letter fraternities and sororities, defined as single sex social Greek letter organizations, may establish chapters at UIW only through formal invitation extended by the University and the respective Greek council. Contact the Greek Life coordinator for more information on procedures for expansion.

### **New Student Organization Approval Process**

Upon receipt of the New Student Organization Registration Packet, the packet will be reviewed in the following order:

1. Student Organizations Coordinator or designee
2. Final reviewer: Director of Campus Engagement or designee
3. Approval will be confirmed at the next scheduled SGA General Assembly.

Each reviewer will look for the following in the registration packet:

1. Articulation of the goals of the organization to insure they are not duplicating another registered student organization.
2. Consistency with the mission of University of the Incarnate Word and values of the Catholic Church.
3. Democratic ideals as articulated in the organization's constitution.

Following approval by the student organization coordinator or designee, the organization will be recommended to the General Assembly of the Student Government Association. The General Assembly may either recommend registration or withhold its recommendation of approval. At least one member of the potential organization must be present to give an overview and answer questions; otherwise, the application will be tabled until the next scheduled General Assembly meeting.

### **Student Organization Name Policy**

Names of student organizations must not violate copyrights or licensing laws, must not be defamatory in nature, and must not contain profanity, derogatory words or themes, innuendo or lewd language. Organizations who wish to include UIW in the name of the organization **can** only do so in the following format **ABC Organization at UIW**. Organizations are **not** permitted to use the following format: **UIW ABC Organization**.

### **Student Organization Annual Registration**

Student organizations are expected to register annually with the Campus Engagement office, operate within their stated mission, and abide by all University policies governing student organizations. Failure to adhere to recognition policies may result in the loss of privileges and/or loss of University recognition. The decision is vested with the Director of Campus Engagement and the Dean of Students or designee. To maintain official University recognition, a student group must adhere to the following:

1. Renew the organization's recognition every spring semester by May 15th.
2. Maintain an active membership at a minimum of eight members. Failure to do so may result in loss of recognition per discretion of the Director of Campus Engagement.
3. Submit any changes during the year in officers, the constitution or bylaws via Engage.
4. Maintain an advisor who is a faculty member, an administrator, or staff member.
5. Obtain Campus Engagement approval for all events on a timely basis
6. Refrain from discrimination in membership on the basis of gender, race, religion, color, creed, ethnicity, national origin, disability, sexual orientation, socio-economic status or political affiliation
7. Provide representatives to participate in all mandatory student organization workshops instructed by the office of Campus Engagement. Student leaders and advisors will receive information regarding updates to University policies and procedures, leadership development opportunities, and state-mandated risk management training.

**Note: Sorority City-Wide Chapters will need to contact the Director of Campus Engagement to discuss the requirements needed to be active on UIW's campus.**

### **Registered Student Organization Privileges**

All registered/recognized student organizations are granted the following privileges:

1. To register your student organization, consistent with University policies, regulations and mission, and local, state, and federal laws.
2. To use the name of University of the Incarnate Word in all information, publicity, and references in a manner consistent with the policies contained in the style guide and the Student Handbook.
3. To establish an agency account with the Business Office for use in organizational financial transactions and purchases.
4. To use the services and assistance of the Campus Engagement office in planning, executing and evaluating programs and activities. To use available campus facilities and equipment.
5. To use campus publicity consistent with University regulations and policies.
6. To recruit members from the student body.
7. To request financial assistance from the Student Government Association to further the goals and objectives of the organization and University.

### **Mailboxes**

Registered organizations are provided a mailbox at the Campus Post Office upon request. The organization is issued a mailbox key by the Postmaster. If the key is lost, the replacement fee is \$10.00. It is recommended that you check your box at least weekly for information and important messages. If your organization uses the University as its mailing address, be sure your address is as follows:

1. Name of your organization

2. Your campus box number
3. University of the Incarnate Word 4301 Broadway San Antonio, TX 78209

### **Process for Reactivating an Existing Student Organization Charter**

Student organizations that remain inactive for less than one year may gain active status by reaching compliance with the Campus Life organizational expectations. All organizations that remain inactive for more than one year must resubmit as a new organization and regain active status.

### **Constitutions**

Student organizations are expected to have an up-to-date constitution and/or by-law on file with the offices of Campus Engagement. The document should be uploaded to Engage. These documents are required to contain the following:

1. Name of organization (and any national affiliation)
2. Concise statement of purpose, goals, etc.
3. Clear definition of membership requirements
4. List of officers, their duties, and requirements
5. Meetings and quorums to conduct business
6. Process for the assessment of dues and other finances
7. Amendments to the constitution
8. Statement of dissolution

When making changes to your constitution, be sure to track changes as suggestions and be able to provide a sound rationale for each revision requested. Be sure to follow the bylaws the currently exist in your student group's constitution for the process on voting and approving any and all amendments to your constitution.

Each student group is required to submit the Student Organization Constitution Update Form to Campus Engagement. This form can be completed at any point throughout the year. Once submitted Campus Engagement will review all proposed amendments and reach out to your organization should there be need for clarification or more information.

**Note: All student organizational constitution amendments are subject to approval by Campus Engagement.**

### **Risk Management Training**

The office of Campus Engagement conducts a mandatory Risk Management Training annually. Student organizations are required to send representatives to the risk management training. Representatives should include, but are not limited to, the organization president (or equivalent), risk management officer (or equivalent), and organization advisors. The risk management program is open to all students and is strongly recommended to all officers and advisors of all student organizations.

Knowledge on risk management is appropriate for all organizational events and activities. The offices of Campus Life are available to advise you about your proposed events and any risks involved. any risks involved.

### **Student Organization Advisor Role**

Each student organization must enlist a UIW faculty/ administrator/staff member to serve as an advisor. Graduate assistants/students may not serve as advisor. The advisor supports the group's activities and aids in the overall success and excellence of the organization and its members. If any organization is having difficulty in finding an advisor, the Student Organizations Coordinator or designee will aid in identifying someone to assist the group.

The student organization advisor's role is as follows:

1. Advisors are trained and knowledgeable about the student rules related to student organizations and are great resources about policies and procedures.
2. Advisors should have access to the guiding documents and policies for the student organization. Make sure your advisor has an updated copy of your constitution and operations manual.
3. Advisors are trained to report and follow up on any discipline issues for the organization and/or its members.
4. Advisors are here to support and guide your organization, empowering you to make fair, intelligent, and reasonable decisions based on the information and guiding boundaries at your disposal.

