

# UTEP Student Organization Handbook



**STUDENT ENGAGEMENT  
& LEADERSHIP CENTER**

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## PURPOSE OF STUDENT ORGANIZATIONS

Student organizations at The University of Texas at El Paso (UTEP) engage students in involvement opportunities that build a sense of belonging and community. Students have the option of participating in over 200 student organizations on campus or can create one of their own. These organizations contribute to the academic and social engagement aspects of campus life at the University. To meet all the different needs of students, UTEP offers a variety of student organizations that cover the following areas: academic, professional, religious, political, Fraternities and Sororities, honor, military, service, cultural, special interest club sports, recreation, and many more. The Student Engagement and Leadership Center (SELC) is responsible for the oversight of student organizations and provides support, advising, and training for students, advisors, and their organizations.

Becoming a member of a student organization at UTEP leads to:

- Improved interpersonal skills
- Greater satisfaction with students' college experience
- Gaining useful experience in obtaining a job and providing job related skills
- Develop lifelong values of volunteerism and service to others
- A positive influence on skills in leadership, communication, teamwork, organizing, decision-making and planning

All student organization members, officers, and advisors are expected to comply with all rules and regulations, and to conduct all activities within the spirit and mission of the University. A critical part of the role of a student organization member, officer, or advisor is understanding the UT System and UTEP guidelines, rules and policies regarding student organizations. The Student Engagement and Leadership Center reserves the right to refer alleged violations of the standards set forth in the Student Organization Handbook to the Office of Student Conduct and Conflict Resolution for review.

***For the most current version of the Student Organization Handbook, login to MineTracker, click Campus Links and then Click "Student Organization Handbook."***

***If there are any questions regarding any information in this handbook, please contact Student Engagement and Leadership Center at [sos@utep.edu](mailto:sos@utep.edu) or 915-747-5670.***

***DISCLAIMER: This publication contains summary information only. It is not a compilation of the official rules, regulations, or policies of the University. All official rules, regulations and policies are published in the "Rules and Regulations of the Board of Regents of the University of Texas System," and the "Handbook of Operating Procedures" of The University of Texas at El Paso.***

## LETTER FROM THE DIRECTOR OF THE STUDENT ENGAGEMENT & LEADERSHIP CENTER

Dear Miners:

The Student Engagement and Leadership Center is excited about your interest in student organizations! We recognize that student organizations provide a valuable service to The University of Texas at El Paso by encouraging community, engagement, involvement, and global citizenship. Every Miner has the opportunity to get involved and find their sense of belonging at UTEP. As a student, you have the opportunity to participate in an array of activities, programs, and organizations that connect you to the campus, your peers, faculty, and staff.

The mission of the Student Engagement and Leadership Center is to cultivate student learning and belonging through leadership development, educational opportunities, and experiences that are inclusive, interactive, and empowering while building community of pride through spirit and traditions that enhance the college experience. Your involvement in a student organization can enhance your leadership skills, interpersonal communication skills, and open up a network of possibilities that will enrich your UTEP educational experience and development. We know employers will look to the skills you develop when they make hiring decisions.

You represent your organization and the UTEP community through your activities and events. Please ensure you review and use the information throughout this handbook; you are expected to understand and follow all the institutional guidelines and policies. Do not hesitate to come by the office to consult with the SELC staff in order to gain a better understanding of any policies or procedures outlined in this handbook. We welcome feedback on any programs, events, and services we offer. Feedback can be shared in person or by emailing [sos@utep.edu](mailto:sos@utep.edu). Additionally, I encourage you to come by the Student Engagement and Leadership Center, get to know our staff, and inquire about any events, programs, or activities we have going on. We look forward to seeing you on the UTEP campus!

Picks Up and Go Miners!



Miles J. Cooper,  
Director of the Student Engagement and Leadership Center

# TABLE OF CONTENTS

While this Handbook is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:

- It is not a complete statement of all policies and procedures of the University.
- The University reserves the right to change without notice any procedure, policy, and/or program which appears in this handbook.
- Divisions and departments may have their own procedures and policies, which apply to student organizations.

The Student Engagement and Leadership Center is committed to the success of all student organizations at UTEP and is available to answer any questions. All student organization members, officers, and advisors should refer to this handbook periodically and develop a stronger understanding of the information needed to be a successful student organization.

<b>Rights &amp; Responsibilities</b> .....	<b>6</b>
• Privileges Given to Student Organizations	
• Responsibilities of Student Organizations	
• Student Organization Types	
• Student Organization Advisors	
<b>New Student Organization Information</b> .....	<b>12</b>
• Getting Started	
• Registration Process	
• Constitution Guidelines	
• Constitution Template	
<b>Student Organization Management</b> .....	<b>19</b>
• Annual Requirements	
• Organization Name Changes	
<b>Social Fraternity &amp; Sorority (Single Sex) Student Organization Information</b> .....	<b>23</b>
• Governing Councils	
• Good Standing Program	
• Single Sex Student Organization Approval Process	
• Expansion Packet for Single Sex Organizations (Social Fraternities and Sororities)	
<b>Sponsored Student Organization Information</b> .....	<b>32</b>
• Definitions	
• Privileges Unique to Sponsored Student Organizations	
• Approval Process for Sponsored Student Organization Status	
<b>Finances &amp; Fundraising</b> .....	<b>35</b>
• Cost Centers	
• Banking Institutions	
• Employer Identification Number (EIN)	
• Non-Profit Student Organizations (501(c)(7))	
• Fundraising Guidelines	
• Taxes	
• Food Sales	
• Merchandise	

<b>Events &amp; Activities On Campus .....</b>	<b>43</b>
• Event Planning	
• Reservations	
• Political Events	
• Public Viewings	
• Selling Tickets for Events	
<b>Promotion &amp; Publicity of Events .....</b>	<b>46</b>
• Advertising Options	
• MineTracker News Articles	
• Prohibited Options	
<b>Student Organization Conduct .....</b>	<b>52</b>
<b>Risk Management .....</b>	<b>56</b>
• Student Travel	
• Statement on Alcohol and Events	
• Statement on Date Auctions	
• Speech, Expression, and Assembly	
<b>Campus Resources .....</b>	<b>59</b>
• Student Engagement and Leadership Center	
• Dean of Students Office	
• Athletics	
• Center for Accommodations and Support Services (CASS)	
• Counseling and Psychological Services (CAPS)	
• Facilities Services	
• Office of Special Events	
• Office of Student Conduct and Conflict Resolution (OSCCR)	
• Student Government Association	
• Union Services	
• UTEP Food Services	
• Vice President for Business Affairs	

# RIGHTS & RESPONSIBILITIES OF STUDENT ORGANIZATIONS

## PRIVILEGES GIVEN TO STUDENT ORGANIZATIONS

Student organizations registered with the Student Engagement and Leadership Center and in good standing with the University have privileges that include but are not limited to the following:

### 1. Use of Campus Facilities

- Use of rooms and space, subject to policies and procedures.
- Ability to invite off-campus speakers, performers, and other guests to appear for regularly scheduled meetings and events/programs. All speakers, performers, and other guests must comply with University policies and procedures. (<https://www.utep.edu/hoop/section-2/speech-expression-and-assembly.html>)

### 2. Financial Support

- Use of cost center account system.
- Request funding through the Student Government Association Appropriations process.
- Sponsor profit-making events to solicit funds for organizational activities in accordance with University regulations and State laws.

### 3. Marketing and Promotion

- The right to advertise as a student organization at UTEP.
- Distribute literature relating to the organization's purpose and activities.
- Be listed as a student organization by Student Engagement and Leadership Center in any publications and on the official MineTracker website managed by The Student Engagement and Leadership Center.
- Distribute event marketing through the student organization list serv.
- Posting policy

### 4. Organizational Support

- Eligibility for Student Leadership Awards and other recognitions through the University
- Receive USPS and campus mail through Student Engagement and Leadership Center.
- Participate in University sponsored events (Minerpalooza, Homecoming, International Food Fair, etc.).

## RESPONSIBILITIES OF STUDENT ORGANIZATIONS

It is the responsibility of every student organization and/or its representatives to:

- Register their student organization with the Student Engagement and Leadership Center every fall and complete the mandatory information update every spring.
- Complete the State Mandated Risk Management Training during the academic year.
- Manage itself and carry out its activities listed within its constitution, as well as abide by all local, state, and federal laws, as well as University regulations and policies.
- Anticipate, provide for, and meet all legitimate financial obligations.
- Act in the best interest of its members and the University.
- Comply with all distributed organization information.

- Take reasonable precautions for the safety and comfort of participants at organization events.
- Immediately notify the Student Engagement and Leadership Center of any changes in the organization's representatives, telephone numbers, emails, or constitution.
- Utilize the Student Engagement and Leadership Center for any questions or expert knowledge in all events and activities.

## **STUDENT ORGANIZATION TYPES**

### **Registered Student Organization:**

A separate, independent entity from the University whose membership is composed of UTEP students, or a combination of students, faculty, and staff, which has complied with the registration procedures to be officially registered (granted approval to operate on campus) by the University.

### **Sponsored Student Organization**

A registered student organization created by a University department or division to support the ongoing interests of the University community. A sponsored student organization is considered to be critical to the mission and culture of the University and is inherently linked to the University due to their role as University representatives; thus a sponsored student organization is an integral part of the institution and routinely presents events for the University and surrounding community. A sponsored student organization has an advisor that is paid by the University to specifically advise the organization. To be considered a sponsored student organization, the University department or division representative must complete the process outlined in the UTEP Student Organization Handbook.

### **Club Sport**

A Club Sport is defined as a Registered Student Organization structured for the purpose of furthering the common interests in an activity through participation and competition. Club Sport participation is voluntary. Club Sport organizations are sponsored for competitions through the Student Recreation Center and requires the organization be registered as a student organization through the Student Engagement and Leadership Center. A Club Sport should have the minimum number to field players in that sport per term to be eligible to be recognized as an active club, in addition to several other requirements. For more information contact the Recreational Sports Department at [recsports@utep.edu](mailto:recsports@utep.edu).

### **Single-sex Organization (Social Fraternities and Sororities):**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in Educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to comply with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U. S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. These criteria are as follows:

1. The organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
2. Members must be limited to student, staff, or faculty at The University of Texas at El Paso;
3. The organization must be a "social fraternity" as defined by the Department of Education.

The Department of Education defines a "social fraternity" as a group that can answer "no" to all the following questions:

1. Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
2. Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
3. Are the members permitted to hold membership in other social fraternities or sororities at the university?

If a group answers "yes" to any of the questions, it is not a "social fraternity" and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. An affirmative answer to any of these questions is evidence that the organization is professional, service, or honorary in nature and not a social fraternity or sorority for Title IX purposes.

*United States Department of Education -Office for Civil Rights Rational: The rationale for this distinction is based on the intangible educational advantage afforded by membership in such professional, service and honorary organizations. Many such honor and service organizations have school and alumni recognition and reputations, which enhance student members' careers. Members frequently gain enhanced status, which, as alumni, is often influential in decisions affecting campus life and university policy. This type of educational opportunity and benefit is significant and may not be denied to students on the basis of sex.*

### **Categories:**

Student organizations are divided into twenty-one categories according to their purpose. The categories are described below.

- **Academic:** further study, discuss or experience an academic course, major or field, through lectures, field trips, meetings or other related activity.
- **Arts & Music:** organizations affiliated with the arts such as literature, visual arts, graphic arts, or performance arts.
- **Club Sports/Recreational:** organizations affiliated with the UTEP Recreation Center or sports for recreational purposes.
- **Co-Ed Professional Fraternity:** National or International fraternities (co-ed). Members are from a specific field of professional study or common interest.
- **Cultural/International:** celebrate and support the interest of one or many different cultures, races or ethnicities.
- **Fraternity & Sorority Life:** social FSL organizations organized under one the FSL Governing Councils at UTEP



- **Governing:** organizations associated with a governing student body or government entity.
- **Graduate Student Oriented:** organizations affiliated with UTEP graduate school department, majors, or campus activity.
- **Health:** organizations affiliated with a health specific major, department, or campus activity.
- **Honor Society:** organizations typically affiliated with a specific academic major, department, or campus activity.
- **Men:** Organizations that celebrate and support the interests and issues of men.
- **Military:** pursue special interest in military issues.
- **Political:** promote affiliation with a political party or support one or many various political issues.
- **Pre-Professional:** pursue mutual career goals and prepare for the professional world.
- **Religious/Spiritual:** celebrate and support the interests of one or many different religions or religious studies.
- **School Spirit:** organizations affiliated with UTEP or facilitate school pride in their daily activities.
- **Service & Philanthropy:** provide volunteer community service and philanthropy to the UTEP community.
- **Social/Special Interest:** pursue special interests pertaining to lifestyle, socializing or societal issues.
- **STEM:** organizations affiliated with a STEM specific major, department, or campus activity.
- **Women:** Organizations that celebrate and support the interests and issues of women.

