

Revised: November 28th, 2018

Student Organization Handbook



**STUDENT ENGAGEMENT
& LEADERSHIP CENTER**

Union Bldg. West, 106
915-747-5670
SEL@utep.edu



@UTEPSEL

INTRODUCTION

Congratulations on your election or selection to serve in a leadership role as an executive member or advisor with a student organization. The role you play with the members of your organization and the entire UTEP community will be very influential. The Student Engagement & Leadership Center is committed to assisting you every step of the way so that you and your organization can achieve the goals you have set for the year.

A critical aspect of student organization management is understanding the UT System and UTEP guidelines, rules & policies regarding student organizations. All student organization members and advisors are expected to comply with all rules and regulations, and to conduct all activities within the spirit and mission of the University.

The SELC is committed to your success and is available to answer any questions that may arise as a result of complying with the Student Organization Handbook for Compliance & Leadership. Our goal is for you to refer to this handbook periodically and develop a stronger understanding of the information needed to be a successful student organization.

How to use this handbook

Ensure that every member of your student organization receives this link: <https://www.utep.edu/student-affairs/selc/engagement/student-organization-services/rso-playbook.html>

Reference the Student Organization Handbook for Compliance and Leadership when planning events, small or large; to answer questions; review pertinent policies; identify resources, as well as campus partners; and to better position your organization for success.

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REGISTRATION PROCEDURES

Section Overview

No student organization's year begins without registration. Each student organization must register or reregister every year. Become familiar with the dates and requirements outlined below.

Important Dates

July 1: Registration opens.

New and returning student organizations may begin registration on this day.

September 30: Preregistration closes at midnight.

New RSOs may continue to apply after this date with no penalty.

October 1: Late Registration opens.

Returning RSOs that apply beginning this date will be charged a \$40 late fee.

April 30: Registration closes at midnight.

Registration is closed from May 1 to June 30.

December 1: Winter Refresh.

Updates to Constitutions/ Bylaws and organization officers; from December 1 to January 31.

Where to Apply

New RSOs

- Login to minetracker.utep.edu with your my.utep.edu credentials.
- Click the "Organizations" tab near the top of the page.
- Click "Register an organization" on the left-hand margin.
- Click "Register a new organization" on the left-hand margin.

Returning RSOs

- Login to minetracker.utep.edu with your my.utep.edu credentials.
- Visit your RSO's page.
- Click "Manage Organization" near the top, right-hand side of the page.
- Click "Re-register this organization" in the center of the page.

Application Requirements

RSOs need the following people and information prior to registration:

- **At least six students, three of which are serving as executive officers**
 - New RSOs may register with at least *three* students.
- **At least one fulltime faculty or staff member serving as advisor**
- The following contact info for all members listed above:
 - Full name
 - Phone number
 - Email address
 - Home address (*office address* for advisors)
 - Student Organization Compliance & Leadership Module certificates
- **Constitution and by-laws (REQUIRED)**

- Student Organization Compliance & Leadership Module Certification
 - Each RSO executive member and campus advisor is required to complete the Student Organization Handbook for Compliance and Leadership Module before the application can be accepted.
 - Upon completion of the Module, the individual will be awarded a digital certificate.
 - It is the responsibility of the individual to forward her/his certificate to the member completing the organization’s registration application.
 - These certificates must be uploaded into the organization’s registration application.

Requirements for Constitutions and Bylaws

Each RSO is required to create a Constitution and set of Bylaws that outline how the organization will operate. This document should include, but is not limited to, the following:

- The official name of the student organization,
 - Student organization names *cannot*:
 - begin with “UTEP”, or
 - include “The University of Texas at El Paso”.
- A Non-Discrimination Policy,
- A Non-Hazing Policy,
- A Title IX Policy,
- A separate set of Bylaws,
- An explanation of what constitutes membership,
- The responsibilities of officers and advisors, and
- Consequences for members who do not fulfill their responsibilities.

A sample Constitution is available for download [here](#).