This definition adopted from: Bickel, R.D., & Lake, P.F. (1999). *The rights and responsibilities of the modern university: Who assumes the risks of college life?* Durham, NC: Carolina Academic Press.

# Chapter TWO: Event Planning and Promotion

## Event Planning

All events and activities scheduled on or off campus, such as speakers, parties, field trips and fund-raising activities, must be coordinated and approved by the office of Campus Life through the submission of the Event Approval Form. This approval allows the event to be publicized on campus. In addition, when five or more members of a registered student organization participate in an activity, it is considered an official organization event and must be approved by the office of Campus Life.

Event Approval Forms are reviewed to determine the potential and perceived level of risk. High Risk events will require an additional Risk Management plan that details how the group will manage each risk. Please set-up a meeting with the Director of Campus Engagement and/or their designee to have the list approved. Even after the list is approved, the University has the right to request additional modifications to the Risk Management plan to ensure the safety of all participants, including the decline and/or change of your event.

An Event Approval form is not required for the following:

1. Regular business meetings (unless there is an outside speaker)
2. Participation in SGA events (e.g., Student Activities Fair, Golden Harvest, Spring community service project like Habitat for Humanities)
3. Participation in Campus Life events like Homecoming Tailgates, January Jump Off, Cardinal Welcome, etc.

## Expectations for All-University Events

1. Events should be true to the University Mission.
2. Events should use resources effectively to achieve organizational missions and goals.
3. Events should help students develop coherent values and ethical standards.
4. Events should engage students in active learning.
5. Events should build supportive and inclusive communities.

## Approval Procedures

The office of Campus Engagement can approve activities only if at least two officers and the advisor of the organization have attended the Risk Management Workshop held every fall and spring semester (or as scheduled for new student organizations).

1. An Event Approval form must be submitted on Engage. It is highly recommended to submit the Event Approval Form several weeks in advance of the date in order to publicize the event, secure a specific campus location, or ensure the SGA has ample time to consider funding

requests. When SGA funding is necessary, the request must be submitted according to the time frame noted in the allocation guidelines.

2. The office of Campus Engagement will notify you of the final decision within one working week. If your event is approved, you will be able to check on Engage under My Account and My Submissions. Your event will be listed with the word, "Accept". If your event is not approved, you may schedule an appointment with the office of Campus Engagement to discuss the reason(s) why it has not been approved. Do not sign any contracts for purchases, invitations, guest speaker confirmations, etc., until you have received approval from the office of Campus Engagement. You will not be able to reserve space until the Event Approval has been approved.
3. Final approval from the Director of Campus Engagement indicates the University's approval of the event. Activities involving alcohol require the approval of the Director of Campus Engagement and Chief of Campus Police and have further coordination requirements. **Please submit your requests through Engage at least thirty days in advance to successfully complete the process and have the event.**
4. For your protection, Campus Life will request liability waivers and/or copies of insurance coverage for any questionable or risky activities held on or off campus.
5. When your event has been approved by Campus Engagement, it is the responsibility of the student organization to reserve the space/location with the appropriate office. This includes the set-up of tables and chairs and media services.
6. Events may not be publicized until the Event Approval Form has been approved.

Activities that are controversial or advocate values adverse to the civic or university community may not be approved. An event not approved by the University may not be conducted in the name of the student organization or in the name of the University of the Incarnate Word. No funds from the organization may be used for its support and the activity may not be advertised on campus. Organizations that wish to appeal the decisions concerning organizational events may do so to the Dean of Students or designee.

**Note:** Additionally, if your student organization is planning a week or month of activities, your organization is to submit a form for each separate event. Each event will be approved separately. Failure to do so may result in your event being cancelled. If your organization is holding the same event for the entire week or month, only one event approval form is required but please specify that in your submission.

### Fines

If your organization fails to meet the approval procedures, please refer to the fines below: [please specify whether fines are to be paid by individual members of the organization or from organization budgets]

Fine Descriptions	Fine Amounts
Event publicized before approved	\$ 25
Liability form not filled out for the event	\$ 25 per member, amount not to exceed \$300

Failure to complete an off-campus event form	\$ 50
Event held at a different location than approval form	\$ 75
Failure to complete proper travel documentation	\$ 100
Event without approval	\$ 100

**University Facilities and Equipment Reservations**

Organizations should use their completed Event Approval Request to coordinate with appropriate offices and reserve University facilities for your events. All registered groups may rent these facilities at no charge. Several weeks’ notice is recommended for the most popular venues.

Tables, chairs, coolers, popcorn machine, cotton candy machine, and poster making materials can be reserved through the Student Center. Submit a form via Engage to reserve space in the Student Center or to reserve equipment to use at your event.

**Guest Speaker Policy**

The University of the Incarnate Word recognizes that freedom of speech and academic freedom are an integral part of the university community.

This policy on public speakers refers to presentations or performances that are intended for or open to the entire university or to the general public. It does not refer to or diminish the right of student organization advisors to invite guest speakers to a student organization meeting. As stated in the Faculty Handbook, “Instructors may schedule off-campus speakers to appear before classes. However, the instructor in charge of the class is completely responsible for the acceptability of such a speaker and his or her relevance to the course.” This policy likewise recognizes the right of student organizations to hear presentations that reflect the interests for which the group was established.

The University of the Incarnate Word is committed to its role as an academic institution in which a variety of ideas can be responsibly presented and critically examined. As the mission of our institution states: “The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.” Because the university is a teaching/learning community, it provides a forum for speakers and performances that will be of interest and benefit primarily to our students, the leaders of tomorrow, and faculty, and in some cases, the general public.

**The goal is to encourage reasoned and respectful discussion about serious issues of the day, without the expectation of total agreement in the end.**

The University of the Incarnate Word, as a not-for-profit institution, is obliged to comply with federal and state regulations which prohibit the support of political candidates, political parties or political positions pending before legislative bodies. The university does not sponsor programs designed to raise funds for political candidates, parties, or positions. UIW provides equal access to candidates and political opinions to stimulate the kind of debate that will educate our students about political agendas and issues that are important in the electoral process.