### **Academic Requirements for Student Organization Officers:**

A student organization officer must meet the following academic requirements:

1. Have at least a 2.25 cumulative GPA (3.0 for graduate students) prior to the first day of each semester (fall and spring) during the term of position.
2. Be enrolled for at least nine credit hours as an undergraduate student or at least six credit hours as a graduate student during a long semester
3. Be in good academic standing and not on academic or disciplinary probation of any type with any active disciplinary sanctions with the University at the time of selection and during the term of the position.

## **STUDENT ORGANIZATION ADVISORS**

### **Why does an organization need an advisor?**

Advisors are a key role in any student organization. The advisor recognizes and supports participation in student organizations for its contributions to the educational and personal development of students. Advisors are an integral part of every student organization at The University of Texas at El Paso; no organization can officially register with the Student Engagement & Leadership Center without one.

### **Who is eligible to serve as an advisor?**

An advisor must be either a faculty member (not on sabbatical) or a staff member at the University. The faculty or staff member must be employed at the University at least part-time and in a benefits eligible position. Advisors are expected to be actively involved in the affairs of their organizations. Unless it states otherwise in their position description on file with human resources, faculty and staff may only advise three student organizations.

### **What is the role of an advisor?**

Suggestions of the Advisor's Role: While the organization and the advisor should define specific roles, an advisor should generally...

- Be a mentor
- Provide knowledge and advice
- Help develop procedures and plans of actions
- Teach leadership techniques while developing new leadership
- Be knowledgeable about activities and programs of the organization
- Encourage and suggest new ideas and programs within the organization
- Assist members to apply their skills learned in and out of the classroom to the organization
- Provide continuity with traditions and history of the organization
- Help mediate group's problems and provide insight for their successes
- Provide insight into the group's problems and successes
- Assist in maintaining high standards of programming and individual performance

In order to best serve students and get the most out of the experience, it is important that advisors fully understand their role and are aware of the many ways in which they can encourage student development. It is important to think of every encounter with students as a learning opportunity, and how those encounters are shaped will depend on personal factors, such as advising style and relationship-building techniques.

In return for their support, the advisor should expect that the officers concerning their plans for group activities or programs consult them regularly. The advisors should know what events are being planned and should offer ideas and suggestions freely, but not dominate the program planning process.

If not being consulted, the advisor should insist that the group do so. At the same time, the advisor should avoid becoming involved in clearing or approving every detail. For assistance in defining officer-advisor relationships, contact Student Engagement and Leadership Center for advice and resource materials.

**Mandatory Expectations of an advisor?**

Each advisor must complete the State Mandated Risk Management Training each year. In addition, the advisor serves as the link between the student organization and the University, providing guidance to the organization about University policies and procedures.

**An advisor must sign the Advisor Agreement Form each year during registration period.**

If at some point you have difficulty locating an advisor, or are having some complications with your current advisor, please contact the Student Engagement and Leadership Center.

## NEW STUDENT ORGANIZATION INFORMATION

### GETTING STARTED

If you are interested in starting a new student organization, we provide you a limited opportunity to utilize on-campus facilities to gauge interest prior to completing all registration requirements. You may reserve meeting space on one occasion through the Student Engagement and Leadership Center for the sole purpose of having an interest meeting. To request a meeting space please email [sos@utep.edu](mailto:sos@utep.edu). You will need to notify the department that you are reserving space to hold an interest meeting for a potential student organization. An interest meeting is defined as a meeting to explain the purpose of the organization, identify individuals interested in forming the organization, and completing the requirements of registration (i.e. creating a constitution). In addition to having one interest meeting, you may post on campus once (i.e. to advertise the interest meeting).

**Note:** These allowances do not apply to single-sex organizations (see *definition on page 7 of this Handbook*). The procedures for starting a new single-sex organization prohibits any interest groups to operate on campus prior to being invited to expand onto campus. For more information regarding the expansion process, refer to the policies outlined in the Student Organization Handbook or talk to the Assistant Director of Student Organizations and Fraternity and Sorority Life in the Student Engagement and Leadership Center.

### **New Student Organization—Name & Using the UTEP Logo**

- The name and purpose of the student organization must be unique—the name and purpose cannot duplicate the name and purpose of an existing student organization.
  - Special exceptions can be made on a case-by-case basis at the discretion of the Director of the Student Engagement and Leadership Center.
- Registered Student Organizations who choose to use UTEP in their title must use the following format: **(Name of Organization) at UTEP**. Student organizations are not official entities of the University and may not represent themselves as such.
- Student organizations cannot use the University trademarks, seal or logos (including Paydirt Pete and the Pick), without permission, as part of any letterhead, sign, banner, pamphlet, t-shirt, or other printed material that bears the name of the organization. Furthermore, student organizations may not manipulate or otherwise alter any trademark, seal or logo of the University without express permission. To learn more about Trademarks and Identity Guidelines, visit <https://www.utep.edu/university-communications/Files/docs/UTEP-GRAPHIC-IDENTITY-GUIDE.pdf>
- Student organizations may indicate existence at the University as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization by adding the phrase “at The University of Texas at El Paso (or UTEP)”.

## **REGISTRATION PROCESS**

In order to form a new student organization on campus, four steps must be taken:

1. Attend a New Student Organization Orientation Meeting offered by the Student Engagement and Leadership Center where you will be given all the information for the online process. (See MineTracker for dates)
2. Through the online process, you will need the following items ready:
  - Name, Description, and Organization Email Address
  - Must have a minimum of **three** members and **one** faculty/staff advisor. (Must have UTEP email addresses for MineTracker)
    - The faculty or staff member must be employed at the University at least part-time and in a benefits eligible position.
  - A minimum of **three organization officers** (President, Treasurer & Secretary)
  - Signed Advisor Agreement Form
  - A constitution that is compliant with all required Constitution Guidelines (as outlined in this Student Organization Handbook).
3. Receive an official notification from the Student Engagement and Leadership Center that the organization is now a registered student organization.
4. Complete, at the level required of the University, one of the Annual Risk Management Online Training Sessions.

## **CONSTITUTION GUIDELINES**

Student organizations at UTEP are required to create and maintain a constitution. The Student Engagement and Leadership Center has created these guidelines for student organization constitutions that will help you in the creation of a constitution for your student organization.

### **Purpose of a Constitution**

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution establishes a foundation upon which an organization operates. The constitution provides details on the procedures and processes to aid the organization in functioning in an effective and efficient manner.

### **Constitution Review**

Each time new officers are elected; the constitution should be reviewed. This helps to ensure it is up to date and serving the needs of the organization. When a constitution is clear, concise and followed, the organization will operate more efficiently. This will allow it to grow and develop in a successful manner.

### **Creation of a Constitution**

The constitution should be tailored to your organization's specific needs. It should also be written to ensure all members and activities are in accordance with University policy. Below is a checklist of recommended areas to include in the constitution. The next section lists recommended information that could be included in your student organizations constitution. The final section provides a constitution template.

## Constitution Checklist

- |   |   |
|---|---|
| <input type="checkbox"/> Title – Title of the Constitution      | <input type="checkbox"/> Article 6 – Meetings           |
| <input type="checkbox"/> Preamble                               | <input type="checkbox"/> Article 7 – University Advisor |
| <input type="checkbox"/> Article 1 – Name and Purpose           | <input type="checkbox"/> Article 8 – Finances           |
| <input type="checkbox"/> Article 2 – University Compliance      | <input type="checkbox"/> Article 9 – Elections          |
| <input type="checkbox"/> Article 3 – University Policies        | <input type="checkbox"/> Article 10 – Amendments        |
| <input type="checkbox"/> Article 4 – Membership and Eligibility | <input type="checkbox"/> Article 11 – Ratifications     |
| <input type="checkbox"/> Article 5 – Officers                   |   |

## Submission of Constitution

Newly registered student organizations are required to submit a constitution with their new student organization application. If a constitution is not submitted, your student organization application with UTEP will be delayed. Current registered student organizations are required to submit a constitution when completing their annual registration application in MineTracker.

## Required for All Student Organization Constitutions

It is required that the following clauses be included in student organization constitutions:

1. **Statement of University Compliance (In Article 2: University Compliance):** This organization is a recognized student organization at The University of Texas at El Paso and adheres to all campus policies as set forth in the Handbook of Operating Procedures as outlined by the Office of the Vice President for Business Affairs and the Registered Student Organization Handbook as outlined by the Student Engagement & Leadership Center at The University of Texas at El Paso.
2. **Prohibition of Hazing Policy (In Article 3: University Policies):** Hazing in state educational institutions is prohibited by both state law (Sections 51.936, 37.151 (5) and (6), and 37.155, Texas Education Code) and by the Rules and Regulations of The Board of Regents of The University of Texas System, Series: 50101, Section 2.8). Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing. For more information on UTEP’s hazing policy, please visit UTEP’s Handbook of Operating Procedures, Chapter 1, Section 1.2.3(g).
3. **Non-Discrimination Policy (In Article 3: University Policies):** In accordance with the UTEP Student Organization Handbook, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization’s statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.
4. **Title IX of the Education Amendment of 1972 (In Article 3: University Policies):** Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless

such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U. S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. The criteria are as follows: the organization must have tax-exempt status under Section 501 of the Internal Revenue Code; members must be limited to students, staff or faculty at The University of Texas at El Paso; the organization must be a "social fraternity" as defined by the Department of Education.

5. **Texas Board of Regent's Membership Statement (In Article 4: Membership & Eligibility):** In accordance with the *Rules and Regulations of The Board of Regents of The University of Texas System Sec. 6.2* (<https://www.utsystem.edu/board-of-regents/rules/50202-student-organizations>), this organization restricts membership to students, faculty members, and staff members of the University of Texas at El Paso.
6. **Finances Statement (In Article 8: Finances):** If the organization becomes inactive, or loses its registration status at UTEP, funds will be dispersed to [insert organization, department, etc. that you wish to have your organization's funds dispersed to]. If said option is not feasible, all funds will be dispersed to the Student Organization Advancement Fund, managed by the Student Engagement & Leadership Center.

These following procedures are *recommended* to be included in every student organization constitution. Student organizations should establish guidelines and use language that fit the organization's needs.

- **Procedure for Member Removal (in Membership section):** The organization should include a "Membership Removal" section that outlines the procedure in which a member may be removed. The procedure should be clear and concise.
- **Procedure for Officer Removal (in Officer section):** The organization should include a "Officer Removal" section
  - that outlines the procedure in which an officer may be removed. The procedure should be clear and concise.
- **Procedure for Constitution Amendments (in Amendments section):** In the "Amendments" section the organization should outline the procedure by which the constitution may be amended.

## CONSTITUTION TEMPLATE

### Constitution of [Name of org] at The University of Texas at El Paso

#### PREAMBLE

[Name of org] is intended to (insert mission, purpose, aims and functions)

#### ARTICLE I – NAME (Required)

The name of the student organization must follow the guidelines in the Registered Student Organization Handbook. Student organizations names cannot begin with “UTEP” or include “The University of Texas at El Paso.”

#### ARTICLE II – UNIVERSITY COMPLIANCE

[Insert “Statement of University Compliance” text EXACTLY as listed on page 14-15 of this document.]

**Statement of University Compliance:** This organization is a recognized student organization at The University of Texas at El Paso and adheres to all campus policies as set forth in the Handbook of Operating Procedures as outlined by the Office of the Vice President for Business Affairs and the Registered Student Organization Handbook as outlined by the Student Engagement & Leadership Center at The University of Texas at El Paso.

#### ARTICLE III – UNIVERSITY POLICIES

[Insert “Non-Discrimination Policy,” “Prohibition of Hazing Policy,” and “Title IX Policy text EXACTLY as listed on page 14-15 of this document.]

**Non-Discrimination Policy:** accordance with the UTEP Student Organization Handbook, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization’s statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

**Prohibition of Hazing Policy:** Hazing in state educational institutions is prohibited by both state law (Sections 51.936, 37.151 (5) and (6), and 37.155, Texas Education Code) and by the Rules and Regulations of The Board of Regents of The University of Texas System, Series: 50101, Section 2.8). Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing. For more information on UTEP’s hazing policy, please visit UTEP’s Handbook of Operating Procedures, Chapter 1, Section 1.2.3(g).