FULL REQUIREMENTS FOR CREATING A CONSTITUTION AND BYLAWS FOR A REGISTERED STUDENT ORGANIZATION

Items to remember when drafting your Constitution and Bylaws:

- All sections as listed below in red *must* be included in some form in the organization’s Constitution and Bylaws.
- All sections that are **bolded and in red** *must* be included **verbatim** in the organization’s Constitution and Bylaws. These include:
 - **Article Four: Title IX Policy**
 - The Title IX Policy is required to be present within the RSOs Constitution; an exception to this rule will ONLY be made for organizations with a National affiliation, in which the Policy MUST be present within their organizations Bylaws.
 - **Article Five: Non-Discrimination Policy**
 - The Non-Discrimination Policy is required to be present within the RSOs Constitution; an exception to this rule will ONLY be made for organizations with a National Fraternity or Sorority affiliation, in which the Policy MUST be present within their organizations Bylaws.
 - **Article Six: Non-Hazing Policy**
 - The Non-Hazing Policy is required to be present within the RSOs Constitution; an

exception to this rule will ONLY be made for organizations with a National Fraternity or Sorority affiliation, in which the Policy MUST be present within their organizations Bylaws

- **Article Twelve: Risk Management Policies**

- The Risk Management Policies are required to be present within the RSOs Constitution; an exception to this rule will ONLY be made for organizations with a National Fraternity or Sorority affiliation, in which the Policy MUST be present within their organizations Bylaws
- Be sure to also provide the date the Constitution was drafted (at the top) and any dates on which the Constitution was updated and ratified (at the end)—this is important for your organization to keep record of when changes to the Constitution were made.
- While a Constitution outlines the purpose and designation of your RSO, the Bylaws are designed to govern the internal affairs of your RSO. The checklist below includes the appropriate list that should be utilized in order to draft your Bylaws; those that are listed as optional typically vary by organization – you are encouraged to explore the depth of your RSOs leadership as you draft this document.

Constitution Checklist

Preamble

Article I – Name of RSO

Article II – Purpose of RSO

Article III – Authority

Article IV – Title IX Policy***

Article V – Non-Discrimination Policy***

Article VI – Non-Hazing Policy***

Article VII – Membership

Article VIII – Executive Officers

Article IX – University Advisor(s)

Article X – Meetings

Article XI – Amendments

Article XII – Risk Management Policies***

Article XIII – Ratification

Bylaws Checklist

Article I – Executive Officers

Article II – Qualifications to Hold Office

Article III - Duties of Executive Officers

Article IV – Officer Impeachment (OP)

Article V – Election Protocol (OP)

Article VI – Executive Board/ Committee (OP)

Article VII – University Advisor(s) (OP)

Article VIII – Meetings (OP)

Article IX – Voting Protocol (OP)

Article X – Special Committees (OP)

Article XI – Finances (OP)

Article XII – Dissolution of RSO (OP)

Article XIII – Amendments

Article XIV – Ratification

Rosters

All executive members and advisors must be identified on the RSO’s Mine Tracker roster. While it is the right of any *non-executive RSO member* to keep their membership within a student organization private; the Student Engagement & Leadership Center encourages all RSOs to maintain as accurate a roster as possible on Mine Tracker. These rosters may be used for competitions, awards, and other recognitions.

MINE TRACKER

[Mine Tracker](#) is the University's online database of student organizations. It is used to centralize, organize, and increase student engagement. All registered student organizations have a page on this website and are expected to manage and update that space to maintain rosters, request events, hold elections, and more.

Create Event

Any instance wherein one or more members of a student organization are established in one or more particular places with the intent to execute business on behalf of the student organization is considered an event. All events must first be granted approval by the SELC through Mine Tracker.

- Login to Mine Tracker.
- Go to your organization's page.
- Access the side panel and click the Events tab.
- In the next screen, click the blue "CREATE EVENT" button.
- Complete and submit the Event Request Form.

Timeline for Approval

- All requests for events taking place on campus or within El Paso County should be submitted at least two weeks before the organization intends to promote the event.
- Requests for events taking place outside El Paso County typically require at least two weeks.
- Requests for events that involve foreign travel (including to Ciudad Juarez) will require at least four weeks.

Reviewers

- Depending on the nature of your event, campus partners may be notified to assist you and review your submission.
- Your event will not be approved until the SELC has been recommended for approval by all reviewers.
- It is the RSO's responsibility to

OPPORTUNITIES

The SELC and the University are committed to providing registered student organizations with programs that allow your members to engage, develop, and get connected to campus resources. Below are a number of examples of those opportunities. For more information, please visit our [calendar](#) or contact the SELC at selc@utep.edu or 915.747.5670.

