

The University of North Texas at Dallas Policy Manual	Chapter 7.000
7.012 Student Organizations and Student Government	Student Affairs, Education & Funding

Policy Statement. The University of North Texas at Dallas recognizes that learning takes place in a wide variety of settings and under a wide variety of circumstances. Involvement and participation in a recognized student organization provides opportunities for developing leadership skills and enhances campus life at UNTD. In recognition of the important role of student organizations in student formation and the significant contribution they can provide to the mission of UNTD, the university supports the growth of student organizations in accordance with these policies.

Application of Policy. This policy applies to all students.

Definitions.

1. **Advisor.** “Advisor” means full-time faculty and/or staff member who is available to advise a student organization, to serve as a UNTD resource, to provide an educational experience for the individual members, and to serve the UNTD community by functioning as a UNTD representative.

2. **Constitution and by-laws.** “Constitution and by-laws” document approved by a student organization that governs the operations of the student organization.

3. **Risk management program.** “Risk management program” means a program offered through the Office of Student Life and Success to assist student organizations with the identification of potential and perceived risks that might be involved in their activities and to identify steps to minimize or avoid risks where practical.

4. **Student organization.** “Student organization” means a group of UNTD students joined together in the pursuit of a common purpose. Such organizations must be open to all students without regard to race, color, sex, age, national origin, religion, sexual orientation, disability or veteran status.

PROCEDURES AND RESPONSIBILITIES.

1. **Registration with the Office of Student Life and Success.**

- a. Any student organization seeking the privileges of status as a UNTD "Registered Student organization" must register annually in the Office of Student Life and Success in accordance with established procedures.
- b. Student organizations must have the formal agreement of a full-time UNTD faculty or staff member to serve as an advisor.
- c. Registering organizations must provide the following upon registering with the Office of Student Life:
 - i. A list of all current members
 - ii. The names and contact information for all students holding leadership positions in the student organization. If such names are not available at the time of registration, they must be provided within ten (10) business days of their election to a leadership position.
 - iii. A current constitution and by-laws
 - iv. A copy of the student organization's policy manual if applicable.
 - v. The name of a full-time faculty or staff member who has formally agreed to serve as an advisor.
- d. Registration does not imply UNTD endorsement of the viewpoints, objectives or purposes of the student organization and UNTD assumes no responsibility for the content of programs or activities sponsored by a registered student organizations.
- e. The president or equivalent student organization leader must be currently enrolled at UNTD and must maintain a cumulative grade point average of 2.25. If the leader's grade point average falls below 2.25, the leader will not be eligible to continue to serve in the leadership position
- f. Registration does not extend the right to a student organization to use UNTD trademarks, logos or any other protected UNTD works without express permission as provided for in UNTD Policy.
- g. Registered organizations must participate in student organization training session as required by the Office of Student Life and Success. The registration process will not be complete until this requirement has been met.
- h. Student organizations that fail to complete all requirements for registration will be placed on inactive status until all registration requirements are met. Inactive status

may continue for one semester. If active status is not achieved within the one semester of inactive status, the student organization must begin the registration process from the start.

2. **Privileges of Registered Student Organizations.**

- a. Registered organizations are entitled to the following privileges:
 - i. Opportunity to hold meetings in university facilities at no cost except as may be specifically defined in accordance with other applicable UNTD Policy.
 - ii. Eligibility for funding through the Office of Student Life and Success for qualifying uses related to promotion and operation of the student organization.
 - iii. Access to UNTD student organization web resources and e-mail at no cost so long as the student organization acts in compliance with all applicable UNTD computer use policies.
 - iv. Opportunity to schedule and present programs for the campus community through the Office of Student Life and Success.
 - v. Recognition in the annual publications of the Office of Student Life and Success.
- b. Student organizations are subject to the requirements of the Code of Student's Rights, Responsibility and Conduct ("Code"). Violations of the Code may result in the withdrawal or privileges in accordance with the procedures established in the Code.

3. **Role of the Advisor.**

- a. All registered student organizations must confirm the agreement of a full-time faculty and/or staff member to advise the student organization.
- b. The advisor must:
 - i. approve all financial transactions of the student organization
 - ii. represent the interests of UNTD at meetings and activities of the student organization with regard to compliance with regulations and policies
 - iii. provide advice regarding the operation of the student organization and its activities.

- c. An advisor must attend the UNTD student organization risk management program in their first year of advising a student organization. An advisor is only required to attend the program one time, but advisors are encouraged to attend annually with the required representatives of their student organization.

4. **Risk Management Program.**

- a. At least once during an academic year, the Office of Student Life and Success will sponsor a risk management program which must be attended by at least the president (or equivalent leader) or the risk manager (or equivalent leader) of each registered student organization. Any other member of a student organization who is not otherwise required to attend may also attend. If the position of president or risk manager is vacant at the time the risk management program is offered, the student organization must designate another student in a leadership position and must contact the Office of Student Life and Success to identify the role of the student leader in the student organization.
- b. The Office of Student Life and Success will notify the leaders of all registered student organization and their advisors about the dates, times and place of the risk management program by university email.
- c. The risk management program will address the following topics:
 - i. possession and use of alcoholic beverages and illegal drugs including penalties for possession or use;
 - ii. hazing;
 - iii. sexual abuse and harassment;
 - iv. fire and other safety issues, including the possession and use of firearms or other weapons or explosive devices;
 - v. student travel
 - vi. application of the Code of Student's Right's, Responsibilities and Conduct to student organizations and obligations for behavior at parties and other events held by a student organization.
 - vii. adoption of a student organization risk management policy.
- a. The Office of Student Life and Success will take attendance to assure that all student organizations meet the obligation for attendance. If a student organization fails to attend as required the Office of Student Life and Success may:

- i. suspend the student organization's privilege to host any social events until the attendance requirement is met;
 - ii. If a student organization fails to attend two (2) consecutive risk management programs, they may be declared inactive and all privileges suspended pending a meeting with the Director of Student Life and Success and attendance at the next risk management program.
- a. Each student leader or advisor who attends the risk management program must report the contents of the program at the next full meeting of the student organization membership.
 - b. The Office of Student Life and Success will retain all records of attendance and program notices in the Office of Student Life and Success for no fewer than three (3) years.

5. **Student Government Association.**

- a. Students at UNTD have the right to establish and elect leaders for a democratic student government association ("SGA").
- b. The SGA will act as a representative body on behalf of students to:
 - i. provide a voice for students to the UNTD administration on matters of interest to students.
 - ii. encourage and promote interest in university affairs and activities,
 - iii. promote and develop activities that enrich the social, cultural and academic life at UNTD
 - iv. serve on UNTD committees as designated by UNTD policy or Regent Rule.
- c. The SGA will operate in accordance with a constitution and by-laws which will establish equal membership and voting rights for every student enrolled at UNTD.

References and Cross-references.

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