**Title IX of the Education Amendment of 1972:** Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities



at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U. S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. The criteria are as follows: the organization must have tax-exempt status under Section 501 of the Internal Revenue Code; members must be limited to students, staff or faculty at The University of Texas at El Paso; the organization must be a "social fraternity" as defined by the Department of Education.

#### ARTICLE IV – MEMBERSHIP & ELIGIBILITY

[Insert "Texas Board of Regent's Membership Statement" text **EXACTLY** as listed on page 14-15 of this document.] This section defines the composition of the student organization including membership requirements and selection procedures. All members must be currently enrolled students at the University and maintain at least a minimum 2.0 grade point average per University Policy. Some examples of requirements to include are: insert limitations, classes of, requirements, dues, procedure for member selection, and procedure for member removal.

***Texas Board of Regent's Membership Statement:*** At the beginning of each academic year, each registered student or group must file with the appropriate institutional officer an affidavit stating that the organization or group does not, and will not during the year, have as a member any person who is not a student or a member of the faculty or staff of the institution.

#### Article IV – OFFICERS

List each major officer position with duties, responsibilities, requirements, selection process, and procedure for officer removal. Eligibility requirements must be included in this section that meet or exceed the guidelines in the Registered Student Organization Handbook (at least a 2.25 cumulative GPA).

#### Article VI – MEETINGS

This section should include the frequency of general meetings, officer meetings, expectations of attendance and voting procedures. It can be customized to best suit your organization.

#### ARTICLE VI – FACULTY/STAFF ADVISOR

Procedures for advisor duties, responsibilities, selection process, and number of advisors can be included here. An advisor must be either a faculty member (not on sabbatical) or a staff member at the University. The faculty or staff member must be employed at the University at least part-time and in a benefits eligible position. Unless it states otherwise in their position description on file with human resources. Each advisor must complete a RSO State Mandated Risk Management Training (once a year). In addition, the advisor serves as the link between the Student

Organization and the University; providing guidance to the organization in regards to University policies and procedures. **Note:** An advisor is required for all registered student organizations. Advisors should be listed in the student organization's MineTracker roster.

#### ARTICLE VII – FINANCES

Defines how funds will be collected, maintained and disbursed. Please note that if your organization does not have a specific organization or entity to disburse finances to, you may list the Student Organization Advancement Fund as your first option.

The following statements are *required*:

If the organization becomes inactive, or loses its registration status at UTEP, funds will be dispersed to [insert organization, department, etc. that you wish to have your organization's funds dispersed to]. If said option is not feasible, all funds will be dispersed to the Student Organization Advancement Fund, managed by the Student Engagement & Leadership Center.

#### ARTICLE VIII – ELECTIONS

Insert when and how elections are held, how members are notified of upcoming elections, nomination process, voting process, number of members required to be present, and number of votes required to win.

#### ARTICLE IX – AMENDMENTS

Include your organization's procedure for how constitution amendments will be handled. This includes, but is not limited to, sections on notifying officers and members of proposed amendments, voting process and the vote required to ratify.

#### ARTICLE XI – RATIFICATIONS

This article should make known that your final version of the constitution was effective upon approval by your RSO with a definition of how it was voted and approved (ex. Majority vote of members present at a general meeting.) and include the date the constitution was voted on.

# STUDENT ORGANIZATION MANAGEMENT

## ANNUAL REQUIREMENTS (mandatory)

1. Registration (Fall semester)
2. Information Update (Spring semester)
3. Registered Student Organization Orientation (Fall)
4. Monthly Roster Updates
5. Annual Risk Management Training (Fall semester)
6. Disclosure of Solicitation (Each Fall and Spring semesters)
7. End of Year Report (end of Spring semester)

### Annual Registration & Spring Information Update

Student Organizations are required to officially register before the start of each academic year (prior to the fall semester) on MineTracker. All organizations are also required to complete an information update for the spring semester.

Registration for the next academic year begins in the summer. Those organizations *NOT* registered by the end of September will have the privileges registered student organizations in good standing enjoy (e.g. reservations, postings, etc.) suspended until the organization registers. The registration process for both returning and new organizations is done online at MineTracker.utep.edu.

### Registration Eligibility

A student organization is eligible for registration if:

- Six or more students, three of which are identified as officers, are listed on the roster in MineTracker;
- limits membership to students, faculty members, and staff members of the University;
- does not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that
- it is created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and
- may restrict membership based on the provisions of Title IX of the Education Amendments of 1972;
- there are no bars, including financial, against the registered student or sponsored student organization;
- is not under a disciplinary sanction prohibiting registration; and
- conducts its affairs in accordance with local, state, and federal laws, the Regents' Rules and Regulations, University regulations, and administrative rules.

The Dean of Students may revoke or deny the registration of student organizations under disciplinary action; groups disciplined by their governing body; or groups that attempt to register under a different name to circumvent university policy or a disciplinary sanction.

## Registration Process

1. Through the online process, you will need the following items ready:
  - Name, Description, and Organization Email Address
  - Must have a minimum of **six** members and **one** faculty/staff advisor. (Must have UTEP email addresses for MineTracker)
    - The faculty or staff member must be employed at the University at least part-time and in a benefits eligible position.
  - A minimum of **three organization officers** (President, Treasurer & Secretary or Vice President)
  - **Signed Advisor Agreement Form**
  - A constitution that is compliant with all required Constitution Guidelines (as outlined in this Student Organization Handbook).
2. Receive an official notification from the Student Engagement and Leadership Center that the organization is now a registered student organization.
3. Complete, at the level required of the University, one of the Annual Risk Management Online Training Sessions.

## Registered Student Organization Orientation

Registered Student Organization (RSO) Orientation is a **mandatory program** that takes place at the beginning of each Fall and Spring semester. Orientation is utilized to educate student leaders on the various policies, processes, and best practices that impact all student organizations. This is an important course for any/all officers or rising leaders in each organization. Each organization is required to have a **minimum of 3 officers or members** attend orientation in the fall semester. Attendance is optional for the spring semester but highly encouraged. Organizations who did not complete the 3 member minimum may be required to attend in the spring semester. In an effort to educate as many students as possible, each student is only able to attend the workshop on behalf of a maximum of two organizations.

## Monthly Roster Updates

All executive members and faculty/staff advisors must be identified on the student organization's MineTracker roster. While it is the right of any non-executive registered student organization member to keep their membership within a student organization private; the Student Engagement and Leadership Center encourages all registered student organizations to maintain an accurate roster as possible on MineTracker. These rosters may be used for competitions, awards, and other recognitions.

## Annual Risk Management Training

(<http://www.capitol.state.tx.us/tlodocs/80R/billtext/html/HB02639F.HTM>)

- Every Fall semester, the Student Engagement and Leadership Center will host the Annual Risk Management Training. **All organizations must have three officers and one advisor complete this training each academic year.**
- If an organization does not have the minimum required members in attendance to one of the Annual Risk Management Training sessions, the organization will lose recognition for that semester. The organization will have the opportunity to

attend a Risk Management Training session at the beginning of the spring semester.

- In addition, advisors must attend a State Mandated Risk Management Training session. This includes the faculty/staff advisor(s) on record and any off-campus, primary advisor that may be an alumnus/a of the university or the organization (i.e. Chapter Advisor, Alumni Advisor, Graduate Advisor, Campus Minister, etc.).
- Organization Risk Management Compliance will be issued when the organization has:
  1. Had the minimum number of students complete Annual Risk Management Training;
  2. Held a Risk Management information meeting for their organization;
  3. Submitted completed Compliance paperwork regarding information meeting by the assigned due date;
  4. Been recorded as "Complete" in the RSO Risk Management Training Database.
- If an organization fails to complete these steps, the organization is not in compliance and therefore is no longer a recognized registered student organization and has no rights and privileges on campus (including, but not limited to, reserving space, postings, participation in Minerpalooza).

**Note:** Any new organization registered by the last day of the semester will be required to complete the Annual Risk Management Training offered in the following semester.

#### **Disclosure of Solicitation: Financial Statement Due Each Semester**

Each registered student organization shall, within 30 days after the beginning of each long session semester, file with the Student Engagement and Leadership Center a statement fully disclosing the sources and amounts of money obtained from solicitations/fundraisers during the preceding semester or summer session and fully disclosing the purposes and amounts of the expenditures made during the preceding semester or summer session. Any organization failing to comply with the provisions of this rule shall be prohibited from solicitation activities until the organization files the required report. (*Rules and Regulations of The Board of Regents of The University of Texas System, Series 80103, Section 4*).

#### **End of Year Report**

At the end of each academic year, the Student Engagement and Leadership Center compiles information from all student organizations on a variety of topics. This important information helps with planning for next year, increasing or adjusting resources offered, highlighting student organization accomplishments, and more. This form is completed via MineTracker.

The End of Year Report consists of updates and information on the following:

- Tasks to Complete
- Basic Background Info
- Membership
- Meetings

- Events and Service Hours
- Finances and Banking
- Advisor
- Social Media and Organization Photos

### **ORGANIZATION NAME CHANGES**

If your student organization wishes to change the organization name, after completing the Registration Process, they must fill out the Organization Name Change document and submit it on MineTracker.

The name change will require the old name, the desired name, the signature of 2 officers, an explanation of why the name is being changed, and the faculty/staff advisors signature. Once complete, the form should be submitted on MineTracker.

**Officers and the Faculty/Staff Advisor must be listed on the Organizations MineTracker roster to be approved.**

After the organizations name change has been approved and changed, it is the organizations responsibility to change the name on the constitution, the organization description/summary on MineTracker, EIN numbers, and all bank or cost center accounts summary.

**Note:** For off-campus banking institutions, a letter may be requested from the Student Engagement and Leadership Center.

## **SOCIAL FRATERNITY & SORORITY LIFE (SINGLE SEX) STUDENT ORGANIZATION INFORMATION**

The Student Engagement and Leadership Center oversees the operation of the Fraternity and Sorority Life community directly under the supervision of the Assistant Director for Student Organizations and Fraternity and Sorority Life and the Coordinator for Fraternity and Sorority Life. The Student Engagement and Leadership Center is responsible for the development of the operating principles and guidelines for the Fraternity and Sorority Life community.

### **Governing Councils**

UTEP has three governing councils that provide guidance and direction to the Fraternity and Sorority Life community. All chapters are required to maintain membership in a governing council to remain in good standing with the University. The College Panhellenic Council (CPC), Interfraternity Council (IFC), and Multicultural Greek Council (MGC) maintain their governing documents online. To access these documents, visit each individual council's Mine Tracker page.

- CPC: <https://minetracker.utep.edu/organization/panhelleniccouncil>
- IFC: <https://minetracker.utep.edu/organization/interfraternitycouncil>
- MGC: <https://minetracker.utep.edu/organization/multiculturalgreekcouncil>

### **Statement Regarding Unregistered Organizations**

All fraternities and sororities must be registered student organizations, or seeking registration as an interest group in accordance with the **Expansion** /Re-Activation Policy regulations within the UTEP Student Organization Handbook. Any organization acting outside of the process will be considered in violation of the UTEP Student Organization Handbook.

These organizations are typically referred to as “underground” and are not recognized by the University.

### **Good Standing Program**

Fraternity and Sorority Life has established the Good Standing Program to clearly communicate chapter expectations as well as provide a platform to track events and achievements throughout the year. All chapters are expected to abide by the expectations of the Good Standing Program each semester and will receive a final status report at the end of the year.

### **Benefits of Good Standing**

- A copy of the current good standing letter mailed to your organization's national office.
- Recognition on the Fraternity and Sorority Life website.
- Eligibility for Fraternity and Sorority Life Awards.
- Eligible to apply for departmental sponsorship for programmatic activities.