Tabling

- [Orange & Blue Day](#)
- New Student Orientation
- Miner Welcome
- Last Wednesday

Fundraising

- [Minerpalooza](#)
- [International Cultural Festival](#)

Volunteer/Service

- Commitment-to-Service Day
- [Project MOVE](#)

Leadership Development

- [SOLseries](#)
- Student employment with the SELC

Recognition

- SGA Presidents' Dinner
- Student Organizations Advisors' Luncheon
- [Student Organization Leadership Honors](#)
- UTEP Student Leadership Awards

SOLseries

The Student Organization Leadership Series ([SOLseries](#)) is a tetrad of programs that intend to enhance student organization officers' learning and development in the areas of self-knowledge and leadership competence, as adapted from The Social Change Model of Leadership Development. Each program focuses on personal, organizational, and societal development.

The series includes:

- [SOLretreat](#) (SOLR): a four-day, out-of-town experience that takes place the week following Spring Commencement. SOLR encourages student organization leaders to uncover their personal strengths, use those strengths to lead effectively, and advance their student organizations with their newfound voices. It is available primarily to RSO presidents and vice presidents.
- [SOLtraining](#): a bi-weekly course that takes place through the Fall semester. Each month focuses on a different component of The Social Change Model of Leadership Development. It is exclusively available to SOLR alumni, and is the initial step for student leaders interested in returning to SOLR as peer mentors (Rocketeers).
- [SOLsummit](#): this conference occurs every November and culminates in an open forum for student organization leaders to discuss the challenges they face, the solutions they find, and the ways University officials may support them. Other sessions include topics reflecting the importance of personal, organizational & communal development.
- [SOLhonors](#): this ceremony take place every April and celebrates student organization accomplishments for the academic year. Over three dozen awards are available for student organizations; these awards highlight individual, programmatic and long-term achievements for student organizations, emerging and prominent student leaders, and their organizations' advisors.

RISK MANAGEMENT

The State of Texas mandates that all student organization leaders and advisors complete risk management/compliance each year prior to (re)registration. For your convenience, the risk management information from the Student Organization Compliance & Leadership Module has been replicated on the following pages.

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Accommodations

(Adapted from 29 C.F.R. § 1630.2(o)(1)(i-iii) (1997) | 42 U.S.C. § 12111(10) (1994); 29 C.F.R. § 1630.2(p) (1997); 29 C.F.R. pt. 1630 app. § 1630.2(p) (1997).)

All student organizations at UTEP are required to provide reasonable accommodations for students with disabilities at all events, including general body meetings.

Reasonable Accommodations is defined as modifications or adjustments that enable an RSO's member with a disability to enjoy equal benefits and privileges of membership as are enjoyed by its other similarly situated members without disabilities.

The RSO must inquire whether any students need special accommodations.

It is the student-with-the-disability's responsibility to inform the RSO of any special accommodations needed. Then it is the RSO's responsibility to provide reasonable accommodations for students with disabilities so long as it does not cause undue hardship for the RSO.

Undue hardship means significant difficulty or expense and focuses on the resources and circumstances of the particular RSO in relationship to the cost or difficulty of providing a specific accommodation.

Undue hardship refers not only to financial difficulty, but also to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business.

A person with a disability is defined as a person who has any physical or mental impairment that substantially limits a major life activity, has a record of such impairment, or is regarded as having such impairment.

Key statement from the American with Disabilities Act of 1990:

No otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity.

Affiliation

(Adapted from the Handbook of Operating Procedures 4.3.2.1 Use of University Name or Sponsorship)

Unless officially sponsored by the University (recognition and registration does not constitute official sponsorship) or permitted by the University President, a student organization may not use the name or any abbreviation of the University or The University of Texas System as a part of the name of the organization, and it may neither display or use the seal of the University or The University of Texas System in connection with any activity of the organization nor use such seal or seals as a part of any letterhead, sign, banner, pamphlet, or other printed material that bears the name of the organization.

A registered student organization may not advertise or promote events or activities or other functions in a manner that suggests falsely that the event or activity is sponsored by the University.

Alcohol & Illegal Drugs

(Adapted from the Handbook of Operating Procedures, Section II 1.2.2.14 Sale or Use of Alcoholic Beverages; and Section II 1.2.2.2 Drugs)

Alcohol

The University enforces all state and federal laws or regulations which regulate and control the sale or use of alcohol on campus, including those pertaining to the possession of alcohol by minors.

University regulations prohibit the possession and/or consumption of alcoholic beverages on University property without prior written authorization by appropriate administrative officials and are strictly enforced.