**The university values its identity as a Catholic university sponsored by the Sisters of Charity of the Incarnate Word. It seeks to balance diverse theological opinions within the Catholic community but does not provide a platform for attack or derision directed to the Catholic Church, its governance or doctrine or any other religions, beliefs or practices.** It does provide the space and opportunity to address difficult contemporary questions and does this in a way that advances understanding and does not silence contrary opinion.

### **Guest Policy Procedures**

1. When an invitation to a speaker or performance group is being seriously considered, and before an invitation or contract is initiated, the student organization will give the Campus Engagement Office information about the speaker, topic, etc.
2. If the dean in discussion with the director, or faculty advisor sees no connection to or conflict with the UIW Speakers Policy, the event is cleared, and the student organization may proceed.
3. If the dean, after discussion with the director, or faculty advisor has concerns about the speakers or presenters involved or the content or topic being addressed, the next step will be to discuss the matter with the provost, who in turn will seek guidance from knowledgeable experts on campus.
4. In light of the UIW Speakers Policy, and after sufficient dialogue, the provost will decide about whether an invitation should be extended.

### **Travel Policy and Guidelines**

To obtain approval, student organizations must file the following information with their Event Approval Form at least three weeks prior to the scheduled event. Travel off campus requires a Request for Excursion Approval. Participants must also file liability waiver forms with the Office of Campus Life prior to departure. In addition, the following items are required:

1. A trip itinerary with expected times of actual travel to and from site
2. Signed waivers from the people participating
3. Copies of driver's licenses and proof of liability insurance for each driver when applicable
4. A detailed risk management plan

A designated advisor is highly encouraged to accompany each student travel group. The advisor overseeing the off-campus activity shall be identified as the Responsible University Official (RUO). The RUO is responsible for compliance with these procedures. In the event the RUO cannot attend the function with the student group, the RUO can appoint a student(s) leader to oversee the student group.

A mandatory orientation will be provided by the RUO for participants prior to the trip. Participants should be informed of as many details about the trip as possible, including any known risks. Expected behavior and provisions for transportation accommodations will be clearly expressed.

The University Field Trip Release, Waiver of Liability, & Hold Harmless Form must be completed by each participant and retained by the student organization for two years.

Travel utilizing personal vehicles or University owned vehicles shall only drive to destinations within a 300-mile radius of the UIW Main Campus. Rented vehicles shall be used for trips within the continental US and within a 300 mile radius of the campus. Only an authorized University driver is permitted to drive personal vehicles, University vehicles, and rented vehicles. Rented vehicles shall only be rented through Vehicle Services and cannot be independently rented by the RUO or a student(s).

Travel beyond a 300-mile radius requires the use of a University vehicle/shuttle/bus or rented vehicle with a driver employed by the University.

### **Modes of Travel**

Listed below are the basic means of travel to students:

1. **Personal Vehicle:** Students driving privately owned vehicles for organized student travel within the United States must have a valid Texas or other state driver's license and possess personal automobile insurance coverage as mandated by the State of Texas, and their vehicles must have a current state inspection and registration. Students must also be on the Authorized University Driver roster.
2. **Vehicle owned, leased or rented by the University:** Only University employees and students on the Authorized University Driver roster are authorized to drive University owned, leased, or rented vehicles. The use of University owned, leased, or rented vehicles is the preferred mode of transportation for off-campus travel.
3. **Air Travel:** Students traveling by air transportation must comply with all federal laws regulating air travel and the rules of the specific airline. This includes rules regulating carry-on baggage and baggage weight restrictions. Air travel must be made through the University's authorized travel agency, CTP/Rennert Travel Group at 972-292-1913. You may also reach the CTP/Rennert Travel Group, Gail Genthner, by e-mail at [gail@ggenthner.com](mailto:gail@ggenthner.com) or by fax at 972-292-2104.

### **Driver Authorization**

To become an authorized driver, a vehicle operator must possess a valid Texas Vehicle Operator's License and be added to the approved driver's list maintained by the University's Transportation Director. Before being placed on the approved drivers' list, the Transportation Director will verify the individual's driving record through the Texas Department of Public Safety.

Driving records will be checked on an annual basis. A good driving record must be maintained. Authorized Drivers must be 21 years of age or older.

## University Vehicles

Student organizations can request the use of University vehicles for approved events, as vehicles are available. There is a charge for this service. The driver must be 21 or older and be a registered driver with the UIW. To check on availability and make reservations for a vehicle, call Vehicle Services at 829-3907. Vehicle request forms are also available at the Campus Engagement office.

## Publicity and Promotion

### News Releases

The Office of Communications and Marketing can assist student organizations plan and implement publicity outside of the University for large-scale events. Press releases, articles and advertising in newspapers, radio, and TV must be coordinated with the Office of Communications and Marketing.

Student organizations **should not** contact media outlets directly, but rather work with Office of Communications and Marketing to distribute information about their event to the San Antonio community. This office should be approached during the planning stages of the publicity scheme, usually at least 6-8 weeks in advance. For more information or questions concerning how, when, and why, organizations should contact the Office of Communications and Marketing at 829-6001.

## Posting Guidelines

### Creating and Distributing Printed Materials

UIW supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on and off campus, which benefit the university community and are consistent with UIW values.

One original sample of the flyer must be submitted to the Campus Engagement Office for stamped approval. Approved flyers may be copied as necessary for distribution. Please allow 24 hours turnaround time for approval.

**The following posting guidelines are shared by the entire university community to include students, faculty, and administration.**

### Requirements for Materials

1. Posters cannot be larger than 3'x3' unless approved in advance by the Director of Campus Engagement.
2. Yard signs are permitted. A map indicating where the yard signs will be displayed, and the duration of time the signs will be posted must be submitted to the Communications and Marketing Office before the signs are posted on campus.

3. The materials used to chalk the sidewalks must be water-soluble, powder-based sidewalk chalk.
  - 3.1. Chalking is a form of posting and must be approved when completing an Event Approval Form online. To fill out an Event Approval Form, please register at Engage.
  - 3.2. After your event is over, please take down all marketing materials within 24 hours. If that does not occur, we will impose a fine of \$25 per poster/sign removed with a total fine up to \$250. Future posters from your group/organization will not be approved until the fine is paid.