### **Elements of the Good Standing Program**

- **Academics**

- Chapter will achieve a minimum average chapter GPA of 2.5 every fall and spring semester
- **Verification and Participation**
  - Submit updated officer roster at the beginning of each fall and spring semester (Excel file)
  - Submit a **Roster Update Form** for each member needing an updated status (i.e. being added or removed from a chapter roster). Examples include:
    - New members
    - Members who leave, withdraw, or go inactive
    - Members who graduate
    - This form is available on MineTracker under the Fraternity and Sorority Life page
  - Register the student organization before the start of the academic year (prior to the fall semester) on MineTracker.
  - Complete all annual requirements for student organizations including spring information update, RSO Orientation, Annual Risk Management Training, Disclosure of Solicitation, and End of Year Report.
  - Complete Grade Release and Risk Reduction Forms (new members/transfers)
    - This form is available on MineTracker under the Fraternity and Sorority Life page
  - Complete New Member Paperwork and Forms (if applicable)
  - Chapter Leadership responds to e-mails and maintains constant communication with Student Engagement and Leadership Center staff, advisors, and council leaders.
  - Chapter meets all deadlines set by the Student Engagement and Leadership Center.
- **Council or Affiliate Involvement**
  - Maintain good standing with your council or affiliate group each semester (i.e. current on payment of council dues, attendance at meetings, and engagement in events if applicable).
- **Risk Reduction & Education**
  - All chapter members complete Annual Risk Management Training
    - A minimum of three (3) officers and one (1) advisor must complete this training
  - Chapter executive board facilitates presentation to entire chapter about the Risk Management Training each fall and spring semester.
- **Leadership, Service, Philanthropy**
  - Chapters send at least four (4) Executive Board Officers to the Greek Leadership Council Retreat at the beginning of each fall and spring semester.
  - Send all new members to New Member Orientation each fall and spring
  - Sponsor/Co-sponsor one of the following each fall and spring semester:
    - 1 community service event (hands-on)
    - 1 philanthropic fundraising event
    - 1 educational event or workshop



- Chapter has three (3) student leaders register and attend UTEP's Student Leadership Conference during the semester it is held.
- Chapters have three (3) executive board members in attendance at all Greek Leadership Council (GLC) meetings each semester
  - Chapter Presidents must attend a minimum of two (2) out of three (3) GLC meetings
- Chapter actively participates and meets minimum attendance at the following Student Engagement and Leadership Center and University events:
  - Greek Day of Service (Fall and Spring)
  - Hazing Prevention Week (September)
  - Alcohol Awareness Week (March)
  - Sexual Assault Awareness Month (April)

The most up to date copy of the Good Standing Program can be found on the Fraternity and Sorority Life website ([utep.edu/fsl](http://utep.edu/fsl)).

### **Accountability**

If an organization does not meet the requirements of Good Standing, the following accountability measures will be put into place:

- Notification of bad standing sent to chapter leadership, advisors, and respective National/International organizations.
- Listing on Fraternity and Sorority Life Website and publications with current standing.
- Will be required to work in conjunction with a Fraternity and Sorority Life staff person to create a Performance Improvement Plan.
- Council membership will be placed under review.

## **SINGLE SEX STUDENT ORGANIZATION APPROVAL PROCESS**

### **Expansion/Reactivation Procedures for Single Sex Organizations (Social Fraternities and Sororities)**

**Note:** *NO PLEDGING CEREMONIES NOR INITIATIONS NOR INTEREST MEETINGS* are to occur until the group has received written notification from the University granting permission to become a Social Fraternity and Sorority Organization at UTEP.

#### **Section I: Philosophy and Guiding Principles**

- A. The addition of new and/or returning social fraternities and sororities is contingent upon the assessed need on the campus by the Governing council. The Fraternity and Sorority Life community at The University of Texas at El Paso is committed to Fraternity and Sorority Life organizations, and will put first the interests and welfare of current chapters; second, the re-establishment of (inter) national groups formerly having chapters at The University of Texas at El Paso; and third, the establishment of new (inter) national groups.
- B. The University of Texas at El Paso wishes to protect the interests of any group by measuring their chance for success prior to issuing an invitation to form and/or be recognized as a student organization. Therefore completion of this policy's components must be heavily considered in selecting a group to affiliate with UTEP Fraternity and Sorority Life community.
- C. Although The University of Texas at El Paso cannot and does not seek to infringe upon the right of any group to assemble and meet, the University does have an interest in the development of campus-based Social Fraternity and Sorority Life Organizations: to assure an avoidance of hazing; development of members which maintains the health and vibrancy of the Fraternity and Sorority Life community; demonstrated support for the University mission and the Fraternity and Sorority Life community; and compliance of various laws and safety regulations.

#### **Section II: Social Fraternity and Sorority Organization Minimum Requirements**

The University of Texas at El Paso will only recognize those Social Fraternity and Sorority Organizations, as student organizations, that meet the following requirements:

- A. Affiliated with an established, (inter) national Social Fraternity and Sorority Organization, which is also 501(c) (inter) national is defined as more than one chapter in more than one state)
- B. The organization is single-sex and has been granted federal Title IX exemption
- C. Exist to promote fraternal relationships and personal development
- D. Requirement for admission is not limited to a specific field of study, class year or grade attainment beyond the typical grade requirement

#### **Section III: Considerations for Expansion/Reactivation**

The Student Engagement Leadership Center (SELC) supports all councils and organization expansions/reactivations as determined by the need of each council. Reactivations will be conducted in the same manner as the expansion process. When governing councils determine there is a need for expansion or reactivation the SELC encourages this growth in strengthening the fraternity and sorority community.

The University of Texas at El Paso should consider the following information to make the decision on whether or not expansion is both desirable and feasible:

- A. Number of students participating in recruitment in relation to the number who end up joining (only for NPC and IFC)
- B. Number of chapters on campus
- C. Number of active and new/associate members
- D. Average size of chapter memberships as well as the median number of members in all chapters
- E. Chapters currently experiencing membership problems and an assessment of projected measures to assist them
- F. University's projection of enrollment trends

#### **Section IV: Procedures for Expansion**

- A. Expansion for National Panhellenic Conference (NPC) groups shall occur through a Formal Expansion Plan, outlined in Section V, and by following the outlined Extension Procedures found in the NPC Manual of Information.
- B. Expansion for North-American Interfraternity Conference (NIC) or Fraternity Leadership Association (FLA) groups shall occur through a Formal Expansion Plan, outlined in Section V.
- C. Expansion for National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), National Asian Pacific Islander American Panhellenic Association (NAPA), National Multicultural Greek Council (NMGC) and other (inter) national groups shall occur through a Formal Expansion Plan outlined in Section V.

#### **Section V: Procedures for Formal Expansion**

The Student Engagement and Leadership Center will work with the Council considering formal expansion (Interfraternity Council, Multicultural Greek Council or Panhellenic Council; hereby referred to as Council) to establish an Expansion Committee. The membership of the Expansion Committee is a collaboration of the Interfraternity, Panhellenic and Multicultural Councils. It shall consist of, but not be limited to, the following individuals: One representative from the IFC, MGC, and PHC Executive Boards, and one-chapter President/Representative from each of the chapters that is a member of the Council seeking Expansion. The Assistant Director for Student Organizations and Fraternity and Sorority Life serves as an ex-officio member of the Committee and appoints all members of the Committee.

- A. Expansion Committee Responsibilities
  1. Examine and determine the need for expansion.
  2. Gain approval from the Council to proceed with Formal Expansion.
  3. Determine the number of groups to be involved in the expansion plan based on need and resources.
  4. Contact those groups that have expressed interest and/or those groups with a history on the UTEP campus. Notify them of the Formal Expansion and invite them to submit Expansion Packets. Letters may also be sent to all groups that are members of FLA/NIC, NALFO, NAPA, NMGC, NPHC, or NPC (whichever is appropriate for the Formal Expansion), who are not currently

- represented at The University of Texas at El Paso.
5. Review materials and determine the group(s) to be invited to on-campus meetings and a presentation. No more than six (6) groups may be invited at a given time. Those groups selected will be notified and a date that is agreeable with all parties shall be determined.
- B. Expansion Process for Petitioning Organizations
1. The Student Engagement and Leadership Center will announce that a Council is formally open for expansion.
  2. Petitioning organizations must complete and submit the Expansion Packet outlined on page 27 of this Student Organization Handbook.
  3. The Expansion Committee will review the Expansion Packets and the considerations outlined in Section III. The Expansion Committee reserves the right not to pursue the request if all aspects of requested materials are not provided. The Expansion Committee will make one of the following decisions
    - a. Extend an invitation to the petitioning group to give an on-campus presentation. This is not a commitment for expansion, merely an invitation to continue the exploration of expansion.
    - b. More information is needed before a decision can be reached.
    - c. Expansion is neither desirable nor feasible at this time for the Council and/or petitioning group. The petitioning group may reapply at a later date.
  4. If the petitioning group is invited for an on-campus presentation, they will be notified and a date that is agreeable with all parties shall be determined.
    - a. The on-campus presentation will consist of:
      - i. Formal presentation to the Expansion Committee along with any members of the Fraternity and Sorority Life Community.
      - ii. A meeting with University faculty and staff
    - b. The presentation shall include all those items in the Expansion Packet, excluding those noted with an asterisk (\*).
    - c. The audience of the presentation shall consist of the Executive Board of the Council, the voting delegates of all chapters that are a part of the Council, the Council's Advisor(s) and any member of the Fraternity and Sorority Life Community that wishes to be in attendance.
    - d. After the presentation, everyone excluding the voting delegates, Expansion Committee and the Council's Advisor(s) will be excused from the room.
  5. Discussion and Voting
    - a. Discussion will take place on the date of the presentation. However, voting on a recommendation may not take place until the next regularly scheduled meeting of the Council.
    - b. Voting may take place at the time of discussion, or it may not take place until the next regularly scheduled meeting of the Council.
- C. Recommendation
- a. The Expansion Committee will vote on a recommendation to give the University. The recommendation will consist of a list of the organizations they would like to invite to expand on to campus. The list shall include at least one organization.

- b. The Expansion Committee's recommendation is not an invitation to expand.
- D. Final Decision
  - a. The recommendation of the Expansion Committee shall be given to the Student Engagement and Leadership Center.
  - b. After reviewing all materials and the recommendation of the Expansion Committee, an invitation to expand will be given to a minimum of one organization. If more than one is invited to expand, an expansion schedule will outline when each organization can begin expansion onto campus.
  - c. A Social fraternity/sorority that is invited to expand has no longer than one academic year to meet the minimum of six (6) members. If this requirement is not met, the organization will have to re-apply during the next appropriate Formal Expansion.

#### **Section VI: Additional Information**

- A. It is recommended that organizations wishing to re-establish a chapter at The University of Texas at El Paso wait at least four (4) full semesters (fall/spring) before entering the expansion process.
- B. After receiving recognition, the colony/chapter will be governed by the policies in IFC, MGC, or PHC respectively. This includes chapter GPA requirements.
- C. Membership must be maintained in one of the councils to continue being recognized as a student organization on campus.
- D. Organization status (i.e., Associate Member, etc.) within the Council is the determination of the respective governing Council.
- E. The Dean of Students and/or the Council Advisor reserve the right to require specific conditions to be met in order to proceed with and/or maintain student organization recognition.
- F. Social Fraternity and Sorority organizations must complete the student organization registration process every year.
- G. After being registered on campus for one year, all social fraternity and sorority organizations must follow the guidelines established in the UTEP Student Organization Handbook and the Good Standing Program.

## **EXPANSION PACKET FOR SINGLE SEX ORGANIZATIONS (SOCIAL FRATERNITIES AND SORORITIES)**

Please provide the following information on separate sheets in the same order of the format below. Acceptable formats are Word document or PDF document. This should be submitted to the Student Engagement and Leadership Center via email: [sos@utep.edu](mailto:sos@utep.edu).

### **Introduction**

- Provide current, written letter(s) of intent from the alumni(ae)/graduate chapter or the (inter) national headquarters expressing the desire to establish, support, and recognize a group at The University of Texas at El Paso. This letter of intent should be addressed to the council to which the group seeks membership. (Interfraternity Council, Multicultural Greek Council, or Panhellenic Council; hereby referred to as Council)
- Submit a list of interested students, including name, address, phone number, email and year in school.