Customers of legal age under state law may purchase and consume alcoholic beverages in areas on the campus specifically designated for the public sale and consumption of beer and wine, and residents of University Housing are authorized to possess and consume beer and wine in the privacy of their living quarters, if they are of legal age under state law.

In accordance with Student Engagement & Leadership Center policies, events and materials glorifying, edifying, promoting, or supporting the use of alcohol, including the display of trademarks or brands associated with alcoholic products are prohibited.

No organization events, whether on or off campus, are permitted without approval from the Student Engagement & Leadership Center.

Further, any social gatherings hosted on private property must abide by the following standards:

- List of guests must be maintained
- Guests under the legal drinking age must be identifiable (wristbands, etc.)
- Alcohol may not be served

Drugs

Any student who is found responsible for the illegal use, possession and/or sale of a drug or narcotic is subject to discipline. If a student is found responsible for the illegal use, possession, and/or sale of a drug or narcotic on campus, the minimum sanction assessed shall be suspension from the University for a specified period of time and/or suspension of rights and privileges.

Students and/or student organizations in violation of these policies will be subject to University discipline in addition to possible criminal prosecution by civil authorities.

Firearms/Weapons

(Adapted from the Handbook of Operating Procedures 1.2.13 Use of Explosives, Weapons, or Hazardous Chemicals)

It is a felony violation of State law to carry, or possess a weapon at any school or educational institution, regardless if the person is or is not licensed to carry a concealed weapon.

The possession of a firearm, illegal knife, or prohibited weapon on the grounds of an educational institution is a third-degree felony in Texas.

In addition to State law, The University of Texas institutional rules prohibit the possession, display, or use of facsimile/fake firearms on the campus without the written permission of the Dean of Students' Office.

Types of illegal weapons include but are not limited to:

- Knife w/ blade longer than 5 1/2 inches
- Armor-piercing ammunition
- Chemical dispensing device
- Zip gun
- Club or night stick
- Sword or spear
- Brass knuckles

Concealed Carry

License holder, as defined by Subchapter H, Chapter 411 of the Texas Government Code, may carry a concealed handgun in approved areas on the University Campus. The following restrictions will apply:

1. The University has identified exclusionary areas based on applicable laws and regulations, the general makeup of the University population in those areas, safety considerations, and any unique and material characteristics of those areas.
2. Certain events throughout the year prohibited concealed handguns due to the unique nature of the activity.

Call the University Police at 747-5611 or dial 911 if you see any individual on campus with a handgun or other type of weapon. University Police will respond and resolve the situation appropriately. Violations of the concealed carry policy will be adjudicated through the campus conduct process and/or the legal system.

Hazing

(Adapted from The Handbook of Operating Procedures 4.8.3.7 Hazing)

The University does not tolerate hazing of any kind.

Hazing is defined as actions or activities that endanger the mental and/or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at a college or university.

Any intentional, known, or reckless act, occurring on or off the campus by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

Title IX

(Adapted from The Handbook of Operating Procedures 3 Sexual Harassment and Sexual Misconduct)

Title IX of the Education Amendments of 1972 is a federal law intended to end sex discrimination in all areas of education. It states that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” In accordance with Title IX of the Education Amendments of 1972, UTEP does not discriminate on the basis of sex in the operation of its educational programs and activities. This commitment to non-discrimination applies to both employment in and admission to such programs and activities.

Title IX also applies to issues of program equity such as in athletics and also to sexual harassment, sexual assault, stalking, and relationship violence.

Inquiries regarding Title IX should be referred to the University's designated Title IX Coordinator and Deputy Title IX Coordinators:

Dr. Charlie Gibbens, Deputy Title IX Coordinator

Investigation of Concerns Related to Students

Associate Dean of Students and Director of OSSCR

Office of Student Conduct and Conflict Resolution

Union Building West Rm 102

915.747.5648

studentconduct@utep.edu

sa.utep.edu/osccr

Sandy Vasquez, Deputy Title IX Coordinator

Investigation of Concerns Related to Faculty and Staff

Assistant Vice President, Equal Opportunity & Compliance Services Ethics Officer

Kelly Hall Rm 302

915.747.5662

eoaa@utep.edu

utep.edu/eoaa

Dr. Catie McCorry-Andalis, Deputy Title IX Coordinator

Education, Training and Outreach

Dean of Students

Union Building West Rm 102

915.747.5648

studentlife@utep.edu

Domestic Travel

This policy applies to currently enrolled Students taking part in travel to attend activities or events that are:

- organized and sponsored by the University; and
- occur more than twenty-five (25) miles from the University campus.

