

STUDENT ORGANIZATION HANDBOOK: TABLE OF CONTENTS

Welcome Letter

SECTION 1 – INTRODUCTION

Being a Leader.....	3
Student Activities Center.....	3
Categories of Student Organizations.....	3

SECTION 2 – GETTING STARTED

How to Start a Student Organization.....	4
Benefits of Being a Registered Student Organization.....	4
Services Available to Registered Student Organizations.....	4
Student Organization Funding.....	5
Responsibilities of a Registered Organization.....	5

[Student Organization Policy](#)

Registration Process and Registered Status.....	5
<i>Registered Status</i>	5
<i>Loss of Registered Status</i>	6
<i>Privileges available to Registered Organizations</i>	6
<i>Prohibitions</i>	6
Recognized Status.....	7
<i>Process for Achieving Recognized Status</i>	7
<i>Privileges Reserved for Recognized Organizations</i>	7
Starting a Sport Club.....	7

SECTION 3 – ADVISORS

The Role of an Advisor.....	10
Advisor Responsibilities.....	10
Responsibility to the Group.....	11
Advisor's Expectation of the Organization.....	12
Types of Problems Organizations May Face.....	12
Mentoring Responsibilities.....	13
Student Organization Bank Accounts.....	14
Techniques of Advising.....	14
<i>Student Officer-Advisor Relationship</i>	14
<i>Working with the Student Officer</i>	14
<i>Working with the Group</i>	15
Recruiting Advisors.....	16
<i>Hints on Recruiting an Advisor</i>	16
<i>How to Work with an Advisor</i>	16
Advisor Role Survey.....	16

SECTION 4 - BEING AN EFFECTIVE ORGANIZATION

Running an Effective.....	18
Program and Event Planning.....	19
Preparing a Budget.....	21
Accessibility to All.....	22
Retaining Members.....	22
Considering Community Service.....	23
Leadership Transition.....	23
Constitution and Bylaws.....	25
Sample Constitution.....	26
Sample Bylaws.....	28

SECTION 5 – PUBLICITY AND ADVERTISING

[Signs, Posters, and Advertisements](#)

Ground Signs.....	29
Sidewalk Chalk.....	30
Flyers.....	30

[Banner Space Policy](#)

[Student E-mail Policy](#)

[UNT Web Publishing](#)

Organization Mail Box Distribution.....	30
Activities Marts.....	30

SECTION 6 – EVENTS AND ACTIVITIES

Room Reservations.....	32
Co-Sponsorship.....	32
Film Policy.....	32
Fund Raising.....	32
<i>Raffles</i>	33

[Free Speech](#)

<i>Free Speech Areas</i>	33
--------------------------------	----

[Solicitation Policy](#)

[Space Management and Facilities Use Coordination](#)

Event Planning.....	36
<i>Dignitaries, VIP, and Special Guest</i>	40

SECTION 7 – RISK MANAGEMENT

[Student Travel Policy](#)

[Use of Alcoholic Beverages](#)

Distributing of Health-related Items.....	42
---	----

[Hazing](#)

<i>Myths and Facts about Hazing</i>	43
---	----

SECTION 8 – HARASSMENT AND DISCRIMINATION

Discrimination.....	46
---------------------	----

[Sexual Harassment](#)

SECTION 9: BANKING

Requesting a Tax ID.....	48
Banking.....	48

WELCOME

The Student Activities Center recognizes the unique benefits of student involvement in campus and community activities. Student organizations provide a valuable service to the University community by promoting leadership development, community spirit, activism, public service, and social and cultural interaction.

Your involvement in student organizations is a wonderful way to get connected to the campus, build leadership skills, network and have fun. With over 300 registered student organizations each student at the University of North Texas can find a group to call their own.

This Student Organization Handbook for Student Leaders and Faculty/Staff Advisors will aid you in successfully leading your student organization and will educate you on the policies and procedures related to registered student organizations. In addition, you will want to familiarize yourself with the Student Code of Conduct, which is administered through the Center for Student Rights and Responsibilities. As an important part of campus life, student organizations and other co-curricular activities provide leadership development opportunities to enhance your collegiate career.

Being a student leader involves both responsibilities and opportunities. As you represent your organization through its activities and events, remember you are representing the University of North Texas as well. While we do have high expectations for student leaders, we also hope you will find your involvement to be a worthwhile experience that helps you grow as an individual.

If you ever have questions or need advice or guidance, please visit the staff in the Student Activities Center. We are more than willing to help! Enjoy your adventure as a student leader at the University of North Texas, and most of all, have fun!

GO MEAN GREEN!

1

SECTION ONE: INTRODUCTION

BEING A LEADER AT UNT

Being a leader can be a challenging and rewarding experience. Your leadership will give you the opportunity to make an impact and leave your mark on the University of North Texas. The Student Activities Center is here to support and assist you in your role as a student leader. Thanks in advance for all of your hard work.

STUDENT ACTIVITIES CENTER

The SAC Office is an area within the Dean of Students office. This office maintains current information on each registered student organizations, its officers or authorized representatives, its purpose, and its advisors.

CATEGORIES OF STUDENT ORGANIZATIONS

Academic/Honorary
Greek - Councils
Greek Fraternities
Greek Sororities
International/Cultural
Performing Arts

Political
Professional
Religious/Spiritual
Residence Hall Association
Special Interest
Sport Clubs

2

SECTION TWO: GETTING STARTED

The University of North Texas welcomes new student organizations. If you can not find a preexisting organization that meets your needs please consider starting your own.

HOW TO START AN ORGANIZATION

- ◆ Identify a full-time faculty or staff advisor
- ◆ Obtain a minimum of three members for the organization
- ◆ File a current constitution and by-laws with the Student Activities Center

BENEFITS OF BEING A REGISTERED STUDENT ORGANIZATION

- ◆ Access to internet services
- ◆ Listing in all SAC directories and websites
- ◆ Opportunities to participate in leadership retreats
- ◆ Use of university facilities for organization business and functions
- ◆ Participation in annual events including fall and spring Organization Fairs and participation in all New Student Orientation Organization Fair
- ◆ Registration of events
- ◆ Eligible for Student Organization Awards
- ◆ Qualify for Student Government Association Eagle's Nest program funding

SERVICES AVAILABLE TO REGISTERED STUDENT ORGANIZATIONS

- ◆ Student Organization Mailboxes
- ◆ Use of SAC mailing address for organizational business
- ◆ Classroom reservations
- ◆ Event planning consultation
- ◆ 150 free copies per semester in the SAC office
- ◆ Use of computers for organization business
- ◆ Use of fax machine for organization business
- ◆ Phone use for organization business

- ◆ Opportunity to apply for office space within the Student Activities Office
- ◆ Leadership Resource Library

STUDENT ORGANIZATION FUNDING

Registered student organizations may qualify for program funding through the Student Government Association Eagle's Nest Organizational Council. Eligible organizations may request up to \$350.00 per long semester. Visit the SGA office in Union 320 S for funding packets and further details or call 940-565-3850.

RESPONSIBILITIES OF A REGISTERED ORGANIZATION

REGISTRATION PROCESS AND REGISTERED STATUS

Any student organization using any facilities of the University of North Texas or seeking to benefit from association with the University in any way is required to register with the Student Activities Center to participate in an organization orientation session. Registration does not imply endorsement by the University of the viewpoints, objectives or purposes of the organization, and the University is not responsible for programs which registered clubs and organizations present.

- A. Information to be provided for registration includes:
 1. names and contact information for current officers and advisors;
 2. a list of current members;
 3. a current constitution and by-laws
- B. All officers must be currently enrolled students at the University of North Texas and have a cumulative grade point average of 2.25 during their terms of office. If the cumulative grade point average falls below 2.25, the student may no longer serve as an officer until the grades have been raised.
- C. The registration process is not complete until the chief officer or designee has attended the required orientation session. The organization orientation is held during the third and fourth week of the fall semester.
- D. If an organization completes part but not all of the registration process, it shall be placed on inactive status until the entire the process is complete. Inactive status shall not be continued for more than one semester, after which the organization must re-start the registration process.

REGISTERED STATUS

When all registration requirements have been met by the organization, it shall be termed a "Registered Organization" at the University of North Texas.

LOSS OF REGISTERED STATUS

A club or organization found in violation of federal, state or local laws, of the Code of Student Conduct, any policy listed in the Student Organization Handbook, or applicable University policy, is subject, after a hearing, to disciplinary sanctions and may be placed on probation for one or more

semesters. If another violation occurs during the probationary period, the organization will be placed on suspension for one year and will lose its status as a registered organization along with permission to operate at the University of North Texas. Until the organization is declared to be once again in good standing with the University, it may not re-apply for registered status.

PRIVILEGES AVAILABLE TO REGISTERED ORGANIZATIONS

Student organizations which have been granted registered status may:

- A. Hold meetings in the University Union Building or other available University facilities at no cost or at a rate which is established by the facility
- B. Access a web page for use by the organization at no cost so long as the organization is in compliance with policies which govern campus computing
- C. Schedule and present programs for the campus community through the Student Activities Center
- D. Receive advice, assistance, and access leadership programs provided by the Student Activities Center; use computers, including software for certificate and banner-making; use the Center's post office box and an individual organizational mailbox; use the fax and copy machines; and apply for programming funds through Eagle's Nest.
- E. Be listed annually in publications of the Student Activities Center, such as the Organization Directory.

PROHIBITIONS

A registered group may not use the name of the University in its title or in an abbreviated form and may not, without approval for each individual instance, use the University logo or word mark in conjunction with its programs, symbols, publications, or advertisements.

RECOGNIZED STATUS

Recognized organizations hold a special relationship with the University. This special status was created for associations of students in a school, college, or department whose primary purpose is to:

- A. advance professional or academic interests;
- B. recognize academic performance;
- C. participate in school, college, or department activities;
- D. promote and conduct activities supplementing regular programs of the school, college, or department;
- E. advance the interests of the University through service or athletic activities;
- F. serve the student body or the University community in general.

Organizations granted "recognized status" will receive advising and supervision through the staff of one or more university departments. Registered organizations which fit these criteria may apply for recognized status after two years of continuous registration.