**Getting the Posters Approved**

Student groups and external groups:

1. You must get your posters approved by Campus Engagement staff in the office of Campus Life.
2. Please bring one original and make copies after your flyer is approved. If your organization or department has multiple printed or color copies, a member of your organization or department must stamp and date the flyers in the Office of Campus Engagement once approved.
3. It is not the responsibility of the Office of Campus Engagement staff to post your approved flyers.

**UIW departments/schools:**

1. Your poster design (art work) must be approved by both the UIW Office of Printing Services and Graphic Design and the UIW Communications and Marketing Office BEFORE the signs are printed/produced. You may submit to both offices simultaneously or to either office first and they will forward to the other respective office. This applies to yard signs and banners as well.

**For all groups:**

1. Single event signage, which has been approved, may only post for a maximum of 30 days. Signage for events with multiple dates must receive special approval for extended posting durations.
2. Please allow 2 business days for approval through each appropriate office.

**Approved Posting Locations**

All materials should be approved through the Office of Campus Engagement prior to material posting. After approval, there will be a Campus Engagement stamp with the date of last approved date for marketing. All student organization events must have been approved through Engage prior to any promotions.

The Student Engagement Center has no location for physical marketing. Digital marketing can be submitted to include on the TV monitors. File guidelines and other helpful tips can be found in the 18-19 SEC Style Guide.

Building	Approved Location
1. Library	Foyer only
2. Gorman	Four corkboards on the first floor; two corkboards on the second floor

3. Nursing	Two corkboards on the first floor (by back entrance)
4. Wellness Center	One corkboard in foyer of wellness center
5. Bonilla	Three corkboards on the first floor
6. Kelso Art Center	One corkboard on the first floor; two corkboards on second floor; one corkboard on the third floor
7. Concert Hall	No all campus posting - <b>band and orchestra only</b>
8. AT&T	Three corkboards on the first floor; four corkboards on the second floor; four corkboards on the third floor, two corkboards on the fourth floor; three corkboards on the fifth floor
9. Admin	Seven corkboards on the first floor; three corkboards on the second floor; two corkboards on the third floor
10. Joyce	One corkboard on the first floor
11. SEC	<b>Digital posting only</b> (refer to 18-19 SEC Style Guide)
12. Residence Halls	Give to Residence Life Office for RAs to post inside Residence Halls
13. Dining facilities	Speak with appropriate Sodexo/dining facility to specify approved locations. No windows.

### **Posting Restrictions**

1. No posters may be attached to glass doors, windows, painted and/or varnished surfaces. No posters/flyers allowed on the ground.
2. No material may be displayed without proper approval(s).
3. Posters with alcohol as the primary emphasis are not allowed.
4. The use of two-sided, electrical or duct-tape is not allowed.
5. Covering another announcement or impairing an individual's line of sight is prohibited.
6. No distribution on cars on-campus
7. No posting on the Jordan Carillon Plaza, Westgate Circle, or the 1<sup>st</sup> and 2<sup>nd</sup> floors of the International Conference Center.
8. No posting inside the parking garages.
9. Chalking can only be on sidewalks, not on buildings, steps or other university property.
10. No posting on lamp poles and other fixed structures.
11. No distribution of flyers at campus events without prior approval.
12. No posting on or inside campus elevators.
13. All posting must be consistent with the Branding Guidelines: <http://www.uiw.edu/styleguide/>

***Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of time to be specified by the Director of Campus Engagement.***

## **Literature Distribution**

Any publication (newsletters, e-newsletters, brochures, etc.) created for distribution that uses the University name and/or name of your student organization must be approved by the Office of Communications and Marketing to mass printing and distribution.

Each sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant. A student member of the sponsoring registered organization must supervise literature distribution. Non-students may not distribute literature on campus without specific approval by the offices of Campus Life.

Distribution must be made only at the designated area. "Hawking" of the literature is not permitted. Absolutely no printed materials may be placed on automobiles parked on the UIW campus. Posting or distribution of materials at an off-campus location requires permission of the proprietor.

## **Use of University Name or Logo**

Organizations must submit t-shirt, clothing designs, and/or any marketing item that has UIW or the UIW logo on them to the Director of Campus Engagement prior to ordering and purchasing items. Failure to do so may result in a fine and/or sanction including but not limited to inactive status for the remainder of the semester or the academic year.

## **Surveys or Polls**

Student organizations interested in conducting surveys or polls from the student population must request approval by the Director of Campus Engagement. A formal request may be sent via Engage using the Event Approval Form.

## **Disability Services**

When members of your organization require accommodations and/or need transportation to an event, please contact the Student Disability Services Office (829-3997). They will assist you in determining who might be able to fund this need. Please know that a van will not be reserved unless the Event Approval form for the event has been submitted and approved.

With adequate notice of at least one week (five business days before the event), an office should provide an accessible van to transport our student(s), if funding is available.

## **Media Services Department**

The Media Services Department can enlarge posters at a charge to the student organization. Their office is in the library basement and can be reached at 829-3945.

## **Logos**

The campus newspaper, *Logos*, is distributed several times each fall and spring semester. You can request *Logos* staff to cover special events, but schedules do not always permit their attendance. The *Logos* welcomes contributions from student organizations and makes every effort to publish submitted material received by the copy deadline date. Publication dates and copy deadlines for contributors are available from the *Logos* office at 829-3964.

## **What's the Word?**

This electronic newsletter is posted weekly on Engage and all Campus Life social media accounts. To submit announcements about your organizations upcoming events, send them to the Campus Engagement Coordinators to be published.

## **Student Graduation Stoles and Cord Guidelines**

The Student Graduation Stole Guidelines are applicable to registered honors, community service, academic, leadership, and professional student organizations as well as specific service programs recognized by the university. Student organizations that fall into one of these categories are permitted to wear stoles at graduation. Before a stole is worn at graduation, the graduation stole committee must approve the stole design.

### **Stole Design Submittals**

1. The student organization should design the stole or obtain a picture of the organization stole recommended by the national and/or parent organization.
2. Submit the design for approval to the graduation regalia committee. Email designs to Dr. Rochelle Ramirez, Director of Campus Engagement at rramire2@uiwtx.edu.