The types of activities and events covered by this policy include but are not limited to academic course related field trips, Recreational Sports club trips, the activities of recognized student organizations, and meetings and conferences of academic organizations where a Student is attending/participating due to their affiliation with the University. Complete Travel Packets should be submitted to Sjrodriguez3@utep.edu **10 business days** prior to date of departure for trip.

Trip Approval Requirements

We have received your request to travel, and you are permitted to continue with the process.

Please have the following members of your organization prepare the documents below:

1. Advisor

- a. ST-1: Student Travel Request Authorization Form
- b. ST-2: List of Activity/Event Leaders and Participants Form
 - i. ST-2A (if more than six students are traveling)
 - ii. ST-2B (if more than two non-students are traveling)
 - iii. ST-2C (if more than two University employees are traveling)

2. Any member

- a. ST-3: Emergency Medical Information and Authorization for Medical Treatment (one for each student traveling) <https://www.utep.edu/travel/Files/docs/student-travel/ST-3-Emergency-Medical-Treatment.pdf>
- b. Release and Indemnification forms (one for each non-University employee traveling)
 - i. Adult non-student: <https://www.utep.edu/vpba/Files/docs/useful-forms/ReleaseAdults10-2011-bilingual.pdf>
 - ii. Adult student: <https://www.utep.edu/vpba/Files/docs/useful-forms/ReleaseAdultStudents10-2011-bilingual.pdf>
 - iii. Minor student: <https://www.utep.edu/vpba/Files/docs/useful-forms/ReleaseMinors10-2011-bilingual.pdf>
- c. Itinerary
 - i. Transportation (flight numbers, vehicle information, etc.)
 - ii. Copy of valid driver's license and proof of insurance for all students driving
 - iii. Lodging arrangements
 - iv. Arrival and departure times
- d. Invitation to present/attend/perform, and/or conference agenda
- e. Personal Insurance
 - i. Student Field Trip Insurance proof of purchase, or
 - ii. ii. Copies of current medical insurance certificates/cards for each traveler, or
 - iii. iii. Student Travel Release and Indemnification

Once you have collected all of the information above, your advisor must electronically sign ST-1 and send the entire packet (in one email) to (insert designee email) at least 10 days before the trip is scheduled to take place.

If you have any further questions regarding student travel for your RSO, please email sjrodriguez3@utep.edu.

International Travel

All University faculty, staff, and students must comply with the following Foreign Travel procedures. All travel expenses must abide by these procedures or will not be reimbursed.

1. Pre-Travel Arrangements

1. Review [Department of State Travel Warnings](#) to determine whether the destination requires approval by the International Oversight Committee (IOC)
 1. If destination is at a level 3 or level 4 category, the [International Travel Exception](#) form
 2. If the request is approved, proceed with "Planning Your Trip #2".
2. If your destination does not require IOC approval, proceed with "Planning Your Trip #2".

2. Planning Your Trip

1. Process a Travel Authorization (TA)
2. Upon TA approval, contact Anthony Travel or use the acceptable options to make arrangements for:
 1. Airline or other transportation
 2. Lodging
 3. Car Rental

Reminders:

1. The University must comply with the federal "[Fly America Act](#)" when traveling on federal grant funds. The traveler or department planner must notify the travel agency if traveling on federal funds.
2. Update or create a travel profile with [International SOS](#).
3. A personal credit card will be required to reserve lodging and car rental.

3. Getting Reimbursed

1. Lodging reimbursement is based on the [U.S. Department of State](#) per diem tables
 1. Detailed commercial lodging receipt is required.
 2. In some cases, if actual lodging expense exceeds per diem, the overage may be reimbursed on a local account.
 - Examples: conference hotel, safety concerns, health issues
2. Meal and specified incidentals reimbursements are based on the U.S. Department of State per diem tables.
 1. Receipts are not required.
 2. Meals and Incidentals per diem overages will not be reimbursed.
 3. Specific incidentals are included in the meal and incidentals per diem as follows and will not be separately reimbursed:
 - Tips
 - Laundry
 - Telephone calls
 - Internet connections
 - Travelers check charges
 - Fees to exchange U.S. currency for foreign or vice versa
 - Money Orders
3. Submit flight itinerary, commercial lodging receipts (detail), and any other required receipts.
4. Travel expenses must be converted to U.S. dollars. Use the Internet conversion calculator www.XE.com.