### **The (inter) national Fraternity or Sorority**

- (Inter) National founding information and brief history
- Proof of 501(c) non-profit status\*
- Proof of Title IX exemptions
- If the (inter) national group is seeking to re-establish a chapter formerly on the campus, a history of the chapter, with reasons for the chapter's demise and plans to correct the situation should be covered

### **Alumni Information:**

- Total number of alumni in El Paso area
- Explained interest and support of UTEP alumni in establishing a chapter
- A list of specific alumni who have already indicated interest in working with the chapter in an advisory capacity
- Plans for organizing local alumni or alumnae and training them to become a good chapter Advisory Board
- Minimum number of alumni or alumnae required to form an Advisory Board
- Status of the nearest alumni club/organization/graduate chapter

### **A copy of the following (inter) national policies, procedures, and/or publications:**

- Hazing policy
- Sexual Assault policy and program
- Alcohol and Substance Abuse policy and program
- Scholarship policies and program
- Membership Education policy and program
- Rush/Recruitment/Membership Intake policy and program
- Leadership Development and Officer Transition programs
- The constitution, both (inter) national and local (if applicable) \*
- The (inter) national magazine or publication\*

**Establishment procedures and standards for chartering a chapter, including the following specific information:**

- Minimal expectations for existence and chartering
- Expectations of UTEP during the chartering process
- Longest period of time generally required before a colony can be granted a charter
- Maximum period of time a colony can continue to exist before chartering must occur
- Outline the anticipated timeline for UTEP colony
- Number, if known, of collegiate members enrolled at UTEP as transfer students. Identify which of these men/women will be involved in the formation of the colony
- Minimum number of new/associate members required by the (Inter) National Fraternity

**Statistical information on National strength:**

- Total number of chapters
- Total number of chapters and colonies in Texas, Louisiana and Oklahoma
- Total number of chapters founded during the past five (5) years, including where, number chartered, number failed (reasons behind closures)
- Total number of initiated members
- Total number of new chapters anticipated this year and where, including timeline for founding each
- The number of chapters lost during the last three (3) years, including where, when, and why
- Average size of chapters on campuses similar to UTEP

**Information on (inter) national support and assistance**

- Description of (inter) national staff assistance to established chapters (i.e., while a colony, after chartering, etc.)
- Description of conventions, leadership schools, or programs available to chapter members
- National expansion budget, and percentage allotted to UTEP group
- A summary of the organizational structure of the fraternity at the chapter and (inter) national levels

**Local purposes and goals, including a description of how these goals were formulated:**

- Short term goals (while still a colony/new group)
- Goals for within two years of chartering
- Long term goals, within five to ten years

**Other comments or requirements:**

- Include any additional information you wish to have reviewed or considered

*\*Denotes that the above is not necessary to include in the expansion presentation. However, it must be submitted as part of the Expansion Packet.*

## SPONSORED STUDENT ORGANIZATION INFORMATION

A registered student organization created by, or in conjunction with, a University department to support the ongoing interests of the University community. Sponsored student organizations are student organizations that have a designated and acknowledged partnership with a university academic or administrative unit. A sponsored student organization supports the mission of its aligned University department and promotes departmental initiatives. Sponsorship by academic or administrative units requires support, endorsement, supervision, and the assumption of responsibility for the actions and activities of the sponsored student organization. A sponsored student organization has an advisor paid by the University to specifically advise the organization. Sponsored student organizations may receive funding and are subject to the appropriate university and departmental guidelines, policies and protocols. Sponsored student organizations shall maintain their registered status and must renew their sponsorship by the university each academic year.

### Definitions

- **Officially sponsored, sponsorship, or sponsored student organization:** means a student organization whose purpose and activities are in accord with the mission of an academic or administrative unit, for whose actions and activities the sponsoring unit provides endorsement, support, supervision, and assumption of responsibility, and that has been officially approved by the Dean of Students through an annual application as prescribed by the Dean of Students.
- **Endorsement:** means that the sponsoring administrative or academic unit gives approval of the sponsored student organization's status as an official extension of the unit and sanctions the mission, goals, and activities of the sponsored student organization.
- **Support:** means to provide for or to maintain by contributing the necessary money, physical space, staff, advising, mentoring, and other resources that the sponsored student organization needs to carry out its mission, goals, and activities.
- **Supervision:** means to monitor, oversee, and advise the sponsored student organization. Supervision includes sanctioning and approving all activities and events of the sponsored student organization; maintaining personal knowledge of the sponsored student organization's structure, operations, and activities; and taking action as necessary to ensure that all affairs of the sponsored student organization are consistent with the mission and culture of the sponsoring administrative or academic unit and the University.
- **Assumption of responsibility:** means to ensure endorsement, support, and supervision of all aspects of the sponsored student organization. Assumption of responsibility includes accepting financial accountability for all funds collected or spent; making sure the sponsored student organization conducts its affairs in accordance with all applicable University rules and regulations, Regents' Rules, and local, state, and federal laws; and providing the necessary physical and personnel resources, including a dedicated sponsored student organization advisor.



### **Privileges Unique to Sponsored Student Organizations:**

- 1) Use of the University name or an abbreviation of name or any of the University's trademarks or service marks as part of or in conjunction with its student organization name
- 2) The tax-exempt status of the University may be extended to the sponsored student organizations, provided that it operates in accordance with university fiscal procedures
- 3) Access to additional funding through their sponsoring academic/administrative unit

### **Approval Process for Sponsored Student Organization Status**

1. Student organization must first be recognized as a registered student organization and follow the registration process outlined on page 19.
2. Advisor(s) and student organizers schedule a meeting with the Director and Assistant Director of Student Engagement and Leadership Center to review the creation process, rights, responsibilities, and privileges extended by the sponsoring office.
3. Develop a formal proposal to start a new sponsored student organization and present it to the Director and Assistant Director of Student Engagement and Leadership Center. ***A completed proposal should address the following thoroughly and should include appropriate supporting documentation:***
  - a. Name of student organization, sponsoring office, student organizers' contact information, and advisor(s)' contact information.
  - b. Purpose of student organization: This statement should define the services/programs the student organization will offer to UTEP students, which are not currently available, and/or not being delivered effectively through existing organizations.
  - c. Explanation of how this student organization meets the definition of a sponsored student organization: An organization created by a University department or division to support the ongoing interests of the University community. A sponsored student organization is considered to be critical to the mission and culture of the University and is inherently linked to the University due to their role as University representatives; thus a sponsored student organization is an integral part of the institution. A sponsored student organization routinely presents events for the University and surrounding community. The activities and events of these organizations are considered to carry a higher level of risk because of their scope and perceived association with the University. Other privileges may be granted to sponsored student organizations by the sponsoring University department or division, which may or may not be extended to other student organizations.
  - d. Demonstrated need from students that the proposed sponsored student organization will provide programs/services, which are not currently provided through existing methods. Examples of supporting

- documentation include petitions from interested students, evaluations, Advisory Committee meeting minutes, etc.
- e. Draft of Constitution and Bylaws.
  - f. Proposed operating budget and funding sources.
  - g. Roles, job descriptions, and/or duties of student officers & members.
  - h. Action plans for student organizers and advisor to recruit members and begin providing programs.
  - i. Description of support the sponsoring department or division will provide for the student organization (i.e. office supplies, budget, workspace, training, etc.)
  - j. UTEP job description of the full-time staff member that will serve as an advisor. It is critical that the advisor job responsibility not be tied to a person, but to a position within the department or division; as should the position become vacant it is necessary for the next person in the position to assume the advising of the sponsored student organization.
4. Student Engagement and Leadership Center reviews proposal, gathers outside information if needed, and makes a recommendation to the Dean of Students. Additional meetings between the Student Engagement and Leadership Center, organizers and the advisor(s) may be necessary before a recommendation is forwarded to the Assistant Dean of Students for Engagement. The Assistant Dean of Students for Engagement will then forward the final recommendation to the Dean of Students.
  5. Dean of Students approves or denies Sponsored Student Organization status.

## FINANCES & FUNDRAISING

### COST CENTERS

All registered student organizations are eligible to request and utilize an RSO Cost Center at UTEP. This bank account can be managed online via MineTracker and can be opened at no cost to the organization.

Cost Centers can be used for accessing and requesting funds. Student organizations can deposit and withdraw funds from your account along with requesting reimbursements and vendor payments. Only organizations who have on-campus cost center accounts may request funds from the Student Organization Advancement Fund or through SGA Appropriations.

If you are unsure if your organization has a Cost Center with UTEP, there are 2 ways to check.

- Login to your organization's MineTracker page and navigate to the "Finance" tab in your Action Center.
  - a. Click on **Manage Organization**
  - b. Click on the three lines in the top left
  - c. Click on the **"Finance"** tab
  - d. Click on **"Accounts"**
- If you do not see an account listed, please e-mail [SOS@utep.edu](mailto:SOS@utep.edu) so we can assist you.

New organizations can request a new cost center by completing the [RSO Cost Center Request Form](#).

To learn more about how to complete a purchase request, make a deposit, or withdraw money from your account please visit our website:

<https://www.utep.edu/student-affairs/selc/student-organizations/rso-cost-center.html>

### **Banking Institutions**

A student organization may choose to open a checking or savings account at a local bank or credit union. Must reach out to the SELC for guidance. Most financial institutions will require the organization to have an Employee Identification Number that is NOT UTEP's.

*Caution* should be taken if a checking account is used. Systems should be put in place by the student organization to ensure that no member can withdraw funds from the account without approval from the student organization and/or the Faculty/Staff Advisor. Some suggestions are having dual signers on all checks, not having a debit/credit card and not utilizing online banking.

The student organization should also determine from the outset what would happen with the funds if the organization becomes defunct.

## **EMPLOYER IDENTIFICATION NUMBER (EIN)**

### **What is an EIN?**

An Employer Identification Number is a nine-digit number that IRS assigns in the following format: 00-0000000. The IRS uses the number to identify taxpayers who are required to file various business tax returns. Employers, sole proprietors, corporations, partnerships, nonprofit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities, use EINs.

**Note:** Student organizations are NOT automatically assigned non-profit status. Student organizations must apply for non-profit status through the process outlined in the next section.

### **Why does a student organization need one?**

Every student organization that would like to open an off-campus bank account must have an EIN in order to attain an off-campus bank account.

### **How to apply for an EIN?**

- **Online:** Go to the website: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>. Follow the directions outlined on the website to apply online for an EIN. This is the preferred method.

### **How to Complete Form SS-4, Application for EIN – need to make sure the form lines match what is below**

*The following is what a normal student organization would need to complete on the form. The other sections are not needed to complete.*

Line 1	Enter the name of the student organization
Line 2	Enter the name of the student organization only if different from line 1.
Line 3	N/A, if for banking purposes only
Line 4a/b	Enter your mailing address (it is recommended to use 500 W. University, Attn: SELC Union West Rm 106, El Paso, TX 79968)
Line 5a/b	Enter only if different than mailing address
Line 6	El Paso County, Texas
Line 7a/b	Most student organizations mark N/A
Line 8a	Most student organizations mark No
Line 9a	Other nonprofit organization, specify "Student Organization"
Line 9b	N/A
Line 10	Check one box. Most student organizations mark "banking purpose" and specify "Open Account"
Line 11-17	N/A
Line 18	Check "Yes" if you previously applied for an EIN. Otherwise, check "No".

**For questions regarding how to register for EIN number or any tax related questions, please contact the IRS at the available contact information located on the [irs.gov](https://www.irs.gov) website.**

## **NON-PROFIT STUDENT ORGANIZATIONS (501(C) (7))**

Student organizations are *NOT* automatically assigned the non-profit status through the internal revenue service. In order to become a non-profit organization, the student organization must file to become a 501(c) (7).

To be exempt, a social club (student organization) must meet the following requirements:

- The club must be organized for [exempt purposes](#).
- The club must provide an opportunity for [personal contact](#) among members, and [membership must be limited](#).
- The club must be [supported by membership](#) fees, dues, and assessments.
- The organization's net [earnings may not inure](#) to the benefit of any person having a personal and private interest in its activities.
- If the club exceeds safe harbor guidelines for nonmember and investment income, the facts and circumstances must show that it is organized substantially for exempt purposes.
  - For a discussion of the effect of nonmember and "nontraditional" income on the tax-exempt status of social clubs under section 501(c)(7), see [Nonmember Income](#).
- The club has *de minimis* income from [nontraditional](#) sources (*i.e.*, from investments or from activities that, if conducted with members, would further the club's tax-exempt purposes).
- The club's governing instrument may not contain a provision that provides for discrimination against any person on the basis of race, color, or religion.

### *Social Clubs: Required Filings*

Although they are exempt from income taxation, social clubs are generally required to file [annual returns](#) of their income and expenses with the Internal Revenue Service. If a club has [unrelated business income of \\$1,000 or more](#), it must file an [unrelated business income tax return](#). In addition to filing an annual exempt organization return, social clubs may be required to file other returns and pay [employment taxes](#). Some clubs may be required to file certain returns [electronically](#).

More information can be found at <http://www.irs.gov/Charities-&-Non-Profits/Other-Non-Profits/Social-Clubs>

## **FUNDRAISING GUIDELINES AND PROCEDURES**

The University of Texas at El Paso seeks to support student organizations in their fundraising endeavors. The Student Engagement and Leadership Center will work to assist student organizations. Student organizations shall secure the approval from the Student Engagement and Leadership Center, prior to engaging in any form of fundraising on campus. The Fundraising Policies and Procedures is a guide that directs fundraising activities to achieve success across the campus.

## Philanthropy

While registered student organizations 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, registered student organizations are prohibited from identifying the organization their funds will go to; however, may identify the cause.

## Solicitation & External Donations

Any Registered Student Organization soliciting donations must make clear to any potential donor that they are independent entities whose solicitations are not endorsed by or connected to UTEP. Registered student organizations may not misrepresent themselves as a representative of the university. It must be made clear that they are separate entities from UTEP.