PROCESS FOR ACHIEVING RECOGNIZED STATUS

Registered organizations desiring to apply for recognized status must provide information through the Student Activities Center to the Campus Clubs Committee (the "Committee") substantiating that they meet criteria listed above, as well as any other requested information. The Committee, convened by the Dean of Students or designee, shall be composed of two faculty members appointed by the Faculty Senate, two staff members appointed by the Vice President for Student Development, and three students appointed by the Student Government Association. It will meet once each semester to consider applications from registered organizations seeking recognized status. The Committee will recommend approval or denial of recognized status to the Vice-President for Student Development, who also shall hear any appeals to denied applications. The Vice President's decision on appeals shall be final.

PRIVILEGES RESERVED FOR RECOGNIZED ORGANIZATIONS

In addition to the privileges granted to registered organizations, organizations granted registered status may:

- A. use the name of the University as part of its title;
- B. apply for funds through the Student Service Fee and/or other funding sources outside the supervising/advising unit to sustain activities which promote the University and its mission;
- C. use the University logo in conjunction with projects benefiting the University, subject to approval on a case by case basis from Public Affairs with regard to how it is to be displayed or where it is to be imprinted;
- D. serve by invitation on advisory boards for deans, department chairs, vice presidents, president, and the chancellor; and
- E. use campus advertising mediums on a space available basis to advertise events which hold campus-wide interest and which advance the interests of the University, subject to approval from Public Affairs with regard to wording of the advertisement.

STARTING A SPORT CLUB

1. Contact the Recreational Sports Office for authorization assistance.
2. Apply for registration as a student organization at the Student Activities Center in the Union
3. Publicize the club on campus. Hold an organizational meeting for interested students to join the club. Designate officers and a student leader to represent the club.
4. Registered clubs, with a sports orientation, then can apply to the Assistant Sport Clubs for authorization as a sport club.
5. An application and a projected budget is required to provide a schedule of proposed activities for the year, a group roster, properly completed liability waivers and a work-out or practice schedule. Each club must abide by the rules, regulations and guidelines of the Recreational Sports office and the University of North Texas.
6. The student leader will be requested to appear before the sport club committee to support their authorization request.

7. Sport club authorization and a club budget will be approved or disapproved by the Director of Recreational Sports, Assistant Director and the Sport club committee.

3

SECTION THREE: **ADVISORS**

THE ROLE OF AN ADVISOR

While the role of an advisor can vary due to the students and activities associated with the organization, advisors can make a tremendous impact on students and organizations. An advisor adds to the continuity of the organization by making sure that successive officers of the organization understand the responsibility they share in this office, as well as explaining to the officers the rules established for student organizations.

Advisors are first and foremost educators. In this role advisors will provide information, present alternatives, encourage responsibility, support creativity, and challenge students to develop as leaders. In this role, an advisor walks a fine line between leading the organization and giving the organization the strength to lead itself.

Further, advisors aid in the area of program content and purpose by helping student officers exercise good judgment in selecting programs and activities. Through facilitation of student learning, advisors play a vital role in student organizations.

ADVISOR RESPONSIBILITIES

Each organization must have an employed full-time UNT faculty or staff advisor. The University of North Texas Student Organization Policy recognizes the necessity for an advisor (see Student Organization Policy for complete policy). The essence of being an effective and responsible advisor is having sincere interest in advancing the development of each member and an understanding of the purpose of student involvement. Agreeing to serve in the role of advisor to an organization involves acceptance of responsibility to the organization and the University. These responsibilities should be made clear before taking on this role.

As an advisor you have agreed to accept certain responsibilities to the University. These include but are not limited to the following:

1. Be aware of the content and manner of all scheduled programs, to ensure that they are presented in good taste, and that they are within University policies.
2. Communicate relevant University policies, regulations, and procedures to the

organization.

3. Communicate and explain federal, state, and local regulations, which are applicable to the functions and activities of the organization.
4. Meet with the Student Activities Center staff, as needed, to review and discuss any problems, ideas or suggestions.
5. Maintain contact with relevant University officers and national organization offices if an affiliation exists.
6. Be familiar with the organization's constitution and all other governing documents and seek to assure that the organization operates within the scope and authority of its defined purpose and procedures.

An advisor may perform the greatest service by facilitating opportunities for students to exercise initiative and judgment within a proper measure of autonomy when coordinating events and activities. The advisor should participate in event planning and attend events when possible or when identified as necessary through the planning process.

The organization-advisor relationship is not a one-way street. The student organization and its leaders also have responsibilities. These responsibilities include maintaining an appropriate level of communication, providing opportunities for advisor interaction, and a commitment to the success of the organization as a whole. As such, both the advisor and the student leaders should spend time early in their relationship establishing a clear understanding of the roles each will play.

Should the time come when the advisor feels that he or she is unable to continue to function in this vital capacity, please provide a letter of notification to the Student Activities Center, as well as the organization's officer's.

RESPONSIBILITY TO THE GROUP

- Provide for opportunities for the educational and personal development of students who participate as members of student organizations.
- Be well informed about all plans and activities of the group.
- Discourage domination of the group by any individual or faction.
- Assist in providing long-term continuity within the group and be familiar with its history, including major changes in the group's programs.
- Assist in the orientation of new officers.
- Attend events sponsored by the group and assist in setting the tone of the occasion.
- Assist in promoting student interest in evaluating programs.
- Assist the group in setting realistic goals and objectives yearly.
- Assist with risk management decisions.
- Attend general meetings and executive committee meetings.
- Remind officers/members of deadlines and calendar events.
- Provide alternative thoughts or contributions to help see students see both sides of an issue.
- Inform the organization of infractions related to governing documents.
- State advisor responsibilities to the organization at the beginning of each year.

- Encourage an evaluation of each organization activity or event.
- Be familiar with university facilities, services, and procedures that affect organization activities.
- Let the organization attempt to work out its problems, including making mistakes.

ADVISOR'S EXPECTATION OF THE ORGANIZATION

As an advisor, you will have certain expectations of the organization. They may be all or some of the following:

- Attendance at programs and meetings.
- Advance notification of meetings or cancellations.
- Written organization goals and objectives for each semester.
- Written calendar of events for each semester.
- Consultation regarding planned events or programs.
- Accurate record keeping.
- Commitment to a smooth officer transition.
- Awareness of university policies.
- Sensitivity to the academic nature of university life (i.e. no meetings scheduled during Finals Week) and support of the university's mission.
- Willingness to provide feedback to each other.
- Accurate and current financial record keeping.

All expectations should be discussed at organization meetings at the beginning of the academic year. Feedback and evaluation are a good way to see if expectations are being met.

Adapted from: Advisor Manual. Oglesby Union, Florida State University. Also available at <http://www.fsu.edu/~union/manual1.html>

TYPES OF PROBLEMS ORGANIZATIONS MAY FACE

The following lists are provided so that an advisor may have a better idea of the types of problems he/she may face with their organization. This list is not all-inclusive, but may serve as a guide for the Advisor.

Leadership Problems

- The leader does not consult with the organization before making significant decisions.
- The leader appears incompetent because he/she does not have self-confidence, is non-assertive, and lacks an interest in the organization.
- A rivalry exists between leaders in the organization.
- The leader has work overload, and too many time-conflicts.

Membership Problems

- Low attendance at meetings and events

- Members have low satisfaction and morale, are bored, do not communicate well, feel left out, are apathetic, or appear to be incompetent.
- Members compete for attention.
- An individual member's goals differ from those of the organization.
- Lack of trust among members.
- Programs that fail.
- Lack of ideas

Organizational Problems

- Meetings are disorganized.
- Meetings are too long.
- The organization suffers from financial problems.
- There is no continuity from one year to the next.
- There is a failure to complete the organization's administrative tasks.
- The organization has no "plan of action."
- Lack of transition between officers.

Inner-organization Problems

- Disagreement between an organization and other student organizations.
- Disagreement with institutional policies and procedures.

Advisor Problems

- Organization members avoid the advisor.
- Organization members do not pay attention to advisor's advice.
- The advisor is overwhelmed by their responsibility.
- The advisor assumes a leadership function.

Adapted from: Lorenz, N. & Shipton, W. (1984). A Practical Approach to Group Advising and Problem Solving. A Handbook for Student Group Advisers. Schuh, J.H. (Ed.). American College Personnel Association.

MENTORING RESPONSIBILITIES

1. The advisor should encourage each individual to participate and plan group events.
2. Group members may need guidance as they try to decide to what degree they should participate in activities. The advisor should assist students in maintaining a balance between the academic and co-curricular aspects of student life.
3. The advisor may provide general academic and career assistance including letters of recommendation.

STUDENT ORGANIZATION BANK ACCOUNTS

Many organizations have off-campus bank accounts. If you advise a student organization with an off-campus account, ask the president and financial officer what safe guards are in place. Refer to the Bank Account section of this handbook for further details on opening off-campus accounts.

TECHNIQUES OF ADVISING

The following are guidelines listed which will enable one to more effectively fulfill the role of advisor. Generally, the advisor's contacts with the organization will take place in two settings: (1) discussion with student officers; and (2) attendance at meetings and other group activities.

I. STUDENT OFFICER-ADVISOR RELATIONSHIP

A. What a Student Officer Expects of an Advisor

1. The advisor assists the group in formulating long-range goals and in planning and initiating short-term projects.
2. The group will find the advisor valuable as a resource person. Often the advisor has had previous experience and can provide the officer and members with background information.
3. The advisor should assist the officer with University procedural matters.
4. The advisor may suggest ways by which the group meetings can be improved.
5. The advisor represents the group and its interests in staff and faculty meetings.
6. The officer and members will find the advisor able to assist them in evaluating group projects, performance, and progress.
7. The advisor may offer suggestions that will permit the officer to improve leadership skills.
8. The advisor is available when emergency problems arise.

B. What an Advisor May Expect of a Student Officer

1. The officer should keep the advisor informed as to all organizational activities, meetings times, locations, and agendas.
2. The officer should meet regularly with the advisor and use him/her as a sounding board for discussing organizational plans and problems.
3. Registration of organization and attendance at organization orientation to keep abreast of policies and procedures.

II. WORKING WITH THE STUDENT OFFICER

A. The Officers Influence

1. The officer can make or break an organization. It is the advisors role to teach group dynamics and leadership skills for positive influence on the organization.