CAMPUS PARTNERS

The following section identifies various campus departments that serve as resources for student organizations. This list is not exhaustive, though it features many of the more commonly sought after partners.

Accounts Payable

Open a holding account for your organizational funds. No interest, no fees, and no personal information is required. This account is linked to your advisor, so you will always be able to access it (as opposed to hunting down the treasurer who just graduated, for example.) An on-campus account is necessary to participate in several UTEP events (i.e. Minerpalooza, Homecoming, etc.)

Contact Information

University Towers, Ste. 200
915.747.7811

Athletics

The Athletics marketing department can help student organizations get more public exposure through involvement at sporting events.

Contact Information

Brumbelow Bldg., room 105
915.747.5347

Center for Accommodations & Support Services

The Center for Accommodations & Support Services (CASS) can assist RSOs in making accommodations for their members with disabilities, and guide the RSO to operate within compliance of all ADA standards.

Contact Information

106 Union East
915.747.5148
cass@utep.edu

Counseling & Psychological Services

This department focuses on the mental wellness of students. Along with a number of better-known reasons, students may also use the University Counseling Center (UCC) if they are having a difficult time managing their organizational involvement.

Contact Information

202 Union West
915.747.5302

Facilities Services

This department can assist organizations with large-scale events, outdoor events, or small-scale events that do not take place in the Union or El Paso Natural Gas Center. They handle everything from tables & chairs to water and electricity.

Contact Information

915.747.7811
facilities@utep.edu

Office of Asset Management & Development

This is the department RSOs must consult with prior to requesting donations from businesses.

Contact Information

Kelly Hall 6th Floor
915-747-8993

Office of Special Events

This office can provide organizations with certain supplies that Facilities Services cannot. They also reserve The Don Haskins Center, Magoffin Auditorium, Memorial Gym and Sun Bowl Stadium.

Contact Information

915.747.5481
specialevents@utep.edu

Office of Student Conduct & Conflict Resolution

The Office of Student Conduct & Conflict Resolution (OSCCR) will help determine the safest way you can lead your RSO and plan your activities. Instances of hazing, bullying, and other potential issues that may arise within your organization may be handled through this office.

Contact Information

303 Union East
915.747.8694

Food Services

Contact this department to order food for your events or meetings. Sodexo will also ensure that any foods you plan to have or sell are okay with the University.

Contact Information

207A Union East
915.747.7455

Student Engagement & Leadership Center

The SELC oversees all Registered Student Organizations, and has staff designated to assist you with all manners of your RSO. Further, most outdoor spaces are reserved through the SELC.

Contact Information

106 Union West
915.747.5670
utep.edu/selc

Student Government Association

SGA serves as the voice of all UTEP students and can provide funding support for organizations. Note: Requests must be submitted at least four weeks in advance of the date the funds are needed.

Contact Information

304 Union East
915.747.5584
utep.edu/sga

Union Services

This department oversees the scheduling of Union Building East, Union Building West, Union Plaza, and the El Paso Natural Gas Conference Center (EPNGCC). There are over thirteen meeting rooms, two conference centers, and a theatre that can be reserved for events, conferences, and meetings. *All reservations must come through Mine Tracker.*

Contact Information

307 Union East

915.747.5711

unionscheduling@utep.edu

Vice President of Business Affairs

Contact this office to obtain Indemnification Forms and purchase Field Trip and/or CAMP Insurance.

Contact Information

301 Administration Bldg.

915.747.5113

admin.utep.edu/vpba

EVENT PLANNING

What's considered an "event"?

Any instance wherein one or more members of a student organization are established in one or more particular places with the intent to execute business on behalf of the student organization is considered an event. This includes, but is not limited to, general body meetings, executive board meetings, fundraising activities, and community service activities.

Requesting an Event

Before hosting an event, an RSO member must submit an event request via Mine Tracker.

Event requests should be submitted at least two weeks prior to the date which the organization intends to begin advertising to ensure there is enough time for:

- SELC staff to review the request,
- Adjustments that need to be made for a denied request, and
- Reservation of the desired space/venue for the event

Complete the [event request form](#) via Mine Tracker. Once submitted, SELC staff will review the request and inform the student that the form was received properly, and include the next steps based on what the student indicated. Once all steps have been completed, SELC staff will approve the event. If the event request is denied, the submitter will be explained why, and given instructions to adjust the request.