### **Stole Criteria**

The following criteria will be considered when approving a design:

1. Name of the organization is designated on the stole
2. Design is in accordance with the Mission of UIW
3. Design is in accordance with the Mission of the Organization
4. Design is tactful and does not distract from the decorum and the significance of the event

**Stole Approval**

The committee will review the design and either disapprove, approve, or make recommendations to alter the design within five business days. An organization who receives recommendations to alter the design, must submit the revised design to the committee for approval. All approved designs may be utilized in subsequent graduation ceremonies, unless notified by the graduation stole committee.

**Stole Redesigns/Modifications**

If an organization wishes to submit a redesign and/or modification to an approved stole, the new design must be submitted to the graduation stole committee following the process outlined above.

**Graduation Cords**

National academic honor societies and the UIW Honors Program are the only organizations permitted to wear graduation cords.

# Chapter THREE: Organizational Finances and Food Guidelines

## ORGANIZATION FINANCES, TAXES, & LAW

### Student Organization Agency Account

Every registered student organization at UIW is required to maintain an agency account through the Business Office. The Business Office will set up an agency account for new registered student organizations upon receipt of the Organizational Agency Account Authorization by the Director of Campus Engagement and approval by SGA. Your organization is responsible for all charges and deposits made to the account. Outstanding balances to the University must be cleared before the end of the semester. When the account is closed, the organization is still responsible for any outstanding charges payable to the University; any balance is distributed according to the group's instructions on the Agency Account Authorization form.

A student organization must operate its financial affairs in an orderly and responsible manner. The University oversees financial operations and assists organizational leaders in accomplishing their goals. Organizations have income, expenses, and often make agreements with third parties. Each of these operations requires record keeping and careful accounting. The University assumes no responsibility for the financial transactions of a given student organization, and it strongly recommends that each organization establish whatever controls it deems necessary via the organization's constitution and bylaws.

Agency accounts, established through the Comptroller's Office, provide the following benefits:

1. The ability to use the University's purchasing system, thereby avoiding state sales tax
2. Coverage of funds against registered theft
3. Continuity of account when officers change

### Exemption from Sales Tax

Your registered organization is only exempt from sales tax when submitting a university purchase order. For information on how to generate a purchase order, please contact Campus Life for assistance. **The Comptroller's Office will not reimburse you for any sales tax paid.**

### In-Kind Donations

In-kind donations are non-cash gifts of merchandise or service. Prior to soliciting monetary or in-kind donations, consult the Development Office for an approved list of vendors to approach. Any in-kind donations received by student organizations should be recorded on the form "In-Kind Donations" (Form G). These forms can be obtained from the Development Office. The completed form should be returned to the Development Office, which will then send the donor a letter acknowledging receipt of the gift.

To comply with the IRS Tax Code, the letter will verify that the donor did not receive anything (gift or service) in consideration of their gift to the organization. The following sentence will be used in the letter: *In compliance with IRS Code Section 170(f) (8), this letter also serves as verification that you*

received no goods or services from the University of the Incarnate Word in consideration for your gift. In addition, an organization leader should always write a thank you note to the donor.

## Student Organization Deposits and Disbursements

### Deposits: Student Accounts

All monies collected for deposit will be deposited with the UIW Business Office. When depositing monies, the following account should be used: 7xxx-6106-5918-50000

1. All checks deposited will have the above account number written on each check.
2. A receipt will be generated. You should keep the receipt for your records and compare this to your monthly budget report.
3. All deposits must be approved by Amy DeAtley in the Comptroller's Office. Expenditure Types

Funds can be paid out in four ways depending on the type of request. All disbursements are charged to (your 5-digit account number) 7XXXX-6105-6851-18000.

Type of Disbursement	When to Use	Additional Comments
Petty Cash	For incidental expenses	Limit of \$200. Please return all receipts and remaining cash to the Business Office within 48 hours of withdrawal of these funds. If any receipts or money are lost, the amount will be charged to the account of the student who withdrew the cash.
Check Requests	When product or service has already been received	Also, for payments in advance when dollar amount is known, such as dues.
Purchase Orders	For organizational purposes.	Purchase Orders are required to purchase items and should be the primary way of purchasing goods for your organization.
University Charges	Automatically applied to account for certain on-campus services	Includes mailing, copying and printing services

Before securing the services of an individual person, it is wise to meet with your advisor and/or the Student Organizations Coordinator and Campus Life for guidance. Professional fees from individuals may require additional information and paperwork between the vendor and Accounts Payable before the

disbursement request is processed. The following information describes the typical process involved with each expenditure type.

### **Petty Cash**

Cash for off-campus purchases may be obtained from the Business Office, which is open 8 am- 5 pm, Monday-Friday. The following rules apply to petty cash requests: Violation of these rules will result in suspension of petty cash privileges.

1. There is a limit of \$200.
2. Only one petty cash request may be made at any given time.
3. Designated officers (President and Treasurer) must sign for petty cash. The form must be signed by the advisor for approval then initialed by the Comptroller's office.
4. Purchase can be made only after approvals are obtained. The University does not reimburse sales tax.
5. Remember to take the sales tax exemption form with you when making purchase. The sales tax exemption form can only be used with on-campus accounts and for organization expenses. **The exemption does not cover personal expenditures.**
6. Turn in original receipts and any change to the Business Office within ten days of issuance. You will need to tape all receipts to an 8 ½ x 11 sheet of paper.

### **Checks**

When a disbursement exceeds \$200 but less than \$500, a check Requisition Form must be obtained from the Accounts Payable Department. **The form is filled out and signed by the organization's representative AND the organization's advisor.** The Check Requisition Form is submitted to Amy DeAtley for approval. Once approved, the requisition is submitted to the Accounts Payable Department for processing. Checks are picked up in the Accounts Payable Department.

When a disbursement exceeds \$500, a purchase requisition must be submitted. It is submitted to Amy DeAtley for approval and is forwarded to the Purchasing Department or Accounts Payable for processing.

All check disbursements are charged to account: **7xxx-6106-6851-18000**

## Purchase Orders

Purchase orders (P.O.) are required for all purchases of goods or services shipped on credit. For student organizations, purchase requisitions are done on paper. Purchase Requisition forms are available from both the Purchasing and Business Offices or may be reproduced by any individual office. Purchases made before a valid purchase order is prepared, processed, and approved will not be accepted by the Business Office for payment. Designated officers (President or Treasurer) must sign the PO. The form must be signed by the advisor for approval then initialed by the Comptroller's office.