- B. Regular Meetings with the Officer (individual and executive meetings)
1. These meetings typically serve as occasions for discussion of the officer's role within the organization. It is here that the primary responsibilities of the advisor are discharged.
 2. A good vehicle for discussion at executive meetings is the planning of the agenda for the next meeting of the organization. This will not only provide a structure for conducting the organization's meetings, but it can also serve as a point of departure for the discussion of other areas of mutual concern.
- C. Different Approaches to Advising
1. The advisor will want to point out factors bearing on the ideas presented by the officer without necessarily imposing his/her own ideas.
 2. If an idea is deemed inappropriate, the advisor should encourage the students to consider other alternatives.
 3. Informal meetings are conducive to open and productive discussion.
 4. If the officer asks "What should we do?" or, "What do you think?" the question should be rephrased and handed back to him/her. The advisor is there to assist the officer but not solve the problem for him/her.
 5. The officers should be encouraged to delegate and further develop organization members' leadership skills.
 6. The advisor may wish to periodically evaluate the student in his/her effectiveness as an officer.
 7. The advisor must also represent the University in relating legal and policy/procedures to the organization.

III. WORKING WITH THE GROUP

- A. If the officers, with the advisor's assistance, have developed a sound agenda, the advisor will have very little to do at the meetings. There are, however, occasions when more active participation by the advisor may be necessary.
1. The following techniques are suggested, in the order in which they could be used to greater benefit an organization if planning a questionable activity:
 - a. Other ideas may be substituted for the questionable idea.
 - b. The difficulties inherent to the plan can be pointed out.
 - c. The advisor may request that the group obtain the opinion of the individuals or agencies affected by the action.
 - d. The Student Activities Center staff is available and has the primary responsibility for setting and interpreting policies regarding student activities. When an advisor has questions about the advisability of an organization's plans, he or she should feel free to contact the Student Activities Center or suggest that the organization's officers contact the staff.
 - e. Please refer to Organization Manual/Handbook.
 2. When group members seem unnecessarily bound by tradition or are frequently uncreative in their planning, a group will plan an event as reported from the

previous year. The following suggestions may encourage the group to develop more creative programming:

- a. Brainstorming is a technique generally used to promote creativity. It calls for the student officer to define a fairly broad problem area and open it to uninhibited top of the head suggestions from all members. Studies have shown it to work best for relatively unstructured tasks. Not the least of its assets is the informal atmosphere it generates, in which even the most passive or withdrawn member feels free to contribute.
 - b. Students may consult with the Student Activities Center staff. The staff is ready to assist organizations with program ideas.
 - c. Leadership Resource Library.
- B. The Advisor's Corner - Some organizations reserve a few minutes at the close of their meetings for the advisor to speak. The range of topics, which would be relevant to such occasions, is quite broad: praise, remarks of evaluation, or inspirational comments.
- C. Discussion/Participation - The advisor will feel more willing to participate in group discussion when the members have learned to recognize and accept the advisor's role as a co-worker---a person whose opinions are respected for their value "without reference to source".

ADVISOR ROLE SURVEY

This survey is designed to help advisors and student leaders arrive at a clear and mutually agreed upon expectations of the advisor in organization affairs. Each organization is different and those with national affiliations may have national expectations or requirements as well.

DIRECTIONS: The advisor and each officer should respond to the following items, then meet to compare and discuss any differences. For some items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility.

For each of the following statements, respond on a scale of 1-5 on how important this function is:

- 1- Essential for the advisor to do
- 2- Helpful for the advisor to do
- 3- Nice but they do not have to
- 4- Would prefer they not do
- 5- Absolutely not an advisor's role

4

SECTION FOUR: **BEING AN EFFECTIVE ORGANIZATION**

RECRUITING ADVISORS

HINTS ON RECRUITING AN ADVISOR

Before approaching a potential advisor, keep in mind the following:

- a. Identify someone who will have the time to devote to your organization,
- b. Identify someone who will take the role willingly and seriously, and
- c. Identify someone who has knowledge or skills related to the mission/purpose of the organization.

When approaching the person for the first time, make certain that he/she has a clear understanding of the organization's purpose as well as what would be required of him/her, his/her duties, and the time commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization may participate.

Allow the person a reasonable length of time to consider his/her decision.

If possible, choose someone who shares some of the same interests as the organization, and who the leadership of the organization has previously interacted with. For example, when starting a departmental club or organization, staff within that department may be a good starting point in order to identify an advisor.

HOW TO WORK WITH AN ADVISOR

- It is best to meet with the advisor at least one day before organizational meetings to go over the proposed agenda and topics to be discussed.
- Be open to suggestions and criticisms he/she may provide. His/her knowledge and experience will help in exploring solutions and implementing organizational procedures.
- If an advisor cannot attend the meeting, be sure to meet with him/her after the meeting to brief him/her on what happened.
- Advisors can be a great resource; take advantage of their experience and insight.

RUNNING AN EFFECTIVE MEETING

It is imperative to have a plan and it essentially the secret to running an effective meeting. Unexplained meetings are unproductive and are a waste of time. Proper planning can lead to a productive and fun meeting. Remember these simple steps when planning your next meeting.

BEFORE THE MEETING

- Define the purpose of the meeting. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Develop an agenda.
- Choose an appropriate meeting time.
- Set a time limit and stick to it.
- Distribute the agenda and any other materials before the meeting so that members can be prepared.
- The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the space is appropriate.
- Establish a place and time far enough in advance and notify all members of the meeting.
- If possible, hold meetings at the same time and place every week.

DURING THE MEETING

- Greet members to make them feel welcome and be sure to introduce any new members.
- If possible, serve light refreshments.
- Start on time. End on time.
- Follow the agenda.
- Encourage discussion so that you get different ideas and viewpoints. Remember that the organization belongs to all of the members. When members see that their ideas have an impact on the decision-making process, their commitment to the organization is increased.
- Keep the discussion on topic and moving towards an eventual decision.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
- Set a date and time for the next meeting.

AFTER THE MEETING

- Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
- Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made.
- Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
- Put unfinished business on the agenda for the next meeting.
- Most importantly, give recognition and appreciation to the members for excellent and timely progress!

PROGRAM AND EVENT PLANNING

Program and event planning helps your organization achieve its goals, teach leadership skills, and foster camaraderie within your organization. However, it takes a great deal of planning and forethought prior to your event to ensure success. The following list will describe some basic programming tips that will help keep you on track.

CONCEPT

- Determine the goals of the program.

EXAMPLES: to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to provide opportunities, to socialize, to recreate

- Brainstorm the type of event and possible themes that will match your organizational goals.

EXAMPLES: speaker, film, dance, fund raiser, trip, food, festival, athletic event, recreational tournament

- Decide on a program within your budget.
- Discuss the options within your organization and make a group decision.

PLANNING

DATE

- Find a convenient date for members in the group and for the entertainment/ speaker.

• ENTERTAINMENT/ SPEAKER

- Determine the type of entertainment/speaker you would like to sponsor.
- Research local, regional and national possibilities and negotiate a fee.

• LOCATION

- Project the attendance to make sure that you have reserved an adequate facility.
- Determine the type of space that is needed for your event and any special needs you may have. Specific facility needs may include the need for: chairs, tables, lighting, sound, a stage, open space, a cooking area, etc.

- **TIME**
 - Determine a convenient time for your targeted audience.
- **BUDGET**
 - Project all expenses and incomes such as fees, advertising, security, food, etc..
 - Stay on budget.
 - Brainstorm additional funding sources if you need more money.
- **PUBLICITY**
 - Design publicity strategies for targeted audiences.
 - Design your promotion to fit the style and theme of the program. Be creative.
 - Make the publicity neat and accurate. Include the name of the program, date, time, place, and ticket information if necessary.
 - Distribute publicity in ample time. This allows people to plan ahead. Two weeks advance notice is ideal.
- **FOOD**
 - Determine food needs. Are you planning a dinner or a reception? Who will cater this activity? If your event will take place in the University Union you may not bring food from an outside source. It is required that you use the catering company provided by the Union. However if your organization is meeting on the fourth level of the Union after 5:00pm you may bring food from an outside source. This also applies to your organization on Saturdays. This only applies to the fourth level.

IMPLEMENTATION

- Develop a list of tasks that need to occur before, during, and after the event; then determine who will be responsible for each one.

For example: ushers, clean-up crew, stage crew, publicity, and hospitality.

- On the day of the program
- Arrive early to check on room arrangements and the set up.
- Prepare a brief introduction statement.

For example, "Welcome to tonight's performance sponsored by _____. If you are interested in having more events like his one, please talk to a representative of our organization."

- Do an evaluation of the program at the next meeting.
 - Determine if you have accomplished your program goal.
 - Recap both positive and negative results for future planning.
 - Prepare financial statement of actual expenditures.
 - Send thank you notes to appropriate people.

Adapted from: Central Connecticut State University, The Success! Series, "ABC's of Programming"

PREPARING A BUDGET

SETTING TARGETS AND MEASURING RESULTS

Student organizations should become familiar with preparation of financial plans, budgets, and the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

- To put the group's plans into monetary terms
- To provide a means of allocating limited resources among the organization's activities
- To aid in tracking the organization's actual revenues and expenditures against its goals

Student organizations should budget their operations annually. The proper management of funds is important, especially when dealing with limited financial resources. Also, the more complex the group's objectives, such as managing multiple programs with different activities and funding sources, the more important the budget process becomes. If a group has both restricted funds and unrestricted generated funds, the use of budgets to identify expenditures provides the necessary means for tracking the two fund types.

DEVELOPING A BUDGET

If your organization has been in operation for a fair amount of time, the easiest way to prepare a budget is to start by recording your last two or three years of actual financial data by year. A schedule thus prepared will allow you to compare trends and identify major expense centers. It will also point out areas where your group is growing or declining and indicate areas where reductions and cost savings might be possible. This historical information can then be used as a basis for preparing a current year budget forecast. The budget forecast is adjusted and modified from the historical data for projected major changes in revenues, programs, or expenditures. Obtain historical data from your organization's records to assist you in this process. If your organization does not have these records, begin creating a system now that can be used in the future.

SUMMARY

While preparing a budget may seem excessive and cumbersome, any student organization that operates without a formal budgeting process cannot effectively manage or plan its operations. A properly prepared budget allows even small organizations to identify potential problems and to take corrective action before they become major issues.