Registered student organizations who have obtained their own 501C 3 or 501C 7 status (this is optional) may receive donations from non-university entities. Any student organization that does not have the proper documentation indicating that donations they receive are tax deductible is required to inform all potential donors that their donations to the student organization will not be tax deductible.

Registered student organizations may receive donations from non-university entities; however, non-university organizations may not co-sponsor activities on campus. Organizations may thank their donors through public announcement or on a program for a performance or event (i.e., "Special Thanks to...") but may not advertise for companies or use corporate logos.

Since student organizations may be soliciting donations from donors with whom UTEP has or is cultivating a relationship, student organizations are expected to inform the Student Engagement & Leadership Center and the Office of Institutional Advancement to receive guidance in advance before any solicitation request over \$500. To do this, registered student organizations must submit an *External Donations/Solicitations Request*. After submitting the request, representatives from the Student Engagement and Leadership Center and the Office of Institutional Advancement will review your request and provide further guidance. The *External Donations/Solicitations Request form* can be found on MineTracker.

## General Guidelines

Fundraisers and the solicitation of funds may be conducted outside university buildings by student organizations. Prior to collecting money or fundraising in any on-campus building, student organizations must receive approval from that facility's building manager.

Registered student organizations may conduct **one tax-free fundraiser/solicitation activity each calendar month** providing all Texas State laws are followed. Exceptions may be made with consultation from the Student Engagement and Leadership Center.

A food fundraiser/solicitation activity may only be held outside of the University buildings at times approved by the University. Minerpalooza and International Food Fair events are not counted toward this total. Prior to collecting money or fundraising, student organizations must register their fundraiser with the Student Engagement and Leadership Center through MineTracker.

- Fundraisers may not be conducted for private gain of individuals or for-profit businesses. **Student organizations may not conduct fundraising on behalf of or for the benefit of a non-University recognized organization or corporation.**
- **A student organization may charge an admission fee to a program.**
- Proceeds from fundraising activities (i.e. resale of retail merchandise and ticket sales) are subject to state sales tax laws. Reference Comptroller Rule 3.16 [https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=34&pt=1&ch=3&rl=316](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=3&rl=316)
- **Fundraising by student organizations cannot occur on campus during both Minerpalooza and International Food Fair, unless it is officially part of the event.**

Be sure to consult with the Student Engagement and Leadership Center staff early in the fundraising process to ensure compliance with applicable rules and policies.

### Fundraising Procedures

- **Seven (7) days prior** to fundraising for money, registered student organizations must reserve space through the Student Engagement and Leadership Center on MineTracker. Please make sure to select YES to the question “Do you plan on having a fundraiser or accepting donations?”. Registered Student Organizations must receive approval from the Student Engagement and Leadership Center prior to conducting the event.

### Raffles

Raffles involving paying money for the chance to win a prize of greater value is considered gambling under the Texas Penal Code. Conducting such a raffle is a Class A misdemeanor. Participating in an unauthorized raffle is a Class C misdemeanor. Only raffles held according to the terms of the Charitable Raffle Enabling Act are authorized raffles. The law is Chapter 2002, Texas Occupations Code. If you do conduct a raffle, please note:

- Raffles must not award cash as a prize. Instead, it is suggested that student organizations hold “Free Drawings” in which no money is exchanged. If your student organization holds a raffle, the value of the prize may not exceed \$50,000, unless the prize is/was donated to the organization.
- The Charitable Raffle Enabling Act permits “qualified organizations” to hold up to two raffles per calendar year and only one at a time. Only two limited types of student organizations are qualified organizations that may conduct raffles: (1) An association organized primarily for religious purpose that has been in existence in Texas for at least 10 years; or (2) A nonprofit organization that has existed at least for the three preceding years, during which it has had a governing body duly elected by its members and is exempt from federal income tax under Section

501(c), Internal Revenue Code and, for both, the organizations do not participate in any political campaign; do not devote a substantial part of its activities to attempting to influence legislation; and do not distribute any of its income to its members, officers or governing body;. [A copy of your organization's IRS Letter of Determination verifying 501(c) status will be required.]

- If a qualified organization, a student organization may conduct raffles on campus for qualified off-campus organizations.
- Raffle tickets may not be advertised statewide or through paid advertisements. Each raffle ticket must state the name and address of the organization holding the raffle, the name of an officer of the organization, the price of the ticket, a general description of each prize to be awarded that has a value of over \$10 and the date on which the raffle prize(s) will be awarded. Only members of the organization may sell tickets. No one may be compensated directly or indirectly for organizing or conducting a raffle or for selling raffle tickets
- Visit <http://www.oag.state.tx.us/consumer/raffle.shtml> for more information.

## **TAXES**

### **Collecting Sales Tax on Items Sold**

All student organizations are required by law to collect sales tax when selling goods and/or services (this may include tickets to an event). If an organization has a state sales tax exemption, this means that the group is exempt from paying sales tax. The group is still responsible for collecting sales tax when selling goods or services.

Remember, student organizations can be audited by the state, so it is very important that sales tax is properly collected and remitted to the State Comptroller's Office. If you have questions on sales tax you can call the State Comptroller at 800.252.5555 or you can E-mail [tax.help@cpa.state.tx.us](mailto:tax.help@cpa.state.tx.us). In order to properly remit sales tax:

- Download a *Sales Tax Permit Form* from <http://www.window.state.tx.us>.
- Fill out the form and send it in to: Texas Comptroller of Public Accounts, Austin TX 78774-0100
- It will take 4-6 weeks for your form to be processed. When you receive your permit number, make a copy and keep it in a secure place so that it will be readily available for you. This permit number is for you to use when you remit payments to the state. It allows the comptroller's office to readily identify what organization is remitting payment.
- Obtain a "Texas Sales and Use" tax return from the Comptroller's Office (call 210.616.0067 or 512.463.4600)
- Fill out the tax return and send it to the address above by the 20th day of the next calendar month after the month of your sale. If your organization owes less than \$500 in sales tax for a calendar month or \$1,500 for a calendar quarter, taxes may be paid on a quarterly basis. This means payment is due by the 20<sup>th</sup> day of the month following each calendar quarter.

### **Exceptions to Sales Tax Law**

- If an organization is planning a one-day sale within a calendar month, it does not have to collect sales tax on any goods sold during that one-day period. An organization may only hold one tax free sale per month. For more information



about this exemption visit:

[http://www.window.state.tx.us/taxinfo/taxpubs/tx96\\_122.pdf](http://www.window.state.tx.us/taxinfo/taxpubs/tx96_122.pdf) (see page 3, under Auction, Rummage Sales and Other Fund Raisers).

- If an organization is holding an event that is exclusively for members of the UTEP community and they have not hired any off-campus business to provide services (such as a caterer or DJ), the organization does not have to collect sales tax for tickets to the event.

### **Paying Sales Tax on Items Purchased**

Student organizations are not automatically exempt from paying state sales tax. To find out if your organization may file to become sales tax exempt, refer to Comptroller of Public Accounts, State Sales and Use Tax, Rule 3.322 (Texas Tax Code 151.309, 151.310; Texas Civil Statutes, Article 342-908). If your organization is eligible, you must first obtain 501(c) status from the Internal Revenue Service by submitting IRS Forms 8718 and 1023. Application processing may take over eight weeks. Also, refer to Publication 557, Tax-Exempt Status for Your Organization. All of these publications and forms are available at <http://www.irs.gov>.

If 501(c) status is granted, the organization may apply to the state by submitting a letter, a copy of your charter/bylaws, and a copy of your 501(c) letter of determination from the IRS (if applicable) to the following address: Tax Policy Division, Exempt Organizations Section, Texas Comptroller of Public Accounts, P.O. Box 13528, Austin TX 78711-3528.

Upon a ruling by the State Comptroller's Office you will receive a letter allowing or denying exempt status. If exempt status is granted, please inform the Student Engagement and Leadership Center and provide a copy of documentation for your organization's permanent file.

If a student organization is purchasing merchandise for resale, it has two options regarding sales tax:

- obtain a resale certificate from the State Comptroller's Office, which will allow the organization to defer payment of sales tax until time of sale. This does not mean that the organization does not pay sales tax. It means that it will collect sales tax for the item when it is resold and that sales tax will then be remitted to the state.
- pay the vendor sales tax on the items purchased. Please note, however, that if the organization is selling the merchandise at a mark-up, sales tax must be collected and paid on the mark-up.

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

### **FOOD SALES**

Food Services requires all registered student organization to consult with them before bringing any food on campus to ensure all items are safe to serve and handled according to food safety guidelines. The Food Services team will communicate via the MineTracker Event Request Form once submitted.

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 registered student organizations.

### **MERCHANDISE**

Per this document, merchandise is considered any tangible, nonperishable item that a registered student organization plans to sell or giveaway (even if only to members). Examples include clothing, water bottles, pens, etc.

The Student Engagement and Leadership Center 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 Student Engagement and Leadership Center.

## **EVENTS & ACTIVITIES ON CAMPUS**

### **EVENT PLANNING**

To ensure there is enough time for your event request to be reviewed by Student Engagement and Leadership Center staff, make any adjustments that need to be done, and reserve the desired space/venue for the event, the following timelines and guidelines must be followed:

- **Small**
  - Minimum 1-week notice
    - Tabling: Fundraisers, Informational (Flyers)
    - General/Officer Meetings
    - Virtual Meetings
- **Medium**
  - Minimum 2-week notice
    - Event with guest speaker
    - Student Organization Travel
    - Banquet
- **Large**
  - Minimum one-month notice
    - Event that involves contracts and outside vendors

### **Equipment for Events**

The Student Engagement and Leadership Center has a limited amount of A-frames and tables for registered student organizations to checkout for on-campus use. If needed, equipment can be requested through the event request form in MineTracker.

### **RESERVATIONS**

All event requests must be submitted online through MineTracker. Student organizations interested in hosting events must be registered through the Student Engagement and Leadership Center. Once your event request(s) is/are submitted, it/they will route through the approval process. Please be sure to submit your event request with the minimum time required as outlined above.

### **Food at Events**

Any student organization interested in serving food at their on-campus event is required to order food through UTEP Food Services (Sodexo). Be sure to check the box stating you will serve food when completing your MineTracker event request form. For additional information on food related questions, contact 915-747-7455.

### **POLITICAL EVENTS**

To ensure events including political representatives are successful, it is necessary the Student Engagement and Leadership Center is aware and information be shared prior to submitting an event request through MineTracker. A student organization leader (student or advisor) should accompany all political representatives during their visit. Please contact the Student Engagement and Leadership Center at 915-747-5670 to schedule an appointment with an SELC staff member to discuss the details of the event.

## **PUBLIC VIEWINGS**

The purpose of this statement is to educate the campus community on the responsibility one must take when holding public viewings of films, slideshows, videos, DVDs or any other licensed production.

**Intention of US Copyright Laws:** Copyright laws are intended to protect the rights and interests of authors and artists, to protect their due credit and financial compensation for their works against piracy, against other people stealing their deserved credit and profits. Copyright laws are also intended to protect the licenses and patents belonging to inventors and entrepreneurs.

**Items that are protected under US Copyright Laws:** (1) literary works; (2) musical works, including any accompanying words; (3) dramatic works, including any accompanying music; (4) pantomimes and choreographic works; (5) pictorial, graphic, and sculptural works; (6) motion pictures and other audiovisual works; (7) sound recordings; and (8) architectural works. (Source: Library of Congress – US Copyright Law; <http://www.copyright.gov/title17/92chap1.html#102>). For information about getting permission to use copyrighted materials (papers, images, movies, music, etc.) visit: <http://www.utsystem.edu/ogc/IntellectualProperty/homepage.htm>.

**Procedures to follow for Public Viewings:** Student organizations may sponsor slide shows, videotapes, DVDs or films on campus. In addition, they must either (a) receive written permission from the copyright owner to hold a public viewing or (b) pay for the use of the public viewing using a distributor (see below). Simply purchasing or renting a slide show, videotape, DVD or film from a store or checking one out from a library does not comply with copyright laws.

### **Distributors/Licensing Corporations:**

Criterion

<http://www.criterionpicusa.com> or 800.890.9494

Contact: Ryan Hedge | [Ryan.hedge@globaleagle.com](mailto:Ryan.hedge@globaleagle.com)

Motion Picture Licensing Corporation

<http://www.mplc.com> or 800.462.8855

New Yorker Films

<http://www.newyorkerfilms.com> or 212.645.4600

Swank Motion Picture

<http://www.swank.com> or 800.876.5577

Contact: Dan Boeckmann | [dboeckmann@swankmp.com](mailto:dboeckmann@swankmp.com)

Remember, the Student Engagement and Leadership Center is here to provide any help and support you may need. You can copy [sos@utep.edu](mailto:sos@utep.edu) in your e-mail to the contacts above.