Please note that submission of the Purchase Requisition is not authorization to place an order. The required authorization is an approved, computer-generated purchase order with the assigned PO number. Please allow at least 24 hours for the requisition to be processed. The process involves:

1. Log and time stamp your completed Purchase Requisition as part of its submission to the Purchasing Office. Be sure handwritten forms are legible. **The signatures of the organization's advisor AND president are required. It must be approved by the Comptroller's Office - AD 175.**
2. The organization picks up the approved purchase order from Purchasing. The organization is responsible for mailing or faxing the white original copy to the vendor to confirm the order and give invoicing instructions. Invoices must go to Accounts Payable.

## University Charges

Some campus departments, such as the mailroom and printing services, charge fees for their services. The organization submits the appropriate form for these services in advance of the order just like a petty cash request, which goes to Amy DeAtley in the Comptroller's Office for approval and then to the specific department for fulfillment. Charges will be applied directly to the agency account.

## SALES & SOLICITATION

### Sodexo

The University contracts with Sodexo for the exclusive right and license to sell and manually dispense food and beverages, including alcoholic beverages, on campus. Sodexo has the contractual right to bid on the provision of food services at all on-campus events. All events where more than \$250 of food will be ordered must be bid by Sodexo.

When using Sodexo, the organization must state fully what food items will be served in a to use Sodexo. Sodexo is under no obligation to partially cater an event (i.e., coffee served by Sodexo and cookies baked by the organization).

## **Outside Caterers**

The University contracts with Sodexo for the exclusive right and license to sell and manually dispense food and beverages, including alcoholic beverages, on campus. Sodexo has the contractual right to bid on the provision of food services at all on-campus events.

Organizations obtain catering bids from Sodexo and outside vendors when considering third-party services. Written verification of all bids should be provided to the Sodexo Manager. If the Sodexo bid is higher than a bid from an outside firm with comparable service, the Sodexo Manager may give permission to use the outside firm. Use of outside catering is authorized if Sodexo waives its right to service.

## **Sale of Food on Campus**

Registered and University Sponsored student organizations are allowed to provide their own food and beverage for a campus event. This means that the organization must actually prepare its own food products.

1. Food may only be sold in predetermined locations as approved by Campus Life.
2. Signs indicating the name of the selling organization must be posted at the site of the food sale activity.
3. Generally limited to non-commercially produced cookies, candies, cakes, donuts not presently being sold by Sodexo. Foods that require heating may be sold only if requirements of San Antonio Metropolitan Health District are met.
4. Guidelines of the San Antonio Metropolitan Health District must be followed.
5. All litter resulting from the sale must be cleaned by the organization.

## **Bake Sale**

Generally, only one organization may conduct a bake sale at any given time. Check with the Campus Engagement office for date availability before planning your event and submitting your approval forms. Dates are reserved on a first come, first serve basis and approval is granted only when your group has filed all necessary forms. No bake sales may be conducted in the vicinity of Hortencia's in the Administration Building. Foods that require heating and cooling may not be sold unless such sales meet the requirements of the San Antonio Metropolitan Health District.

## **Item Sales**

The sale of items must be approved as an organization activity. Be sure to check with the Campus Engagement office as you plan your sale since the sale of certain items may be limited or prohibited.

## **Off-Campus Sales/Solicitation**

Individuals or organizations may not sell or solicit donations off-campus in the name of the University unless prior authorization is given by the Director of Campus Engagement and the Vice President of the Institutional Advancement Office. Student organizations cannot approach anyone without permission. Once you have contacted a potential sponsor, you must provide the details of sponsorship, which means what you are offering the sponsor, and what the sponsor is offering your student organization.

## **Fundraising**

Fundraisers can be a great source of income and may be conducted by registered student organizations only. All fundraisers must be approved by submitting an Event Approval Request via Engage. You will need to identify a fixed location for the event; “door-to door” solicitations are not permitted.

## **Raffles, Lotteries, Drawings and Giveaways**

State law policy may limit your options when planning events that involve the following:

1. Raffles/Lotteries: If your student organization is selling a ticket for a chance to win a prize, then it is considered a raffle or lottery. Organizations may not host raffles or lotteries as most of the time they are illegal in the state of Texas.
2. Drawings/Giveaways: Drawings and giveaways are similar to a raffle/lottery, but legal. Giveaway and drawing events must be free and open to the entire campus. You may suggest donations but be sure that everyone who enters has an equal chance of winning. Buying Will Not Help You Win. Your chances of winning without making a purchase are the same as the chances of someone purchasing something. It is illegal to give any advantage to buyers in a sweepstakes.

## Chapter FOUR: Risk Management Policies and Procedures

### Legal Implications

Student organizations are an important part of the co-curricular program at University of the Incarnate Word. In an increasingly litigious society, student organizations must be aware of how litigation can affect their operation. At the University, the registration process provides the organization the opportunity to use the services provided. Inherent in this recognition is a responsibility to **keep advisors and other student leadership professionals informed of organization activities**. In this process of communication, issues related to liability of individuals, the organization, the advisor, and the University can be discussed. It is important that all participants follow the guidelines in the UIW Student Handbook and act prudently at every event; as the law describes, act as a “reasonable person” to avoid accident or injury. When you are planning an activity, trip or program, the Campus Life staff is available to discuss any concerns you may have regarding legal liability.

### University Statement on Hazing

Involvement in student organizations and groups should offer students personal development, education, and enriching experiences. Hazing is a destructive and harassing activity that not only is in opposition to those goals, but also violates state and national laws. As such, the University of the Incarnate Word regards any form of hazing as not consistent with membership in any University organization or group, an unproductive and hazardous custom contrary to the Mission of UIW, and will not be tolerated.

The full University Statement and Policy on Hazing is available in the [UIW Student Handbook](#), and on the Office of Student Advocacy and Accountability website: <https://my.uiw.edu/student-advocacy-and-accountability/student-accountability/hazing-policy.html>

It is the responsibility of all organization and group officers to ensure that this information is distributed, read and understood by all members of their organization/group. Ignorance of this information is not a defense to University disciplinary procedures, civil, or criminal liability.

To report an incident or concern, go to: [www.uiw.edu/report](http://www.uiw.edu/report).