Adapted from: The University of North Carolina at Chapel Hill's Student Organization Handbook (2003). http://carolinaunion.unc.edu/activities_orgs/handbook/funding.html

ACCESSIBILITY TO ALL

It is important that your organization is accessible to all interested students. UNT is a large community of diverse people, which is a tremendous benefit for registered student organizations. Groups that are intentional about being inclusive in their recruitment and retention of members have the advantage of being able to interact with students from a variety of backgrounds and experiences, which strengthens the group experience for all students involved. SAC is committed to fostering diversity within the student organization community. When we speak of diversity, we are speaking not only about ethnic diversity, but also diversity of religion, national origin, sexual orientation, ability, age, gender, socioeconomic status, and other unique characteristics that make us who we are. As a leader in a registered student organization, it is important to consider how you can make your organization as inclusive as possible for all students.

Consider questions such as:

WHERE DO YOU HOLD YOUR MEETINGS?

Consider holding your meetings in locations where all students can feel comfortable, and not in establishments that might make some students feel unsafe.

WHEN DO YOU HOLD YOUR MEETINGS?

If your organization always holds your meetings at night, you might be excluding commuters or students who have family responsibilities.

ARE YOUR MEETINGS AND ACTIVITIES ACCESSIBLE TO STUDENTS WITH DISABILITIES?

Let members know that you are willing to change meeting sites or provide accommodations for persons with disabilities.

WHAT DO YOU TALK ABOUT IN YOUR GROUP? IS YOUR GROUP CONVERSATION INCLUSIVE, OR DO PEOPLE USE DEROGATORY OR RACIST LANGUAGE?

Educate yourself and your organization on how racist, sexist, or other forms of hateful language can be very damaging.

HOW DO YOU ADVERTISE YOUR ORGANIZATION AND ITS ACTIVITIES?

If you only advertise in limited areas, it is likely that you are excluding some interested students from your organization. Think about how you can reach out by intentionally advertising in new ways and to new areas on campus. Remember that relying only on word-of-mouth advertising has a negative effect on diversity! For more information, or to discuss issues of diversity, inclusiveness, and equality more in depth, please contact the SAC Office. For specific information about how you can accommodate students with disabilities in your organization, please contact Office of Disability Accommodations at 940-565-4323 or www.unt.edu/oda/.

RETAINING MEMBERS

Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members.

CONSIDERING COMMUNITY SERVICE

Community service, volunteerism, and service learning enhance your college experience in many ways. The following are a few of the ways that the members of your organization can benefit from participating in community service.

- A strong sense of self-worth and pride
- New experiences, new friends, new possibilities
- Increased independence and managerial skills
- Improved decision-making abilities
- Visibility and prestige in the community and on the job
- Personal growth
- Contacts for job advancement
- Satisfaction from helping to build a stronger and safer community

If you are interested in doing community service, please contact the Volunteer Center at 940-565-3021 or visit www.unt.edu/volunteer/ to find non-profit community agencies that need volunteer help.

LEADERSHIP TRANSITION

Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership.

Here are some reasons why transitioning is important:

- Provides the new leader with significant organizational knowledge.
- Minimizes the confusion of leadership change throughout the entire organization.
- Outgoing leaders gain a sense of accomplishment and closure.
- Helps the incoming leadership take with them some of the special expertise of the outgoing leaders.
- Increases the knowledge and confidence of the new leadership.
- Minimizes the loss of momentum and accomplishments of the organization.
- Provides a sense of continuity among the membership. The following are suggestions that may prove helpful in your leadership transition.

START EARLY

- Identify potential leaders in your organization early in the year.
- Encourage these potential leaders through personal contact.
- Have the officer's help develop skills by delegating responsibility to potential leaders.
- Share with them the benefits of leadership.
- Clarify job responsibilities.
- Let them know that the transition will be orderly and thorough.
- Model effective leadership styles.
- Create an organizational structure to support leadership development.
- Develop a mentoring program.

- Develop leadership notebooks.
- Create a shadowing program.
- Orient the new officers together with the outgoing officers so they can understand each other's roles and start building their team.
- Transfer the knowledge, information, and materials necessary for the new officers to function well.
- Ask outgoing officers what they wish someone had told them.

MAKE THE TRANSITION SMOOTH

- Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.
- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review and make current if necessary your constitution and bylaws to reflect changes made during your administration.
- Review the job descriptions to make sure they accurately describe the offices your organization needs and uses.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat.
- Review and update your mailing list or membership records.
- Leave behind files that might be helpful to the new person.
- Introduce incoming officers to advisors, SAC staff, other student leaders, and university administrators.
- Orient incoming officers to resources used in the past.

ADD YOUR PERSONAL TOUCHES

- Share the effective leadership qualities and skills you learned on the job.
- Share problems, helpful ideas, procedures and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out.
- Have the officers go through personal and organizational files together.
- Acquaint the new officers with physical environment, supplies, and equipment.

SHARE THE ORGANIZATION'S STRUCTURE

- Constitution and by-laws
- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluation of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Mailing lists
- Historical records, scrapbooks, and equipment

Adapted from: The University Texas at Austin Student Organization Manual (2005).
www.deanofstudents.utexas.edu/sald/

CONSTITUTION AND BYLAWS

Student organizations should consider adopting constitutions and bylaws that will help their group in orderly functioning. Constitutions and bylaws articulate the purpose of and spell out the procedures to be followed by student organizations. The documents should be referred to when questions arise, reviewed annually, and utilized in the training of new officers. The needs of a group will change over time and it is important that the constitution and bylaws are kept up to date to reflect the current state of affairs. Make sure that all members have copies of these important documents so that they are informed about the organization and its procedures. A constitution will serve to clarify the organization's purpose, delineate basic structure, and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. Constitutions usually require a two - thirds vote of the membership for adoption. (See "Sample Constitution") Bylaws set forth in detail the procedures a group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as the needs of the organization change. Bylaws usually only require simple majority for passage. (See "Sample Bylaws")

SAMPLE CONSTITUTION

STUDENT ORGANIZATION CONSTITUTION

This is a sample constitution provided by the Student Activities Center to assist your student organization in creating a constitution, which meets the standards for official UNT registration. Additional information and detail may be added/adjusted as needed.

THIS SAMPLE MUST BE RETYPED.

ARTICLE I-NAME

The name of this organization shall be: _____

The organization is a student organization at the University of North Texas.

ARTICLE II – OBJECTIVES

The objectives of the organization shall be:

- a. To promote interest in _____
- b. To provide fellowship among students and faculty.
- c. To represent student needs and wants in regard to _____
- d. To provide a forum for the presentation of innovative ideas to the benefit of the University community.

ARTICLE III – MEMBERSHIP

MUST BE INCLUDED EXACTLY AS FOUND HERE; ADDITIONAL MEMBERSHIP INFORMATION OPTIONAL

1. Any student at the University of North Texas is eligible to be an active member and may hold office.
2. Non-students may act as associate members, but may not vote or hold office.

ARTICLE IV – OFFICERS

1. Election of Officers.
 - a. The officers of this organization are president, vice president, records officer, and treasurer.
 - b. Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
 - c. Election of officers will take place during the 3rd week of the fall semester.
 - d. Officers will assume office for the period of one year.
2. Recall of Officers
 - a. Officers are subject to recall for malfeasance in office.
 - b. Recall procedures will be initiated at the request of five active members.
 - c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
 - d. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

ARTICLE V – VOTING

1. This constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present.
2. Voting on amendments must be conducted after a minimum notice of 2 weeks.

**ARTICLE VI – NOT-FOR-PROFIT STATEMENT
MUST BE INCLUDED AND STATED EXACTLY AS FOUND HERE**

This is a not-for-profit organization.

ARTICLE VII – STATEMENT OF NON-DISCRIMINATION
Must be included and stated exactly as found here (first paragraph only)

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, Vietnam Era veteran status. This policy will include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office.

(As exempted by Federal Law, Greek Social organizations may omit gender.)

ARTICLE VIII – FINANCIAL OBLIGATIONS

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

**ARTICLE IX – STATEMENT OF NON-HAZING
MUST BE INCLUDED EXACTLY AS FOUND HERE**

This organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

**ARTICLE X – STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS
MUST BE INCLUDED EXACTLY AS FOUND HERE**

This organization shall comply with all University and campus policies and regulations and local, state, and federal laws.

SAMPLE BYLAWS

A required part of the Student Organization Constitution

- I. Cabinet
 - A. President
 1. Coordinates all activities of the organization.
 2. Liaison to University community.
 3. Official representative of organization.
 4. Calls regular and special meetings.
 5. Presides at meetings.
 6. Prepares agenda for meetings.
 7. Liaison to Eagle's Nest Inter-Organizational Council
 - B. Vice President
 1. Assumes duties of president, when necessary.
 2. Assists president in coordination activities.
 - C. Records Officer
 1. Maintains accurate and current information of the organization and membership.
 2. Assists president and vice-president to coordinate activities.
 3. Keeps accurate minutes of each meeting and forwards copies to officers.
 4. Keeps attendance records for meetings.
 - D. Treasurer
 1. Maintains accurate and current account of all organizational funds.
 2. Responsible for dispensing of funds in accordance with goals and programs established by organization.
- II. Meetings

Meetings will be open to all organization active and associate members, faculty, and the Student Activities Center representatives. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

THIS FORM MUST BE RETYPED.

5

SECTION FIVE: PUBLICITY & ADVERTISEMENT

GROUND SIGNS

PURPOSE

This policy is intended to establish the standard that will be used in approving organizations' ability to advertise their open events using outdoor ground signs.

DEFINITIONS

- Ground signs are defined as large bulletin-board type signs outdoors needing to be secured in the ground by means of stake or post within the area designated on the attached map.
- The purpose of ground signs is for advertising event and activities of an organization, which are open to the University community.

POLICY GUIDELINES

- Ground signs can be used only to advertise student organization activities, events, or recruitment – not for commercial purposes.
- Ground signs must be of professional appearance; their written content must adhere to the standards set for acceptable verbal presentations (cf. Free Speech Policy).
- Ground signs may not be used to express personal opinion.
- Only registered student organizations will be allowed to advertise approved campus activities and events. (Approved events and activities are those which have the approval of the Student Activities Center.)
- Individuals will not be permitted to post ground signs. (Student Association elections, referendums, and votes are an exception to this rule.)
- Ground signs must be secure and able to stand upright without the need of support other than a stake or other attachment to the ground.
- Ground signs may be placed only on the grassy knoll located outside the Union (between the Union and the Business Building). Signs must be placed at least one foot from the sidewalk to avoid damage to underground sprinklers. (For more detailed location, see the Student Activities Center for a map.)
- The registered student organization will be responsible for monitoring its ground sign to ensure that it is upright and does not lose its professional appearance.