Advertising

- **Permission:** Student organizations are not permitted to advertise an event that has not first been approved via Mine Tracker.
- **Flyers/Posters:** Different campus buildings have different requirements before allowing student organizations to post flyers/posters in their buildings. Please speak with each building's building manager before posting.
- **Chalking:** Due to safety concerns and added cleanup costs, under no circumstances are student organizations permitted to chalk sidewalks/campus grounds. RSOs that violate this policy will be charged for any cleanup costs that are incurred.

Amplified Sound

RSOs may use amplified sound on campus at designated times and locations, but advance permission is required. Campus officials may prescribe rules concerning scheduling, sound levels, the location of speakers and direction in which they are pointed, and other rules to facilitate the use of weekday amplified sound areas, to mediate any conflict with University functions and other nearby activities, and to manage environmental impact. All such rules shall be reasonable and nondiscriminatory.

Food at Events

ALL RSOs hosting events that include food must receive approval from UTEP Food Services to ensure that all items are safe to serve. If the event is to be held anywhere in the Union or El Paso Natural Gas Conference Center, the food *must* be provided by UTEP Food Services. UTEP Food Services provides event catering discounts for all registered student organizations. For more information, call: 915.747.7455

Money Handling

Here are a few tips to consider when handling money at an event:

- Before the event, produce a list of who will be collecting/handling money (Limit the number).
- If possible, ensure two people are with the money at all times
- During the event, store all funds in a lockable cash box.
- After the event, immediately take the money to a safe place
- Consider asking UTEPPD to drive you to your vehicle (915.747.5611).

Political Nature

To ensure events including political representatives are successful, it is necessary for information to be shared with the SELC staff immediately following the event request's approval.

A student organization leader must accompany all political representatives during their visit.

Selling Tickets

It is appropriate for RSOs planning to sell tickets to their events to do so through the University Ticket Center. This department will create and sell the tickets for the RSO, both in person and on the Ticketmaster website.

NOTE: service fees are added to the overall price of online ticket purchases. Furthermore, requests should be submitted well in advance to allow for time to produce and process tickets and information.

For more information, contact the [University Ticket Center](#).

Trademarks

RSOs are allowed to use certain University trademarks with permission. To gain permission, follow the steps listed below:

- Create a draft of the image and/or the material on which this image will be used.
- Send the image to the Student Organizations Services Coordinator in the SELC.
- If the image is approved, it will be sent to University Communications.
- Once they have approved it, your RSO may be required to contact the Trademarks office for the UT System.

The SOS Coordinator will be able to assist you through the project.

Visitors

RSOs are allowed to invite guests to campus to assist with their events.

A member of the responsible RSO (be it student or advisor) must accompany these visitors at all times.

FUNDRAISING

Another registration benefit is the ability to fundraise on campus. All fundraising efforts must be approved by the SELC. Fundraising efforts wherein one or more members of a student organization are established in one or more particular places with the intent to raise money on behalf of the student organization must be submitted as an event.

“For Sale” vs. “By Donation”

- Only RSOs that are registered as 501(c)(3) organizations may sell items.
- All others must request donations.
- Any student organization found to be selling items as opposed to requesting donations for items is susceptible to sales tax charges and other fines.

Philanthropy

While RSOs are encouraged to raise money for charities, all facets of the University (RSOs included) are prohibited from coordinating activities that directly fund non-UTEP organizations.

In all event requests involving philanthropic fundraising efforts, RSOs are prohibited from identifying the organization their funds will go to; however, may identify the cause.

Event Requests

ALL registered student organizations wanting to fundraise at ANY event must get approval from SELC.

Food

Food Services requires all RSOs to consult with them before bringing any food on campus to ensure all items are safe to serve.

Sodexo is contracted to serve/manage all food sales in the Union and El Paso Natural Gas Conference Center; however, their team is willing to work with you, and provides discounts to RSOs.

Merchandise

Per this document, merchandise is considered any tangible, nonperishable item that an RSO plans to sell or giveaway (even if only to members)

Examples include clothing, water bottles, pens, etc.

The SELC must be made aware of any plans to create any form of merchandise before it is manufactured in order to ensure:

A licensed vendor is producing it.

Permission from the Office of Trademark Licensing has been obtained.

For a list of licensed vendors, please contact the SELC.

Solicitation of Donors

RSOs may solicit funds from donors with the permission of the University. To gain permission, please contact [The Office of Institutional Advancement](#).