### **SELLING TICKETS FOR EVENTS**

Registered student organizations planning to sell tickets for their events can do so through the University Ticket Center. This department will create and sell the tickets for the organization, both in person and on the Ticketmaster website. For additional information, contact: 915-747-5234 or [utc@utep.edu](mailto:utc@utep.edu).

## PROMOTION & PUBLICITY OF EVENTS

### ADVERTISING OPTIONS

Per the UTEP Handbook of Operating Procedures, Section II, Chapter 2: Speech, Expression and Assembly (<https://www.utep.edu/hoop/section-2/speech-expression-and-assembly.html>)

#### 2.5 5 Signs and Banners

##### 2.5.1 *General Rules on Signs*

2.5.1.1 "Sign" means any method of displaying a visual message to others, except that transferring possession of a copy of the message is distribution of literature and not a sign.

2.5.1.2 Subject to the rules in this chapter and to the general rules in 2.2 and 2.3, a University person or organization may display a sign by holding or carrying it, by displaying it at a table (see 2.6 below), or by posting it on a kiosk, bulletin board, or other designated location. Signs may not be staked in the ground, attached to foliage, or posted in any other location.

##### 2.5.2 *Hand-Held Signs*

2.5.2.1 Students, faculty, and staff may display a sign on campus by holding or carrying it by hand or otherwise attaching it to their person. Members of the public may display a sign in common outdoor areas of campus by holding or carrying it by hand or otherwise attaching it to their person. No advance permission is required. Signs on sticks or poles or otherwise attached to any device are prohibited.

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

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

2.5.2.4 A law enforcement officer or the Dean of Students, or an usher or other University employee if authorized by officials responsible for managing the venue, may warn any person that his or her sign is being handled in violation of 2.5.2.2 or 2.5.2.3. If the violation persists after a clear warning, the law enforcement officer, Dean, authorized usher, or other authorized employee may confiscate the sign.

##### 2.5.3 *Banner*

2.5.3.1 "Banner" means a sign hung from a structure, or between two buildings, structures, or poles.

2.5.3.2 The Dean of Students, with approval from the President of the University, shall designate places where banners may be hung by registered student organizations in outdoor locations.

2.5.3.3 Academic and administrative units, faculty, and staff organizations may hang banners as established in Section VIII - Chapter 7 (Banners) of this Handbook. Individuals may not hang banners.

2.5.3.4 Advance permission is required from the Dean of Students and usually, advance reservations are required. Academic and administrative units advertising official University events or programs may be given priority.

2.5.3.5 locations administered by the Dean of Students, each banner may be hung for one week. The banner may be renewed from week to week if space is available, but usually, other organizations are waiting their turn and renewal is not possible. Any such time limit shall be applied without discrimination to all organizations, except that academic and administrative units may be given preference.

2.5.3.6 The Dean of Students shall maintain, on a Web site or on a flyer or pamphlet conveniently available at the Dean's office: a list of outdoor locations where banners may be hung; the academic or administrative unit that administers banners at each outdoor location; and a current description of the rules and procedures for reserving the right to hang a banner in locations administered by the Dean of Students.

2.5.3.7 The Dean of Students may require that the physical work of hanging the banners be performed only by employees of Facility Services or other appropriate University personnel. Actual costs will be charged to the organization or unit making the request.

#### 2.5.4 *A-Frames*

2.5.4.1 "A-frame" means a movable and self-supporting sign board designed to stand on the ground.

2.5.4.2 A-frames are subject to the rules on exhibits in subchapter 2.7 below.

#### 2.5.5 *Signs in Other Designated Locations (Including Departmental Bulletin Boards)*

2.5.5.1 Each academic or administrative unit of the University may authorize the posting of signs in spaces that unit occupies and controls. Such authorization may be granted by general rule, by stamping or initialing individual signs, or by longstanding tradition.

2.5.5.2 Signs in spaces occupied by academic or administrative units may be:  
a. confined to bulletin boards or other designated locations;

- b. subjected to viewpoint-neutral rules limiting the size of signs, limiting how long they may be posted, requiring each sign to show the date it was posted and the name of the person or organization who posted it, and similar rules designed to facilitate fair and equal opportunities to post signs;
- c. confined to official statements or business of the unit, or to certain subject matters of interest within the unit, or to signs posted by persons or organizations affiliated with the unit.

2.5.5.3 Each academic or administrative unit shall post on or near each bulletin board or other designated location that it administers:

- a. either the rules applicable to that bulletin board or location, or a particular office or Web site where the rules applicable to that bulletin board or location may conveniently be found; and
- b. if a stamp or initials are required on signs before they are posted on that bulletin board or location, the name and office location of the person whose stamp or initials are required.

This notice shall be posted in the upper left corner of each bulletin board or other designated location for posting signs, or conspicuously in another nearby location. If no such notice is posted, then the only applicable rules are those contained in subchapter 2.2 and 2.3.1 to 2.3.4 above.

2.5.5.4 Within the scope of the subject matters permitted on a particular bulletin board or other designated location, no academic or administrative unit shall discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed on a sign.

2.5.5.5 This section does not apply to any enclosed bulletin board or display case that is accessible only to authorized personnel for official University business.

## **2.7 7 Exhibits and A-Frames**

### **2.7.1 General Rule on Exhibits**

2.7.1.1 "Exhibit" means an object or collection of related objects, designed to stand on the ground or on a raised surface, that is not a table, and that is designed for temporary display and is not permanently attached to the ground. An A-frame sign (see 2.5.4) is an exhibit.

2.7.1.2 "A-frame exhibit" means a moveable and self-support sign board designed to stand on the ground and remain overnight in a temporary outdoor exhibit space. A-frame exhibits may not exceed five feet in height or width. Structures that do not meet this criteria will be considered general exhibits and will be subject to the general rules and conditions applicable to exhibits.

2.7.1.3 Academic or administrative units and registered students, faculty, or staff organizations may erect exhibits and A-frame exhibits, subject to the rules in this



subchapter and to the general rules in 2.2 and 2.3. Advance permission is required from the Dean of Students, except that an academic unit may authorize indoor exhibits in a space that it occupies and controls. Members of the public may not erect exhibits or A-frame exhibits.

#### *2.7.2 Application Process*

An academic or administrative unit or a registered student, faculty, or staff organization desiring to display an outdoor general exhibit or A-frame exhibit shall apply on a form prescribed by the Dean of Students.

#### *2.7.3 Criteria for Approval*

2.7.3.1 The Dean of Students shall authorize an exhibit described in a completed application under 2.7.2 unless the Dean finds that use of the proposed space for the proposed exhibit must be denied under the criteria in Section II-Chapter 3.3.

2.7.3.2 The Dean shall specify the location of each exhibit to reduce the hazard to visually impaired pedestrians.

2.7.3.3 The Dean shall advise each applicant how to correct, if possible, any conditions that preclude approval of his or her application. Even if an applicant is entitled to have his or her application approved as submitted, the Dean may give advice about other possible locations, or about modifications to the exhibit, that would avoid potential problems or make the proposed exhibit more workable.

#### *2.7.4 Time Limits*

2.7.4.1 In locations administered by the Dean of Students, each exhibit or A-frame may be displayed for fourteen days. The exhibit or A-frame may be renewed for an additional fourteen days if space is available.

2.7.4.2 The exhibit must be removed at the end of each day and may be re-erected each morning. However, the Vice President for Student Affairs or the Dean of Students may authorize overnight exhibits.

#### *2.7.5 Clean-Up Around Exhibits*

Any academic or administrative unit or registered student, faculty, or staff organization sponsoring an exhibit or A-frame shall remove litter from the area around the exhibit or A-frame at the end of each day.

#### *2.7.6 Liability*

Any registered student, faculty, or staff organization sponsoring an exhibit assumes full responsibility for the exhibit, including all injuries or hazards that may arise from the exhibit. The University shall not be liable for any damage that may occur to the exhibit, and any person or organization sponsoring the exhibit shall indemnify the University for any claims arising from the exhibit's presence on campus.

### **Literature/Handbills/Petitions**

UTEP Students, faculty and staff may distribute printed materials on campus. The materials must meet all posting policies within the Dean of Students Office with regard to subject matter.

### **MineTracker Events List**

Student organizations can create events through their page on MineTracker if open to the public.

### **MINETRACKER NEWS ARTICLES**

Registered student organizations have the ability to distribute news articles on MineTracker. News articles can promote a registered student organization's noncommercial events and activities or share accomplishments.

All information and photos posted must comply with federal and state laws, including copyright law, and the policies and rules of The University of Texas at El Paso. UTEP reserves the right to remove any posts or comments that UTEP determines is in violation of any law, regulation, policy, rule, or is obscene.

### **Guidelines**

#### **Student Organization News Article Submission Outline:**

1. Student organization news articles must be written in short, journalistic story form.
  - a. News Articles can contain additional information, including:
    - i. An organization contact for more information (can be a contact person or a website, email address or social media site)
    - ii. A quote by one of the organization's leaders
    - iii. A photo relevant to the news article.
2. News Articles distributed by student organizations on campus must contain a disclaimer that indicates that student organization literature is not official University literature and does not represent the views of the University or its officers.

The disclaimer should read:

*[Name of publication] is published by [name of student organization], a registered student organization. [Name of publication] is not an official publication of the University of Texas at El Paso and does not represent the views of the University or its officers.*

#### **News articles that may not be published on MineTracker include:**

- Solicitations or links to solicitations. This includes promotions for a business, off-campus organization, agency or national association.
- Job advertisements/business opportunities or links to job advertisements/business opportunities. These are posted online at Job Mine.
- Events for groups that are not registered student organizations.
- No multiple/identical news articles or events.
- Anything utilizing UTEP Brand Identity without proper approval

## **PROHIBITED PROMOTION OPTION**

### **Sidewalk Chalk**

Chalking on campus is not allowed due to the safety concerns and cleanup costs. If a student organization violates the policy and uses sidewalk chalk, they will be charged for any cleanup costs that are incurred.

# STUDENT ORGANIZATION CONDUCT

## I. Organizational Standards of Conduct

All students and student organizations are expected and required to obey federal, state, and local laws, to comply the Regents' *Rules and Regulations*, with The University of Texas System and institutional rules and regulations, with directives issued by an administrative official of the U. T. System or The University of Texas at El Paso ("University" or "Institution") in the course of his or her authorized duties, and to observe standards of conduct appropriate for an academic institution.

Additionally, students and student organizations are responsible for adhering to all of the applicable terms and conditions of the Student Organization Handbook, Student Code of Conduct, UTEP Handbook of Operating Procedures, **Section 2, Chapter 1: Student Conduct and Discipline Policy**, and any other applicable University policies and procedures. Violation of applicable laws, policies and/or procedures by any student organization and/or its members may subject that student organization to disciplinary action.

### A. Organizational Responsibility for Violations

A student organization violates a Regents' Rule, University rule or regulation, or administrative rule when one or more of the following happens:

- a. one or more of its officers or authorized representatives acting in the scope of their organizational capacities commit the violation;
- b. one or more of its members commit the violation after the action that constitutes the violation was approved by majority vote of those members of the organization present and voting;
- c. one or more members of a committee of the organization commit the violation while acting in the scope of the committee's assignment;
- d. a member of an organization acting with apparent authority of the organization commits the violation;
- e. one or more members of an organization or its officers permit, encourage, aid, or assist any of its members in committing a violation;
- f. one or more members of an organization or its officers, under circumstances where such persons knew or should have known that an action constituting a violation was occurring or about to occur, fails to prevent that action; or
- g. one or more members of an organization fail to report to appropriate University or civil authorities promptly their knowledge or any reasonable information about a violation.

### B. Improper Organizational Conduct

- a. Lack or Improper Registration of the Organization: Failure to register, or failure to register properly, any student group that meets regularly or otherwise uses University facilities, as required on page 18 of this Student Organization Handbook.
- b. Improper Student Organizational Activity: Any activity of an organization that results in violation of The Rules and Regulations of The Board of Regents of The University of Texas System, or University policies or procedures. An

organizational activity is any event, sponsored or un-sponsored, planned or unplanned, of the organization where there is a presence or participation of officers or membership.