### Alcohol Law and Policies

For a summary of Alcohol-related Laws and Rules, please see the UIW Student Handbook, available at: [https://my.uiw.edu/student-advocacy-and-accountability/\\_docs/uiw\\_studenthandbook\\_2021-22.pdf](https://my.uiw.edu/student-advocacy-and-accountability/_docs/uiw_studenthandbook_2021-22.pdf)

## **Policies and Procedures for Requesting Alcohol**

The Director of Campus Engagement may approve alcoholic beverages at social gatherings meeting all of the following conditions:

1. The event is held in a special-use location, facility or building;
2. The event is requested by an administrator, faculty or staff member, department, division or student organization;
3. The event will have a majority of individuals over 21 years of age in attendance;
4. The advisor will be present for the duration of the event;
5. Food is served, and alternate non-alcoholic beverages are provided;
6. The sale and serving of alcoholic beverages will discontinue at least one hour before the event ends; and
7. Proper security for the event is provided at ticket booths and distribution areas where alcohol is sold/served, and officers patrol the event locations. \*

\*The Director of Campus Engagement and the Chief of Campus Police will determine the adequate number of police officers for the event.

## **Requirements for Securing an Alcohol Permit**

Organizations desiring to request approval for the serving and consumption of alcoholic beverages at an event must obtain approval of their event at least 30 days prior to the event. The student organization should submit an "Alcoholic Beverage Activity Permit" on Engage. The Student Organization must also submit a Risk Management Plan. The student organization representative must set-up a meeting with the Director of Campus Engagement and/or their designee to have the list, event, and permit approved.

1. When submitting the form, the Campus Engagement office will inform the student organizations of any specific policy or procedure or limitations regarding their event.
2. The student organizations should then contact the Chief of the Campus Police. The Chief of the Campus Police will assign the number of officers and assess the costs to be incurred by the student group.
3. The student organizations will request approval from the Director of Campus Engagement. If the Director approves the event, they will sign the form, notify the student organization, and the Campus Engagement office will send copies to the offices involved in the coordination of the event.
4. After the Director of Campus Engagement approves the event, the Campus Engagement staff will place the event on the University calendar.
5. Sodexo will serve all alcoholic beverages on campus. The student organizations must contact Sodexo at least 15 working days prior to the proposed event. Sodexo should inform the student

organization of all requirements for service on the proposed date and will coordinate TABC permits if necessary.

6. The University will ensure that all permits required by the Texas Alcohol Beverage commission are approved prior to the activity.
7. If a planned event is canceled, the student organization is responsible for immediately notifying the Director of Campus Engagement, the Directors of Campus Police, Special Events and Campus Dining.

## **Requirements for Serving Alcohol On-Campus**

### **Pricing**

1. The cost per drink of the non-alcoholic beverages may not exceed the cost of the alcoholic beverage.
2. Non-alcoholic beverages are free of charge to designated drivers. The event admission charge must be the same for all guests.

### **Customer**

1. All persons of legal drinking age will be issued a wristband, or each person must be carded each time an alcoholic beverage is requested. All designated drivers will be issued a distinctively identifiable wristband, hand ID, or other non-transferable means of identification.
2. A valid state identification and a student identification card, where applicable, are required of all participants of the event and specifically for those who purchase or consume alcohol. The beverage vendor is required to verify the age of all attendants by examining a state issue identification card.
3. Students and guests must surrender identification cards to University polices and/or any other University staff member upon request.
4. Presenting false or altered identification is a serious crime and will result in disciplinary action.

### **Serving**

1. Alcohol may not be served until the event coordinator, advisor and University police officer(s) are present and the non-alcoholic beverage and food are readily accessible to attendees.
2. Alcohol may not be served before 4 p.m. Monday through Friday.
3. Beverages may not be served in glass containers. Only clear plastic 12 ounce or smaller containers may be used.
4. Alcoholic beverages cannot be carried into or out of the licensed area. Designated drivers may not be served alcoholic beverages.

### **Supervision**

1. UIW police officers are required at all student events where alcohol is served.
2. The advisor of the organization must be present for the duration of the event. Faculty or staff member substitutes are permitted with written notification to the Director of Campus Engagement.
3. The Director of Campus Engagement reserves the right to deny a request for a substitute.

## **Liability**

The condition of the facility/area used is the sole responsibility of event sponsors. Sponsors will be assessed the cost of cleaning and/or repairing any and all damages that occur during the event unless the responsible person(s) can be identified.

## **Further Information for Serving Alcohol at On-Campus Events**

Event coordinators are required to schedule a meeting with the Director of Campus Engagement no later than fourteen (14) working days prior to the event in order to review applicable policies, regulations and publicity. Failure to schedule and/or keep this appointment will result in cancellation of the event. All events must end no later than midnight Sunday through Thursday; and no later than 2 a.m. for Friday and Saturday events.

Failure to comply with the following regulations or any component of the UIW Student Code of Conduct will result in cancellation or termination of the event. Additional sanctions or conditions may be imposed by the Director of Campus Engagement or Dean of Students or designee.

## **Requirements for Serving Alcohol at Off-Campus Events**

In addition to the requirements cited for on-campus events, off-campus activities must fulfill these additional requirements.

## **Attendees**

Off-campus events must be closed to all but UIW students and guests. The ratio of guests to students must be no greater than one to one.

The organization must provide a list of guests before the event begins. A person can gain admission only if they are on the guest list or have a current UIW ID card.

A designated driver program must be in place before the event begins and the signatures of those responsible for the program must be on the Activity Approval Form. Failure to comply with the following regulations or any component of the UIW Student Code of Conduct will result in cancellation or termination of the event. The office of Campus Engagement encourages the use of a taxi service to provide attendees transportation.

## **Supervision**

The organization's University advisor, or approved University employee substitute, must have the guest list in advance and monitor attendance. A police officer(s) must be present during the entire event.

## **Serving**

A third-party vendor must purchase and serve the alcohol and assume legal responsibility for both.

## Dispute Hearing Process

The University developed the Dispute Hearing Process to handle situations of dispute within or between organizations that are irreconcilable or are violations of the organization's constitution or the Student Organization Handbook, but *not* violations of the Student Code of Conduct. However, Campus Engagement expects the Dispute Hearing Process to be the last resort after mediation or other forms of conflict resolution have been used.