Reasonable Accommodations

The RSO must inquire whether any students need special accommodations:

It is the student-with-the-disability's responsibility to inform the RSO of any special accommodations needed, then it is the RSO's responsibility to provide reasonable accommodations for students with disabilities so long as it does not cause undue hardship for the RSO. For the purposes of student travel, "reasonable accommodations" shall be defined as: modifications or adjustments that enable an RSO's member with a disability to enjoy equal benefits and privileges of membership as are enjoyed by its other similarly situated members without disabilities.

Adapted from 29 C.F.R. § 1630.2(o)(1)(i-iii) (1997)

"Undue hardship" means significant difficulty or expense and focuses on the resources and circumstances of the particular RSO in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business.

Adapted from 42 U.S.C. § 12111(10) (1994); 29 C.F.R. § 1630.2(p) (1997); 29 C.F.R. pt. 1630 app. § 1630.2(p) (1997).

Trip Approval Requirements

Please visit the [Risk Management - Travel](#) section in this document for information on trip approval requirements.

ADVISORS

Every RSO must be advised by a fulltime faculty or staff member of the University (part-time staff members are not eligible, but may still serve in secondary advisor roles). The SELC recognizes advisors as responsible members of their RSOs; they should be informed, and consenting, of all organizational activities and campus policy.

The following sections summarize various opportunities for, and expectations of, any faculty or staff member who fulfills the role of student organization advisor.

Opportunities

Programs & Recognition

While the majority of programming for student organizations targets students, below are four programs where advisor involvement is crucial.

- RSO Advisors' Round Tables
Round tables take place once a semester and are an opportunity for RSO advisors to touch bases, connect with SELC staff, and learn about policy changes, strategies, and upcoming programs for student organization members.
- RSO Advisors' Luncheon
The RSO Advisors' Luncheon takes place the first Friday in November and is free to attend with an RSVP.
- SGA Presidents' Dinner
The SGA Presidents' Dinner is hosted by Student Government Association and typically takes place mid-November. It is free for RSO presidents and their advisors.
- Student Organization Leadership Honors
SOLhonors takes place late-April and serves as the awards ceremony for student organizations. There are three awards specifically for advisors: Advisor of the Year, New Advisor of the Year, and The Advisor's Legacy Award.

Collaboration

Numerous opportunities to collaborate with the SELC take place each academic year. Please contact the SELC at 915.747.5670 or selc@utep.edu if you are interested in any of the opportunities summarized below:

- Committees/Volunteering
From Project MOVE to refreshing policy, there are opportunities for collaboration through several committees each year.
- Judges
The SELC relies on faculty and staff to assist with judging awards (like Men & Women of Mines) and special events (like Homecoming Lip Sync) each year.
- Presenters
Opportunities to present on various topics at special events like UTEP L.I.V.E. and SOLsummit exist as well!

Expectations

Clery Act

Campus advisors for student organizations are recognized as a **Campus Security Authority**. As a Campus Security Authority, RSO advisors are required to complete an additional Compliance Training module, which is titled, The Clery Act. The additional module is assigned to advisors at different periods of the year, determined by the date in which the organization was registered. Once the module is assigned, the advisor will be emailed, and can access the training by clicking the following link: compliance.utep.edu/training.

Hazing

(Adapted from The Handbook of Operating Procedures 4.8.3.7 Hazing)

The University does not tolerate hazing of any kind.

Hazing is defined as actions or activities that endanger the mental and/or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at a college or university.

Any intentional, known, or reckless act, occurring on or off the campus by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

Title IX

(Adapted from The Handbook of Operating Procedures 3 Sexual Harassment and Sexual Misconduct)

Title IX of the Education Amendments of 1972 is a federal law intended to end sex discrimination in all areas of education. It states that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

In accordance with Title IX of the Education Amendments of 1972, UTEP does not discriminate on the basis of sex in the operation of its educational programs and activities. This commitment to non-discrimination applies to both employment in and admission to such programs and activities.

Title IX also applies to issues of program equity such as in athletics and also to sexual harassment, sexual assault, stalking, and relationship violence.

Inquiries regarding Title IX should be referred to the University's designated Title IX Coordinator and Deputy Title IX Coordinators.

CLOSING

The Student Organization Compliance & Leadership Handbook is a tool to assist with the direction of your student organization; however, it is not all encompassing. When you have questions, please direct them to:

Student Engagement & Leadership Center

915-747-5670

sos@utep.edu

Union Building West Rm 106

351 W. University Ave. El Paso, TX 79968-0602