- The time period designated for observance of the ground sign must not exceed two weeks, inclusively.
- The request submitted by the registered student organization for the posting of their ground sign must be made to the Student Activities Center within 24 hours (a full working day) of posting the sign. The requests will contain the sign content, subject, and purpose.
- Ground signs are limited to one sign per registered student organization during the two-week period. In the event space in the grassy knoll becomes too crowded, space will be allocated on a first-come, first basis.

CONSEQUENCES FOR NON-ADHERENCE TO THE POLICY

- Any student organization failing to adhere to this policy will lose all privileges regarding the display of ground signs on the campus.
- Any student organization failing to remove their ground sign by the proper time stated in this policy would be charged a fee of \$75.00 for their sign.

Any ground sign found to be of poor appearance and/or which does not adhere to this policy maybe removed immediately by a properly authorized University official.

SIDEWALK CHALK

Writing on university sidewalks is not permitted. We strive to keep our campus clean and beautiful. If you organization chooses to disobey this policy we will contact the president as well as the advisor to have it removed.

FLYERS

Flyers posted in the Union must first be approved by the Student Activities Center. Campus buildings with open bulletin boards are typically available for non-commercial use. Flyers should not be posted on any doors, walls, windows, trees, trash receptacles, or other surfaces.

ORGANIZATION MAIL BOX DISTRIBUTION

The Student Activities Center provides mailboxes as a resource. The use of these mail boxes is solely for the benefit of all registered student organizations. All materials and information intended for mass distribution and/or solicitation, that are not directly related to organization or University business must be pre-approved by the Student Activities Center, University Union, Suite 320.

ORGANIZATION FAIRS

Organization Fairs are nonpublic forums established by the University for the sole purpose of providing information to a specific portion of the University population. These fairs provide an opportunity to disseminate specific information, such as information about student organizations on campus and the importance and rewards of student involvement, about career and academic opportunities, or about other specific subjects deemed by the University to have significant educational value. Participation in such fairs is by invitation only, and the University retains the right to approve in advance all materials and information to be distributed at such events based upon the specific purpose of the event and the audience it is designed to serve.

Specific restrictions exist for the New Student Orientation Organization Fairs. New Student Orientation is the new students' first official University educational experience. It is a non-public forum with a limited, highly restricted and regulated agenda, and the Organization Fairs which accompanies it is no less restricted. This Mart is open only to new students and their families and/or guardians who are invited to attend. Campus and student organizations are invited as participants, and each student organization is required to register, to describe any "free gifts" the organization plans to distribute, and to obtain prior approval for such distribution.

6

SECTION SIX: EVENTS & ACTIVITIES

ROOM RESERVATIONS

Classrooms may be reserved by registered student organizations. Room request are processed one semester at a time and are assigned on a first come, first serve basis. Your reservation form must be turned in at least 3 working days prior to the event. Please be advised that all rooms in buildings across campus are not available to student organizations. In addition, rooms in the University Union are not reserved by the SAC Office. You may reserve them through Scheduling Services at 940- 565-3804 or visit their website www.unt.edu/union/unionscheduling.htm.

CO-SPONSORSHIP

The SAC Office encourages registered student organizations to work with collaboratively with other university entities for events and programs. Registered student organizations may co-sponsor events with other registered student, faculty, or staff organizations with university departments or agencies.

FILM POLICY

Registered student organizations may sponsor slide shows videotapes and or films on campus. Student organizations must provide proof of permission from the individuals who have the rights to the film prior to the showing of the film. In addition, an Event Application must be submitted to the Student Activities Center. They will then review the request and verify that permission has been obtained. Organization may not charge, accept donations, or advertise the showing of the film.

FUND RAISING

Consulting with the SAC Office staff in the early planning stages of fund raising can save time and effort and will ensure compliance with regulations.

Individuals, officers, and members of organizations are reminded of the established University policies related to the matter of fund raising. Registered student groups shall be permitted to hold functions on campus and to charge admission for such functions provided:

- A. The desired facilities are available and the groups requesting such facilities complete the proper forms and do so within the designated time prior to the date of proposed use,
- B. Such groups pay the designated costs for the facilities used,
- C. The contractual arrangements made by such groups clearly show that the University is not sponsoring the event.

RAFFLES

According to the Charitable Raffle Enabling Act effective January 1, 1990, the University of North Texas may allow raffles twice in a calendar year by a registered student organization at its facilities within reasonable restrictions set by the institution. A raffle consists of selling tickets for a chance to be awarded one or more prizes at a single event. The following restrictions apply to raffles:

1. All proceeds from the sale of raffle tickets must be spent for the organization's charities.
2. The organization may not use paid advertising by mass media for the raffle.
3. The raffle may not be advertised statewide.
4. The prize may not be money or exceed \$50,000 in value.
5. The raffle tickets must have the following printed information:
 - i. Name and address of the organization
 - ii. Price of the ticket
 - iii. General description of each prize valued at \$10 or more to be given away
6. No one may be paid directly or indirectly for organizing a raffle or for selling tickets.
7. The raffle may not be held unless the prizes are actually in the possession of the organization at the time of the sale of tickets.

The full interpretation of this state statute is on file in the Student Activities Center and may be viewed on request.

"Raffle" means the awarding of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. (Charitable Raffle Enabling Act, 1990)

FREE SPEECH

FREE SPEECH AREAS (SEE MAP)

Area A: Lawn area Southeast of the University Union.

Area B: Lawn area West of the Business Building and closest to the South main walkway.

Area C: Treed area just east of Area B.

Area D: Lawn area North of Area B.

Area E: Lawn area North of the Language Building on the corner of Ave. A and Fry Street. No sound amplification equipment is permitted in this area.

Area F: Lawn area South of the Library Mall (LMA). Residence Hall Quiet Hours apply to this

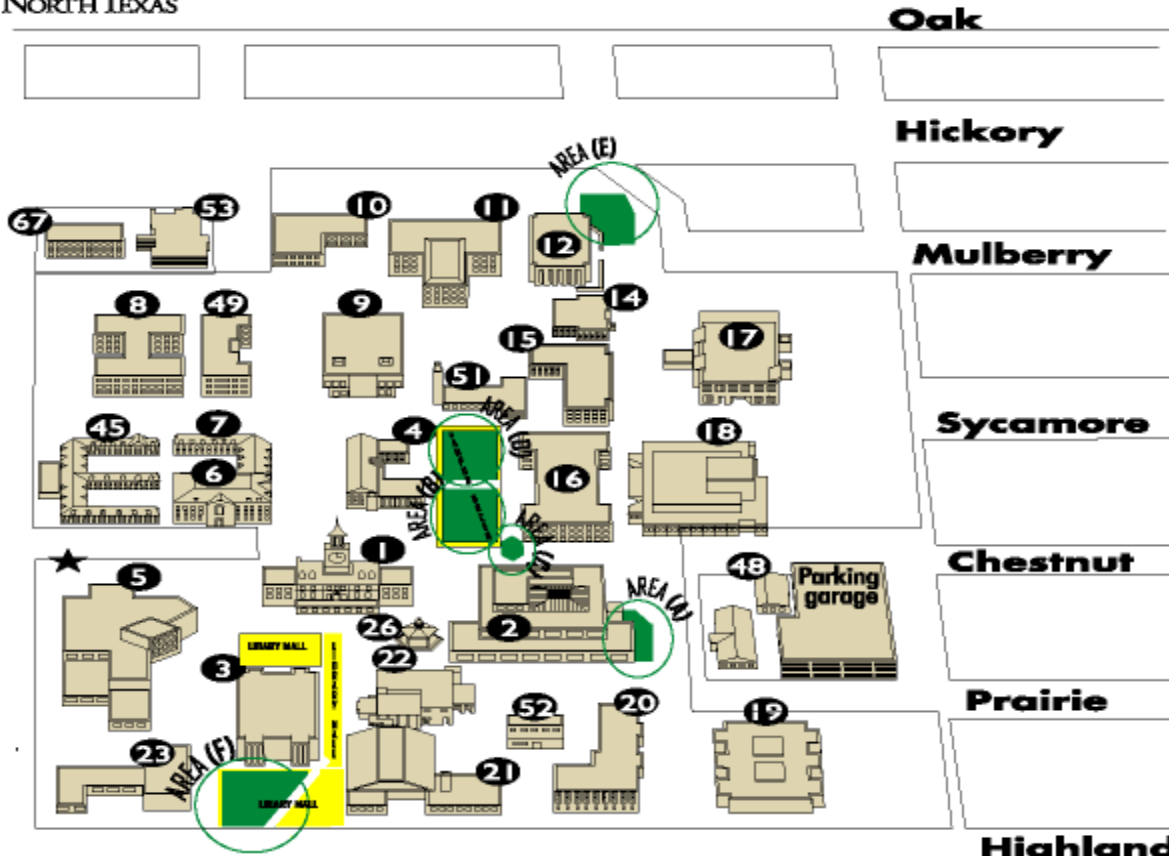
space.

***The volume of any sound equipment may not exceed 75 decibels on the A scale at 50 feet from the source of amplification in order to keep from interfering with any academic or other program taking place in nearby buildings.**

*Areas B, C, D, E, and F, Library Mall Area, are also considered programmable space and are available on a first come-first-serve basis. However, University departments will have first priority in scheduling.

A Free Speech area may be reserved, between the hours of 8:00 AM and 10:00 PM, for up to five (5) consecutive days if there are no scheduling conflicts and may be renewed if space is available. The Dean of Students Office will renew reservation requests unless there has been a specific violation(s) of a significant University interest.