- c. Improper Solicitation, Fundraising, Publicity, or Use of the University Name: Engaging in impermissible solicitation or unauthorized fundraising activities, as described on page 33 of this Student Organization Handbook, or the unauthorized use of the University's name or seal or otherwise misstating sponsorship, or falsely implying approval of organizational activities by the University as prohibited on page 12 of this Student Organization Handbook.
- d. Improper Distribution or Dissemination of Informational Materials: Advocacy, either oral or written, publicly distributing on campus any petition, handbill, or piece of literature; installing, occupying, or using on campus any booth or table for wholly or partially distributing or disseminating words or materials; posting or carrying any sign or poster on campus; or publishing or aiding in publishing, or circulating or aiding in circulating, any anonymous publication which is obscene, libelous, or that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action, or is directed to violating any order or instruction given by a University official acting in the course of his or her duties in violation of the provisions of Section II, Chapter 2 of the UTEP Handbook of Operating Procedures.
- e. Improper Use of University Facilities: Use of facilities owned or controlled by the University in violation of the provisions of Section II, Chapter 3 of the UTEP Handbook of Operating Procedures.
- f. Improper Sponsorship of an Unauthorized Off-Campus Speaker: Unauthorized sponsorship of a non-University guest speaker in violation of the provisions of Section II, Chapter 2.10 of the UTEP Handbook of Operating Procedures.
- g. Hazing: 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 as prohibited in Section II, Chapter 1, 1.2.3(g) of the UTEP Handbook of Operating Procedures.
- h. Failure to Comply: The failure to comply with any order or instruction of an official of the University or the University of Texas System acting in the course of his/her duties.
- i. Theft or Property Damage: Damaging, destroying, or defacing property owned, leased, or controlled by the University or a University student, staff, or faculty member; or the unauthorized taking or use of such property.
- j. Actions Against Persons or Groups: Any physical abuse or threat of physical abuse of any person or group on the campus or at any function, program, event, or assembly conducted, sponsored, supervised or authorized by the University.
- k. Obstruction or Disruption of Normal University Operations: Engaging in conduct, either alone or in concert with others, which obstructs, disrupts, or interferes with any instructional, educational, research, administrative, disciplinary, public service, or other activity or public performance authorized

to be held or conducted on the campus. This includes, but is not limited to, any act that interrupts, modifies, or damages utility services or equipment, communication service or equipment, University computers, computer programs, computer records or computer networks accessible through the University's computer resources.

- l. Misrepresentation of the Organization: The unethical misrepresentation of the purpose and/or intent of the organization; the failure to act within recognized norms or within the context of the constitution/bylaws of the organization; or the misrepresentation of other registered student organizations.
- m. Lack of Financial Responsibility: Failure to make financial arrangements and meet financial responsibilities as a student organization within the academic community. No student organization or group, whether registered or not, may use the facilities of the University as long as it owes a monetary debt to the University, and the debt is considered delinquent by the University or the crediting agency.
- n. Violation of Federal, State, and Local Laws, or U.T. System and University, Policies, Rules and Regulations: The violation of any federal, state, or local laws; any provision of The Rules and Regulations of The Board of Regents of The University of Texas System, or any University policy, regulation or provision of the UTEP Handbook of Operating Procedures.
- o. Participation by Expelled or Suspended Former Members: Unauthorized appearance or participation in student organizational activities by former members after having been expelled or suspended from the University or any other component institution of The University of Texas System for disciplinary reason.
- p. Dangerous Conduct: Members conducting themselves in a manner that endangers the health or safety of members of the University, or of visitors on the campus or any property, building, or facility owned or controlled by the University or the U.T. System.

## **II. Investigation and Administration**

- A.** Any student organization is subject to disciplinary action or revocation of registration as a student organization by the Dean of Students for violation of a rule or regulation of the University or The Rules and Regulations of The Board of Regents of The University of Texas System, or of the standards of conduct expected of student organizations as provided in the UTEP Handbook of Operating Procedures and the UTEP Student Organization Handbook. This includes, but is not limited to, rowdy or disruptive conduct at functions, on or off campus, and conduct unbecoming of an organization and/or that brings embarrassment to the University community.
- B.** Officers, members and advisors of the organization shall be held responsible for the conduct and activities of the organization. In addition to possible disciplinary action taken against an organization under these regulations, members are individually subject to disciplinary action for their actions under the provisions of Section II, Chapter 1 of the UTEP Handbook of Operating Procedures. This

disciplinary action could result from the organization's same violation of policy or for a violation growing out of the same factual transaction.

- C. For the full process and procedures related to conduct investigations please refer to the UTEP Handbook of Operating Procedures Section II, Chapter 1.

## **RISK MANAGEMENT**

### **STUDENT TRAVEL**

All registered student organization travel is occurring 25 miles outside of the University must be approved through the Student Travel Office.

This includes but is not limited to:

- Club sports trips
- Retreats
- Conferences
- Community Service

All advisors must contact the Student Travel Office to request student travel. All advisors will need to:

- Email [studenttravel@utep.edu](mailto:studenttravel@utep.edu)
- Be trained in online student travel system
- Will be added to system with proper credentials

For up-to-date information on Student Travel, please visit [www.utep.edu/travel/student](http://www.utep.edu/travel/student)

### **STATEMENT ON ALCOHOL AND EVENTS**

The purpose of this statement is to discuss events on and off campus that include alcohol. It is our intent to promote awareness of best practices and state, local and federal laws and to share resources regarding possible liabilities for events and programs where alcohol is available.

#### **Off-Campus**

A student organization holding an off-campus event at which alcohol will be available may consult with staff in the Student Engagement and Leadership Center prior to the event. The SELC may review information and share handouts for best practices. Handouts include how to effectively manage off-campus events with alcohol and risk management guidelines.

When holding off-campus events, including those in which alcohol is available, please remember that your student organization is responsible for compliance with all city, state, and local laws. For more information about the state law, go to [www.tabc.state.tx.us](http://www.tabc.state.tx.us).

#### **On-Campus**

The use of alcoholic beverages is prohibited on University property, which includes classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities and all other public campus areas. Meetings or events organized and presented by registered student organizations are prohibited from the use of alcoholic beverages. For further information, please see UTEP Handbook of Operating Procedures for more information.



## **STATEMENT ON DATE AUCTIONS**

The purpose of this statement is to discuss briefly three aspects of date auctions that make them inappropriate in the opinion of the Student Engagement and Leadership Center. It is not our intent to propose that the organizations that have sponsored date auctions in the past had any intentions of promoting or endorsing these issues. Rather, it is our intent to promote awareness of these concerns and point out potential problems and liabilities for future consideration.

### **Racial insensitivity**

Date auctions tend to have the appearance of and the "trappings" of slave auctions. Slave auctions were a very real and tragic part of the history of this country. They devalued the dignity of human beings to the level of merchandise. Regardless of the intent of a date auction, it still involves one person "bidding" for the services of another person. Whether the services consist of work or time or something else, an auction of this type consists of one person paying a second person (or organization) for the services of a third person. The bidding process invariably involves a comparison of the relative "value" of each person being auctioned. On a campus where equality, openness, and sensitivity are valued, any activity that suggests the auctioning of one human being's services to another is inappropriate.

### **Gender insensitivity**

An extension of the issues above is the need for us all to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continue to exist between men and women is the concept of "whoever pays is entitled." Many date rapes result from the assumption on the part of the man or the woman or both that whoever pays for the "date" is entitled to more than the other person wanted. Date auctions can tend to create an environment where those expectations may be used to the disadvantage of one or the other participants.

### **Personal safety**

A date auction often involves a "well known" person spending time with a stranger on a "date" that he or she otherwise might not have chosen to spend time with at all. The organization sponsoring the auction has no way of knowing the motivations of the persons doing the bidding. A "fatal attraction" circumstance is possible, where the date auction becomes a very convenient means by which a person has the opportunity to "buy" some time with the person to whom he or she is attracted. Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event.

Date auctions are almost always held to raise money for good causes. The organizations have very good intentions in sponsoring the activity. Given the above concerns, which expose the potential for persons and/or groups either to be offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money. If an organization should want to hold an auction, we would encourage the auctioning of items, such as tickets to an event or dinners at a particular restaurant, rather than auctioning individuals. With the many positive and imaginative alternatives that

organizations have for raising funds, we feel date auctions should be avoided.

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### **SPEECH, EXPRESSION, AND ASSEMBLY**

HANDBOOK OF OPERATING PROCEDURES, SECTION 2, CHAPTER 2

(<https://www.utep.edu/hoop/section-2/speech-expression-and-assembly.html>)

The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the University. Students, faculty, staff, and members of the public have the right to assemble, to speak, and to attempt to attract the attention of others, and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen.

## CAMPUS RESOURCES

The following section identifies various campus departments that serve as resources for student organizations.

### **The Student Engagement and Leadership Center**

In addition to overseeing and supporting student organizations, The Center provides various opportunities for engagement and leadership development.

Encourage your organization members to:

- Attend campus events
- Host a table at Miner Welcome or Minerpalooza
- Participate in leadership workshops

#### **Contact Information**

- Union Building West, Room 106
- 915.747.5670
- [SELC@utep.edu](mailto:SELC@utep.edu)
- [www.utep.edu/selc](http://www.utep.edu/selc)

### **Dean of Students Office**

The Dean of Students Office fosters an inclusive environment and a culture of care for the UTEP community by providing programs and services designed to enhance students' academic and personal success through engagement, operations and individual support. Students can report incidents of hazing to the Dean of Students office. Additionally, the Dean of Students office schedules sexual harassment/sexual misconduct prevention trainings.

#### **Contact Information**

- Union Building West, Room 102
- 915.747.5648
- [dos@utep.edu](mailto:dos@utep.edu)
- [www.utep.edu/dos](http://www.utep.edu/dos)

### **Athletics**

The Athletics marketing department can help student organizations get involved through sporting events.

#### **Contact Information**

Brumbelow Building, Room 105  
915.747.5347

### **Center for Accommodations and Support Services (CASS)**

The Center for Accommodations and Support Services can assist registered student organizations in making accommodations for their members with disabilities and guide the registered student organization to operate within compliance of all ADA standards.

#### **Contact Information**

- Union Building East, Room 106
- 915.747.5148
- [cass@utep.edu](mailto:cass@utep.edu)
- [www.utep.edu/cass](http://www.utep.edu/cass)

### **Counseling and Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS) is dedicated to providing high quality mental health services that support student's ability to benefit from their curricular and co-curricular experiences at the University of Texas at El Paso. To this end, CAPS provides career counseling, psycho-educational workshops, individual and group counseling, couples counseling, crisis intervention, and professional training experiences that are responsive to the individual, cultural, and demographic diversity of our students.

#### **Contact Information**

- Union Building West, Room 202
- 915.747.5302
- [caps@utep.edu](mailto:caps@utep.edu)
- <https://www.utep.edu/student-affairs/counsel/>

### **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 Building or El Paso Natural Gas Center. They are able to provide tables, chairs, electricity, and other resources.

#### **Contact Information**

- 915.747.7811
- [facilities@utep.edu](mailto:facilities@utep.edu)
- <https://www.utep.edu/facilities-management/facilities-services/>

### **Office of Special Events**

This office can provide organizations with certain supplies that Facilities Services cannot. They oversee the following venues: The Don Haskins Center, Magoffin Auditorium, Memorial Gym and Sun Bowl Stadium.

#### **Contact Information**

- 915.747.5481
- [specialevents@utep.edu](mailto:specialevents@utep.edu)
- [www.utepspecialevents.com](http://www.utepspecialevents.com)

### **Office of Student Conduct and Conflict Resolution (OSCCR)**

The Office of Student Conduct & Conflict Resolution 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**

- Union Building East, Room 303
- 915.747.8694
- [studentconduct@utep.edu](mailto:studentconduct@utep.edu)
- [www.utep.edu/osccr](http://www.utep.edu/osccr)

### **Student Government Association (SGA)**

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

### Contact Information

- Union Building East, Room 304
- 915.747.5584
- [sga@utep.edu](mailto:sga@utep.edu)
- [www.utep.edu/sga](http://www.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 MineTracker.*

### Contact Information

- Union Building East, Room 307
- 915.747.5711
- [unionscheduling@utep.edu](mailto:unionscheduling@utep.edu)
- <https://www.utep.edu/student-affairs/union/>

### **UTEP Food Services**

UTEP Food services serves as the point of contact for all food on campus. RSOs are required to consult with this office before bringing any food on campus to ensure that all items are Safe to Serve.

### Contact Information

- Union Building East, Room 207A
- 915.747.7455
- <https://utepdining.sodexomyway.com/catering>

### **Vice President of Business Affairs**

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

### Contact Information

- Administration Building, Room 301
- 915.747.5113
- [vpba@utep.edu](mailto:vpba@utep.edu)
- [www.utep.edu/vpba](http://www.utep.edu/vpba)