### A. Complaints

Complaints of an irreconcilable dispute or violation of a constitution or bylaws should be submitted in writing to the Director of Campus Engagement. Complaints will be presented to the Director of Campus Engagement who will determine whether the complaint will be handled through the Dispute Hearing Process or is a violation of the Student Code of Conduct to be referred to the Dean of Students or designee (or designee) for resolution through the student conduct process as outlined in the *UIW Student Code of Conduct* (<http://www.uiw.edu/campuslife/judicial.html>).

### B. Notice of a Dispute Hearing

Once a determination is made that reasonable cause exists for the Director of Campus Engagement to refer a complaint for a dispute hearing, notice will be given to the complainant and the accused student/respondent. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Director of Campus Engagement (or designee); mailed to the local or permanent address of the student as indicated in official University records; or emailed to the student's University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will include a statement of the complaint or alleged violation and notice of the time, date, and location of the dispute hearing. A meeting with the Director of Campus Engagement (or designee) may be arranged to explain the nature of the complaint and the hearing process.

Complaints referred for resolution through the Dispute Hearing Process will be reviewed by the Dispute Hearing Panel, which consists of:

- a. Vice President of SGA, who will act as a non-voting chairperson;
- b. One representative of the Senate, appointed by the Senate Liaison; and
- c. A Campus Life Administrator appointed by the Director of Campus Engagement (or designee).

### **C. Dispute Hearing Preparation**

Students will be given a minimum of seven (7) days to prepare for a dispute hearing. At least two (2) days before any scheduled formal hearing, all parties to the complaint will deliver, to the Director of Campus Engagement, all items of physical information they intend to use or needs to have present at the hearing as well as a written list of all witnesses they want to appear on their behalf.

The Director of Campus Engagement (or designee) will ensure that the hearing information and any other available written documentation is shared with all parties to the complaint at least one (1) day before any scheduled dispute hearing. In addition, the parties will be given a list of the names of all panel members who will review the complaint. Should either party object to any member(s) of the board or panel, he/she must raise all objections, in writing, to the Director of Campus Engagement immediately. Panel members will only be unseated if the Director of Campus Engagement concludes that their bias precludes an impartial hearing of the complaint. Additionally, any panel member who feels they cannot make an objective determination must recuse themselves from the proceedings.

### **D. Dispute Hearing Procedures**

The parties to the complaint have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend, it is that student's responsibility to notify the Director of Campus Engagement no later than one (1) day before the scheduled hearing to arrange for another date, time and location.

Except in cases of grave or unforeseen circumstances, if the party fails to give the requisite minimum of one (1) days' notice, or if the party fails to appear, the hearing will proceed as scheduled.

The Dispute Hearing Panel will conduct dispute hearings according to the following guidelines:

- a) Hearings will be closed to the public.
- b) Admission to the hearing of persons other than the parties involved will be at the discretion Dispute Hearing Panel and the Director of Campus Engagement.
- c) All parties and, the Dispute Hearing Panel will have the privilege of presenting witnesses and questioning all parties and present witnesses. Unduly repetitive witnesses can be limited at the discretion of the Dispute Hearing Panel Chairperson.
- d) Pertinent records exhibit and written statements may be accepted as information for consideration by the Dispute Hearing Panel. Formal rules of evidence are not observed. The Dispute Hearing Panel Chairperson may limit the number of character witnesses presented or may accept written statements of character instead.
- e) All procedural questions are subject to the final decision of the Director of Campus Engagement.
- f) After a Dispute Hearing, the Dispute Hearing Panel will deliberate and determine, by majority vote, a finding of responsibility. Once a finding is determined, if the finding is

that of a policy violation, the Dispute Hearing Panel will determine an appropriate action(s). The Director of Campus Engagement (or designee) is responsible for informing the Dispute Hearing Panel of applicable precedent and any previous violations by the parties if deemed relevant. The Dispute Hearing Panel Chairperson will prepare a written deliberation report, written to the attention of the Director of Campus Engagement, detailing the finding, how each member voted, the information cited by the Panel in support of its finding, and any information the Panel excluded from its consideration and why. This report should conclude with any recommended action. This report should not exceed two pages in length and must be submitted to the Director of Campus Engagement within no more than two (2) days from the end of deliberations.

- g) The Director of Campus Engagement may make appropriate modifications to the Dispute Hearing Panel's report and will then implement and inform the parties of the final determination within seven (7) days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Director of Campus Engagement (or designee); mailed to the local or permanent address of the student as indicated in official University records; or emailed to the student's University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

There will be a single verbatim record, such as a tape recording, for all Dispute Hearings. Deliberations will not be recorded. Verbal presentations of the findings will be recorded. The record will be the property of the University and maintained according to the University's record retention policy.

#### **E. Final Review**

Parties may petition for a review of a decision of responsibility or assigned sanction(s) within three (3) days of issuance of a Dispute Hearing Panel's written decision. All petitions must be in writing and delivered to the Director of Campus Engagement.

If the Director of Campus Engagement determines that a complaint may be reviewed, every opportunity will be taken, where possible, to return the complaint to the Dispute Hearing Panel for reconsideration; however, if this is not possible, the complaint will be reviewed by the Director of Campus Engagement.

The Dispute Hearing Panel or the Director of Campus Engagement may support or change a decision and/or increase, decrease or modify an action. The review body will be deferential to the original decision maker, making changes to the finding only where there is clear error or to a sanction only if a compelling justification to do so exists, and only when a unanimous decision is reached. Reviews will only be considered for one or more of the following purposes:

- a) To consider new information which was unavailable at the time of the original hearing and could be outcome determinative;
- b) To assess whether a material deviation from written procedures impacted the fairness of the hearing;

- c) To decide if the action(s) taken is substantially disproportionate to the severity of the offense committed;
- d) To determine that the finding does not accord with the information provided in the hearing; or
- e) To assess whether bias on the part of a Dispute Hearing Panel member deprived the process of impartiality.

Except as required to explain the basis of new information unavailable at the time of a hearing, review of a dispute hearing will be limited to the verbatim record of the initial hearing and all supporting documents. In the case of an appeal, the decision of the Director of Campus Engagement is final. There is no further appeal.

The Director of Campus Engagement ensures follow-through by the parties involved regarding any decisions made by the Dispute Hearing Panel or through the appeal process.