FREE SPEECH AREAS



- Oak
- Hickory
- Mulberry
- Sycamore
- Chestnut
- Prairie
- Highland

ALPHABETICAL LISTING

- (22) Adversarial Learning Classroom,*
- (17) Art Building
- (33) Athletic Office Building*
- (11) Auditorium Building*
- (27) Bain Hall
- (45) Biology Building*
- (40) Bruce Hall (94)
- (16) Business Administration Building*
- (27) Chemistry Building**
- (29) Chase Hall*
- (38) Clark Hall (94)
- (32) Coliseum*
- (56) College Inn (94)
- (42) Cuney Hall* (94)
- (14) Curry Hall*
- (71) Dining Hall**
- (22) Eagle Student Services Center*
- (10) Engineering Technology Building*
- (42) Environmental Education, Science and Technology Building*
- (24) Fouts Field
- (27) Gateway Center*
- (19) General Academic Building*
- (28) Goodley Chapel*
- (47) Highland Hall
- (1) Information Sciences Building*
- (11) Hurley Administration Building*
- (41) Kendall Hall
- (40) Kerr Hall* (94)
- (12) Language Building*
- (60) Library Annex, POT Precision*
- (21) Lyons, University Union*
- (43) Lyric Theater*
- (39) Maple Hall* (94)
- (49) Marquis Hall*
- (20) Mathews Hall*
- (48) Mathews Hall Annex
- (23) McConnell Hall (94)
- (31) Men's Gymnasium
- (64) Mozart Square* (94)

- (62) Multicultural Performing Arts Center* PAC
- (23) Music Annex* MUSA
- (5) Music Building* MUSB
- (23) Music Practice North* MPN
- (24) Music Practice South* MPS
- (13) Oak Street Hall* OSH
- (54) Oak Street Hall Annex* OSHA
- (36) Performing Arts Center Annex* PACX
- (30) Physical Education Building* PEL
- (1) Physical Education Field
- (50) Physical Plant Complex
- (15) Physics Building*
- (51) Power Plant
- (18) Radio, TV, Film and
- (18) Performing Arts Building* RHP
- (35) Radisson Hotel Center*
- (69) Risk Management and Environmental Services
- (61) Santa Fe Square* (94) SFS
- (53) Science Research Building* SRS
- (52) Sessler Hall* SCU
- (26) Shrader Pavilion* SHV
- (42) Sky Theater* SHY
- (45) Speech and Hearing Center* SHS
- (57) Sports Medicine/Fitness Facility
- (21) Stovall Hall* STOV
- (46) Student Health & Wellness Center* SHWC
- (59) Student Recreation Center* SRC
- (58) Sullivan Public Safety Center* SPS
- (2) Tennis Courts, East
- (1) Tennis Courts, West
- (9) Terrill Hall* TH
- (68) Troiano Hall (94) THA
- (53) University Service Building* USB
- (2) University Union* UU
- (56) UNT Research Park* UR
- (70) Victory Hall (94) VH
- (44) West Hall (94) WH
- (2) Willis Library*
- (62) Wraparound Performance Hall*
- (19) Wooden Hall*

NUMERICAL LISTING

- (1) Hurley Administration Building* ADWN
- (2) University Union* UU
- (2) Lyons, University Union* LYCN
- (3) Willis Library* WLIB
- (4) Information Sciences Building* ISB
- (5) Music Annex* MUSA
- (6) Music Building* MUSB
- (7) Marquis Hall* MARH
- (8) Terrill Hall* TH
- (9) General Academic Building* GAB
- (10) Engineering Technology Building* ET
- (11) Auditorium Building* AUDB
- (12) Language Building* LANG
- (13) Oak Street Hall* OSH
- (14) Curry Hall* CURY
- (15) Physics Building* PHYB
- (16) Business Administration Building* BAB
- (17) Art Building* ART
- (18) Radio, TV, Film and
- (18) Performing Arts Building* RHP
- (19) Wooden Hall* WH
- (20) Fouts Field
- (21) Stovall Hall* STOV
- (22) Eagle Student Services Center* ESSC
- (23) Adversarial Learning Classroom,*
- (23) Music Annex* MUSA
- (24) Music Practice South* MPS
- (25) Music Practice North* MPN
- (26) Shrader Pavilion* SHV
- (27) Bain Hall
- (28) Goodley Chapel* GCH
- (29) Colburn Hall* COLH
- (30) Physical Education Building* PEL
- (31) Men's Gymnasium
- (32) Coliseum*
- (33) Athletic Office Building* ATH
- (34) Fouts Field
- (35) Radisson Hotel Center*
- (36) Performing Arts Center Annex* PACX
- (37) Gateway Center*
- (38) Clark Hall (94)
- (39) Maple Hall* (94)
- (40) Kerr Hall* (94)

- (41) Kendall Hall
- (42) Cuney Hall* (94)
- (43) McConnell Hall (94)
- (44) West Hall (94)
- (45) Bruce Hall (94)
- (46) Student Health & Wellness Center*
- (47) Highland Hall
- (48) Mathews Hall Annex
- (49) Marquis Hall*
- (50) Physical Plant Complex
- (51) Power Plant
- (52) Sessler Hall
- (53) Science Research Building*
- (54) Oak Street Hall Annex*
- (55) University Service Building*
- (56) College Inn (94)
- (57) Sports Medicine/Fitness Facility
- (58) Sullivan Public Safety Center* SPS
- (59) Student Recreation Center*
- (60) Library Annex, POT Precision*
- (61) Santa Fe Square* (94)
- (62) Environmental Education, Science and Technology Building*
- (63) Sky Theater*
- (63) Multicultural Performing Arts Center* PAC
- (64) Lyric Theater*
- (64) Wraparound Performance Hall*
- (64) Mozart Square* (94)
- (65) Speech and Hearing Center* SHS
- (66) UNT Research Park*
- (67) Chemistry Building**
- (68) Traditions Hall (94)
- (69) Risk Management and Environmental Services
- (70) Victory Hall (94)
- (71) Dining Hall**
- (7) Physical Education Field
- (8) Tennis Courts, East
- (9) Tennis Courts, West

P Metered parking lot
 CS One-way street
 ★ Visitors parking information
 * Access to wheelchair users
 (94) Residence hall
 † Under construction
 †† Name change pending
 940

EVENT PLANNING

The following outline the procedures which University student organizations must follow when planning activities. Please read these carefully to ensure ease of planning and a successful activity.

EVENT APPLICATION

All student organizations planning an event, activity, or program to be held on campus must begin the process of reserving services and facilities by completing an Event Application with a staff member in the Student Activities Center. Special events such as those open to the public or having very large attendance require a planning proposal and scheduled meetings with the Event Safety Committee. The Student Activities Center will facilitate the planning of these events.

It is not necessary to obtain an Event Application when scheduling an organization business meeting. Academic classrooms can be reserved for business meetings through the Student Activities Center. Business meetings to be held in the Union are reserved through Catering and Scheduling, 2nd level University Union.

I. PURPOSE

In order to provide a positive educational and work environment for the University community and for individuals and groups from off-campus who use University facilities, the University of North Texas has established minimum standards of order, safety and legality which shall guide the programming of all events held on University property. Because certain events that are important to the University community may present significant risks to students, faculty, staff, guests or University facilities, it shall be the responsibility of the Event Safety Committee (ESC) to establish and maintain a programming process to help individuals and organizations identify potential risks and deal effectively with them. These procedures shall be event-specific and shall contain risk identifiers and parameters, to be delineated in Event Planning Guides which shall accompany the Event Application. This procedure applies to all events held on University property, regardless of sponsor or location.

Because no policy or procedure can guard against changes and new situations, the Event Safety Committee, described below, will convene periodically to adjust or to design new regulations or restrictions in such a way as to provide reasonable safety for students, faculty, staff, guests, and University property.

II. EVENT PROGRAMMING PROCESS

A. CONTACT THE INITIAL PROGRAMMING OFFICE

All entities desiring to program events will begin by contacting one of the facilities/Initial Programming Offices (IPO's) to confirm availability of space.

B. COMPLETE AND FILE UNT EVENT APPLICATION (PLANNER)

Having identified the appropriate Initial Planning Office, entities desiring to plan an event must complete the Event Application, which can be obtained from the Student Activities Center (SAC). The Event Application and Planning Guide must be filed with SAC after approval.

C. HAVE APPLICATION REVIEWED BY THE IPO AND OBTAIN NECESSARY APPROVALS

If the IPO reviews and approves the event without referral to the Event Safety Committee (ESC), the application goes next for facility approval and/or to other University support offices for approval and input. The IPO will conduct negotiations between groups and University support departments as necessary.

1. Approval from the facility where the event is being held must be secured by a planning representative, often the IPO. Facilities scheduling must be done as part of completing the event planning process and the scheduled location must be indicated on the Event Application. Many of the factors relative to the event will be arranged through the facilities manager.
2. University support departments whose approval may be required include:
General Counsel's Office,
Physical Plant,
Police Department,
Risk Management & Environmental Services
3. If the event is approved by each necessary area, pre-event orientation meeting(s) will be scheduled according to the Event Planning Guides by the IPO or by the ESC to include necessary individuals and departments to meet the event safety goals set by the ESC.
4. Event occurs. No follow-up is necessary unless an issue of safety or responsibility arises.
5. If the event cannot be approved by the IPO/SAC, it will be referred to the Event Safety Committee for planning. The IPO/SAC will inform the planning entity of the regular meeting date (twice monthly) and location at which to appear.
6. The planning entity and the IPO or SAC representative will meet with the Event Safety Committee, which will create in writing any stipulations the event staff (originators or planners) must follow in order to schedule and execute an event. An event may not take place unless the planners comply with all requirements set forth by the Event Safety Committee. A record of non-compliance may inhibit the entity's ability to schedule future events.
7. If it is the decision of the ESC to deny permission for an event, that decision will be based on a conclusion, after discussion with the event planners, that there is no feasible way to mitigate the risks. If differences between the planners and the ESC cannot be reconciled, the decision may be appealed to the Vice President of the division of the University in which the IPO operates.

III. DEFINITIONS AND PROCEDURES

A. INITIAL PROGRAMMING OFFICE (IPO)

1. The IPO is responsible for reviewing the Event Application or Planner and certifying that the entity desiring to schedule an event not only meets the

requirements of the IPO but also that it has met the requirements listed in the Event Planning Guide to hold the event safely and responsibly.

2. In most instances, the IPO also confirms facility arrangements or refers the application to the appropriate facility scheduling authority for their action.
3. As indicated above, if the event falls outside of the safety identifiers indicated in the Event Planning Guide, or if there is no applicable Guide, the application is referred by the IPO/SAC to the Event Safety Committee (ESC).
4. Initial Programming Offices include:
 - a. Student Activities Center
 - b. Athletics
 - c. Advancement
 - d. Coliseum
 - e. Center for Continuing Education and Conference Management (CCECM)
 - f. Recreational Sports
 - g. University Union
 - h. Housing
 - i. Business Services
 - j. Academic Deans or departments
 - k. College of Music
 - l. Department of Dance & Theater Arts

All student or student organization-initiated events will have the Student Activities Center as their IPO. All academic departmental events will use the Office of the Dean of the school/college as their IPO. Other on-campus or off-campus entities will use as their IPO the programming office charged with scheduling the space they desire to use for their event.

B. EVENT SAFETY COMMITTEE (ESC)

COMPOSITION: The Event Safety Committee (ESC) for student organizations is composed of four permanent members, one from each of the following departments:

- a. University Police,
- b. Risk Management and Environmental Services,
- c. Student Activities Center

The following ex-officio members must be present for any specific event pertinent to their responsibility areas but will serve as resource persons for such events and not as voting members:

- d. Continuing Education and Conference Management.
- g. A representative of the initial programming office requesting the event;
- h. A representative of the facility being used for the event;
- i. A representative of the department, office, organization or individual requesting or responsible for actual execution of the event.

The chair of the committee will be the SAC representative.

DUTIES: The ESC will be responsible for the following:

- a. Hold meetings as necessary to review any event applications referred by an initial programming office; approve or deny permission for the event to occur on University property;

- b. Create in writing any stipulations the event staff (programming entity) must follow in order to schedule and execute an event;
- c. Follow up on each event determined to have risks to ensure compliance with requirements and a safe outcome;
- d. Document instances of non-compliance or irresponsibility by the planning entity and refer these for action by the appropriate office;
- e. Assist sponsoring entities in the coordination of security, safety, and logistical arrangements for events with risks, as deemed necessary;
- f. Maintain the Event Planning Guides and update them as experience indicates.

EVENT PLANNING PROCESS FOR STUDENT ORGANIZATIONS

1. Come by the Student Activities Center, the Initial Programming Office (IPO) for student organizations, to pick up an event application and ask any questions you may have.
2. Complete and submit the UNT Event Application (Planner) at least TEN working days prior to the event. Must have signatures of the president and the advisor prior to the signature of the SAC representative. This is an initial approval to continue planning.
3. Have application reviewed and approved by the facility where event is being held (need signature).
4. Bring event application back to the SAC Office for final signature and distribution of the event application to parties involved.
5. If each necessary area approves the event, a pre-event orientation meeting may be scheduled to include individuals and departments to meet the event safety goals set by the Event Safety Committee (ESC).
6. Event occurs. No follow-up is necessary unless an issue of safety or responsibility arises. (See Event Evaluation below.)

EVENT REFERRALS TO THE EVENT SAFETY COMMITTEE:

1. The event maybe referred by the SAC representative to the ESC for planning. The SAC office will inform you of the date and locating of the planning meeting. You will meet the Event Safety Committee, which will create in writing any stipulations the event staff (originators or planners) must follow in order to schedule and execute an event. An event may not take place unless the planners comply with all requirements set forth by the Event Safety Committee. A record of non-compliance may inhibit your ability to schedule future events. Signatures from the SAC representative and other ESC members giving final approval must be obtained before the event may take place.
2. If it is the decision of the ESC to deny permission for an event, that decision will be based on a conclusion, after discussion with the event planners, that there is no feasible way to reduce the risks. If differences between the planners and the ESC cannot be reconciled,

the decision maybe appealed to the vice President of the division of the University in which the IPO operates.

EVENT EVALUATIONS

1. At the request of the ESC or IPO, a meeting of the individual and/or offices involved in the event shall be held to discuss their observations regarding the event. The ESC will compile and disseminate the final event evaluation to the offices and individuals involved.
2. Violations – Student event s found violating this policy and procedure of other University policies shall be referred to the Center for Student Rights and Responsibilities for disciplinary action according to the Student Code of Conduct.

Organizations must be currently registered with the Student Activities Center in order to complete an Event Application.

DIGNITARIES, VIP, AND SPECIAL GUESTS

Special considerations may be required for VIP, Dignitary, and Special Guests visits to the campus, such as venue selection, program development and security, as well as involvement of the University administration. As a result the University of North Texas has adopted the following procedures:

DEFINITION: For the purpose of this policy, VIP, Dignitary, and Special Guests shall include heads of state, heads of governments, ranking officials with foreign governments, U.S. and State Cabinet, Congressional or Senate members, as well as those persons requiring or requesting special protection services, i.e. U.S. State Department, Secret Service, F.B.I., or other policing agencies. This policy shall also apply to other Special Guests such as but not limited to high profile, controversial, or popular persons, such as celebrities, individuals running for office, controversial speakers, or those whose safety and security is paramount.

SUMMARY: All students or student organizations inviting VIPs, Dignitaries, and Special Guests must notify the Student Activities Center prior to invitation. The SAC will coordinate dignitary visits with the Office of the President, Marketing and Public Affairs and Information Services, Vice President for Student Development, and the UNT Police Department.

The inviting student or organization (requestor) shall be liable for all charges incurred on their behalf, including charges for special equipment, staff and security personnel, and costs of alterations and/or modifications to the University venues for safety and security of both the VIP, Dignitary, Special Guest, and the public or campus population during such visits.

Outside or off-campus security must contact and coordinate with the UNT Police Department, Student Activities Center, and when necessary the Marketing and Public Affairs and Information Services Office on all VIP, Dignitary, or Special Guest visits to the campus.

CAMPUS CONTACTS FOR DIGNITARIES, VIP, AND SPECIAL GUESTS:

Student Activities Center (SAC)
University Union 320
(940) 565-3807

Center for Continuing Education and
Conference Management (CCECM)
Marquis Hall 212
(940) 565-2656

University Relations Communications &
Marketing
Administration Bldg 360
(940) 565-2108

UNT Police Department
Sullivant Public Safety Center
(940) 565-3000

7

SECTION SEVEN: RISK MANAGEMENT

The University of North Texas is committed to its students and believe that we our role is to guide students in areas of responsibility and independence. We encourage student organizations to work with the Student Activities Center and advisors in planning safe and successful activities.

DISTRIBUTING OF HEALTH-RELATED ITEMS

The University educates students on health issues through its **Student Health & Wellness Center** and other programs and reserves the right to place reasonable regulations on the time, place, and manner of distribution of health items on campus.

The Student Health and Wellness Center has, **in the past**, assumed responsibility for ensuring that UNT students have available accurate and up to date information on safer sex and the prevention of sexually transmitted infections and unplanned pregnancy. Recently several student organizations have indicated a desire to be part of this process by distributing condoms on the University of North Texas Campus. In order for us to meet our goal of providing accurate, non-judgmental information, along with condoms, we request that all individual members of Student Organizations who wish to distribute condoms attend a short Safer Sex Education Training Program. **Only those members certified through this process will be allowed to distribute condoms and other barriers.**

UNT's Peer Education Network, **Our Next Educators (ONE)**, will provide training to **groups who wish to distribute condoms**. Training may be scheduled by calling 565-2787 or sending an email to xxxx@unt.edu. Condoms may be purchased at the Student Health & Wellness Pharmacy for a nominal fee.

1706 Chestnut
Room 301
Attn: ONE Advisor
Phone: 940-565-2787

Mail To:
SHWC, Attn: ONE Advisor
P.O. Box 305160
Denton, Texas 76203
Email:

HAZING

MYTHS AND FACTS ABOUT HAZING

MYTH #1: Hazing is a problem for fraternities and sororities primarily.

FACT: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools and other types of clubs and/or, organizations. Reports of hazing activities in high schools are on the rise.

MYTH #2: Hazing is no more than foolish pranks that sometimes go awry.

FACT: HAZING IS AN ACT OF POWER AND CONTROL OVER OTHERS --- it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

MYTH #3: As long as there's no malicious intent, a little hazing should be O.K.

FACT: Even if there's no malicious "intent" safety may still be a factor in traditional hazing activities that are considered to be "all in good fun." For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

MYTH #4: Hazing is an effective way to teach respect and develop discipline.

FACT: First of all, respect must be EARNED--not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

MYTH #5: If someone agrees to participate in an activity, it can't be considered hazing.

FACT: In states that have laws against hazing consent of the victim can't be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

MYTH #6: It's difficult to determine whether or not a certain activity is hazing--it's such a gray area sometimes.

Fact: It's not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions:

Make the following inquiries of each activity to determine whether or not it is hazing.

1) Is alcohol involved?

2) Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?

- 3) Does the activity risk emotional or physical abuse?
- 4) Is there risk of injury or a question of safety?
- 5) Do you have any reservation describing the activity to your parents, to a professor or University official?
- 6) Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is "yes," the activity is probably hazing.

MAKING CHANGE—YOU *CAN* MAKE A DIFFERENCE!

Elizabeth J. Allan

Eradicating hazing can seem like an overwhelming undertaking, but it's important to remember that every individual can play an important role in making positive change. Consider the following (adapted from Berkowitz, 1994) steps as a guide for thinking about how you can help make change:

Help others to:

1. Notice hazing.
2. Interpret hazing as a problem.
3. Recognize a responsibility to change it.
4. Acquire the skills needed to take action.
5. Take action!

According to this model, the most effective way to educate about hazing is to begin by drawing attention to hazing and helping others interpret hazing as a problem. Campus and school officials, and student leaders, can do this by publicizing hazing policies (or establishing policies when they don't exist); providing information to students parents, staff, faculty and community members about how to identify hazing and where to report it; providing assurances of support for those who do report being hazed, establishing consequences for those who participate in hazing; and most importantly, developing incentives for the implementation of non-hazing group initiations and activities.

Remember the adage: "If you're not part of the solution, you're part of the problem." It's not difficult to become part of the solution. Begin by educating yourself and others about hazing. You might consider reading a book about hazing. Next, help to build awareness about hazing by talking with your friends, family and others about the issue. Help others to re-define hazing as a serious social problem—not simply harmless jokes, pranks and antics. Become a positive role model by talking with youth about hazing and making them aware of the potential problems. Inform yourself of the laws and policies related to hazing in your community and school/college/university. Identify others in your school or community who are also concerned about hazing—have a meeting—talk about what you can do as a team to prevent harmful hazing.

Adapted from: Stop Hazing.org, Education to Eliminate Hazing. Copyright Stop Hazing.org 1998-2001. www.stophazing.org

8

SECTION EIGHT: HARASSMENT AND DISCRIMINATION

DISCRIMINATION

Although the federal and state laws concerning racial, gender, and disability discrimination have little direct influence on individual student groups, it is important to remember that the university has policies governing these matters as well as it is common decency to extend common courtesy to all students and not just to those who you perceive as similar to you.

In order to abide by this policy, here are some things student organizations may want to consider:

1. To the best of the group's abilities, try to be reasonable in the accommodation of potential members, members, and guests who may be different from you and your group in terms of gender, race, disability, etc. These accommodations include but are not limited to:
Rearranging physical space to accommodate people in wheel chairs
Rearranging new member events for the late afternoon hours so non-traditional students can also participate in your club and organization
Strive to work with groups that are different from yours to gain exposure to new ideas and people instead of isolating yourselves which could possibly lead to harassment because of your group's lack of diversity. Use educational opportunities as methods for improving your understanding of those not like you physically, cognitively, etc. Take the time to think about how you can accommodate those different from you before they show up to join your club or attend your events
2. Be sensitive to the "isms" and phobias such as sexism, racism, homophobia, etc. If bigotry of any kind appears in your organization, have a plan in place where those members' ideas can be challenged through education and exposure either through university sponsored events or within the organization itself. The university cannot and will not tolerate harassment of any kind. Confront it early.
3. Do yourself and your group a favor and report harassment of any kind to the university. Students should contact the Dean of Students Office. Not reporting this information could hurt your organization if anything were to happen and you or your group knew about it. If you know something and a reasonable person would act on that knowledge and you do not, then you will be liable for the harm that occurs from your inaction. You should also be aware that Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs, including extracurricular activities, at educational

institutions receiving federal funds unless such programs and activities are specifically exempt from the law. The U. S. Department of Education Office of Civil Rights administers this law and has set up guidelines for its implementation.

The criteria are as follows:

1. The organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
2. Members must be student, staff, or faculty at the University; and
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 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.

9

SECTION NINE: **BANKING**

REQUESTING A TAX ID

Student Organizations may request a SS-4 form from IRS by calling toll free 1-800-829-1040 or visit <http://www.irs.gov>. The SS-4 form may also be submitted online.

Fill out the form completely. Contact the IRS directly if you have any questions or need additional information. Mail in the completed SS-4 without delay. You may open a bank account with the tax number immediately and operate as an organization using this number. This tax number identifies your organization and will never change.

BANKING

OPENING A BANK ACCOUNT

WHY: An organization that raises money separate from the funds, which may be appropriated by the Student Services Fee Committee, will need to have a bank account from which to draw funds.

WHERE: Many student organizations choose to use Wells Fargo bank because of its location in the University Union and because of their familiarity with University student organization checking accounts. However, you may choose any bank with which you feel most comfortable.

Should you decide to open an account with Wells Fargo, you must obtain a letter of recognition from the Student Activities Center, as well as a letter from your organization advisor listing those individuals who may sign on the account. Special benefits apply to student organizations that utilize Wells Fargo bank.

How: To open an account you will need either a student's social security number (not recommended) or a tax ID number. Apply for a tax ID number using form SS-4. Forms are available at banks or online at <http://www.irs.gov>.

WHAT NEXT: When the organization's account is set up, the account information should be submitted to the Student Activities Center.

CAMPUS INFORMATION

AERIE YEARBOOK

www.unt.edu/union/aerie.htm

940-565-3822

ATHLETIC DEPARTMENT

www.meangreensports.com/

940-565-2662

BANNER SPACE RESERVATION (University Union)

www.unt.edu/union/

CAMPUS OPERATOR

940-565-2000

CLASSROOM SUPPORT SERVICES

940-565-2691

CENTER FOR STUDENT DEVELOPMENT –

DISCOVERY PARK

Discovery Park

(940) 369-5847

COUNSELING AND TESTING SERVICES

Chestnut Hall 311

www.unt.edu/cat/

940-565-2741

DEAN OF STUDENTS

University Union 320

www.dos.unt.edu/

940-565-2648

DESIGN WORKS GRAPHICS

(banners/flyers/signs, etc)

www.unt.edu/union/designworks.htm

940-565-3829

EAGLE'S NEST (organizational funding)

University Union 320 S

www.unt.edu/sga

940-565-4941

GREEK LIFE

University Union 422

www.unt.edu/gl

940-369-8463

HOUSING

940-565-2610

www.housing.unt.edu/housing/

KNTU – STUDENT RADIO STATION

www.kntu.unt.edu/

940-565-3688

LEARNING CENTER

University Union 323

www.unt.edu/lc/

940-369-7006

MULTICULTURAL CENTER

University Union 216

www.unt.edu/edo/multicultural.htm

940-565-3424

NT DAILY- STUDENT NEWSPAPER

www.ntdaily.com/

940-565-3989

NTTV – STUDENT TELEVISION STATION

www.unt.edu/nttv/

(940)-565-2041

OFFICE OF DISABILITY ACCOMMODATIONS

University Union

www.dos.unt.edu/oda/

940-565-4323

940-369-8652 - TTY

PARKING AND TRANSPORTATION

www.unt.edu/transit/

940-565-3014

RECREATIONAL SPORTS

www.unt.edu/recsports/

940-565-2275

STUDENT ACTIVITIES CENTER

University Union 320

www.unt.edu/sac

Phone: 940-565-3807

Fax: 940-565-4446

CAREER CENTER

Chestnut Hall 103

www.careercenter.unt.edu/

940-565-2105

STUDENT GOVERNMENT ASSOCIATION

University Union 320 S

www.unt.edu/sga/

940-565-3850

STUDENT HEALTH AND WELLNESS CENTER

Health & Wellness Center

www.healthcenter.unt.edu/

(940) 565-2333

CENTER FOR STUDENT RIGHTS AND**RESPONSIBILITIES**

University Union 324

www.unt.edu/csrr/

(940) 565-2039

SUBSTANCE ABUSE RESOURCE CENTER

Student Health & Wellness Center

www.healthcenter.unt.edu/wrssubstanceabuse.htm

940-565-2787

UNION INFORMATION BOOTHUniversity Union 3rd Floor

940-565-3805

UNIVERSITY POLICIES ON-LINEwww.unt.edu/policy/**UNIVERSITY PROGRAM COUNCIL**

University Union 216 O

www.unt.edu/union/upc_main.htm

940-565-4UPC

UNIVERSITY UNION SCHEDULING

University Union Level 2

www.unt.edu/union/unionscheduling.htm

940-565-3804

UNIVERSITY UNION HOUSE GUIDELINES ON-LINEwww.unt.edu/union/houseguidelines.htm**UNT POLICE**www.unt.edu/police/

(940) 565-3000

VOLUNTEER CENTER

University Union 320

www.unt.edu/volunteer

940-565-3021

WOMEN'S CENTER

University Union 216 B

940-565-3527

FREQUENTLY ASKED QUESTIONS

Q. Where do I go to register my organization?

A. Student Activities Center University Union 320

Q. How often do I register my organization?

A. Organizations must register each long semester (**both Spring and Fall semesters**).

Q. Must I register my organization's events with the Student Activities Center?

A. All on-campus events must be registered with the Student Activities Center.

You are not required to register off-campus events.

Q. How can I reserve a table in the Union?

A. Come to the Student Activities Center and complete a Solicitation Permit.

Q. How do I request a room for my organization's weekly meetings?

A. To reserve an academic classroom, see the Student Activities Center. To reserve a room on the 4th floor of the Union, see Union Scheduling Services.

Q. Can my organization sponsor a bake sale?

A. Due to conflict with University Union food services and health/safety issues, you cannot sponsor any type of bake sales.

Q. How do I open a bank account for my organization?

A. If you choose to utilize Wells Fargo bank in the University Union, you must obtain a letter of registration from the Student Activities Center, as well as a letter from your advisor listing all individuals who may sign on the account. Regardless of the bank you choose, you should submit account information to the Student Activities Center.

Q. How do I reserve banner space in the University Union?

A. Go to <http://www.unt.edu/union/bannerforms.htm>

Q. How can I use the free speech areas?

A. Visit the Student Activities Center and request a Free Speech Form. Forms should be submitted at least two working days in advance.

Q. Where can I get funding for my organization?

A. Visit the Eagle's Nest Office in Union 320T for details about organizational funding.

Portions of the Student Organization Handbook have been Adapted from: The University Texas at Austin Student Organization Manual (2005). www.deanofstudents.utexas.edu/sald/

REMEMBER THAT THE DEAN OF STUDENTS AND THE STUDENT ACTIVITIES CENTER IS ALWAYS AVAILABLE WHEN YOU HAVE QUESTIONS RELATING TO YOUR STUDENT ORGANIZATION.

GO MEAN GREEN!

TOP TEN THINGS STUDENT ORGANIZATIONS SHOULD KNOW!

1. Check your SAC Boxes frequently!
2. Please update your organizations information anytime your officers change or your advisor changes.
3. Your organization must complete an Event Application when you are scheduling an event outside of your regularly scheduled meetings. If you are scheduling a meeting in an academic classroom please attach your Event Application and a Room Request form for approval.
4. The Student Activities Center does not schedule rooms in the University Union. Please contact Scheduling Services to reserve space in the Union. Scheduling Services is located in the University Union on the second level. <http://www.unt.edu/union/> 940-565-3804.
5. When submitting forms please completely applicable information. This will aid your processing time.
6. If your organization is sponsoring an outside vendor to Solicit please make sure your organization has submitted a Application for Solicitation. In addition, the company must pay a fee of \$100 per day for the use of space in the University Union.
7. Student Organizations can make 150 black and white copies in the SAC Office per semester.
8. Visit www.irs.gov to attain a Tax ID number.
9. Go to orgs.unt.edu to create an organization website. For more information Contact Computing & Information Technology Center in the Information Sciences Building 119 940-565-2324 if you have questions about updating or changing your website.