



REGISTERED STUDENT ORGANIZATION

HANDBOOK

FOR RSO LEADERSHIP

UNT Dallas Student Life
7400 University Hills Blvd, Suite 200
Dallas, TX 75241
(972)780-1775

Dear Student Organizations,

Congratulations on joining or creating a student organization! You just made one of the best decisions you will make in college. Not only do student groups offer you an opportunity to socialize and develop relationships with other students, who have similar interests, but this experience will also help cultivate and enhance the skills that employers and graduate schools are looking for in college graduates. From leadership and decision-making, to cooperation and communication, you will not only be building your résumé, during your time with this group, but you will also build self-confidence, lasting relationships, and school traditions that will be part of a lasting legacy at University of North Texas at Dallas (UNT Dallas).

UNT Dallas Student Life hopes to provide you with a number of experiences and opportunities with our growing number of Student Organizations. It is our hope that your experience in this co-curricular learning opportunity will compliment your classroom learning as well as help develop you both personally and professionally. In fact, students involved in on-campus organizations tend to have higher GPAs and are more likely to graduate.

This purpose of this manual is to help students understand their rights and responsibilities as members of Recognized Student Organizations (RSOs), as well as the policies and procedures that guide these groups. It is not a comprehensive source of institutional rules and regulations governing students. It intends to help guide you through the process of creating and registering an RSO, renewing RSO status, and ensuring success and sustainability as an RSO at UNT Dallas. UNT Dallas Student Life staff review these policies and processes annually. UNT Dallas Student Life reserves the right to change the information contained in this handbook at any time and will notify affected parties accordingly.

If you have any questions regarding this handbook, please do not hesitate to contact Rifeta Badic, Coordinator of Activities & Organizations, or Jennifer Skinner, Assistant Dean of Students. You will find our contact information listed below.

Best Regards,

Rifeta “Fifi” Badic

Coordinator of Activities &
Organizations

Rifeta.Badic@untdallas.edu

972-338-1940

Jennifer Skinner

Assistant Dean of Students

Jennifer.Skinner@untdallas.edu

972-338-1781

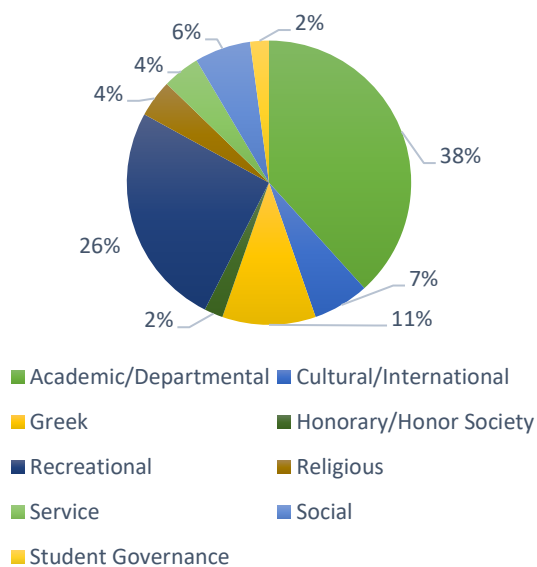
TABLE OF CONTENTS

Student Organizations Overview	4
Organization & Membership Requirements	
Student Organization Categories	
Definitions	
Rights & Responsibilities	8
Benefits of becoming a Registered Student Organization (RSO)	
Registration & Renewal	
Risk Management	
Student Organization Name Change	
Loss of Registration Status	
Student Organization Advisors	13
Advisor Responsibilities	
RSO Responsibilities to Advisor	
Guidelines, Expectations, and Procedures	15
Accessibility of Event	
Co-sponsorship	
Event Flyers & Postings	
Film Policy	
Guest Speakers & Special Guests	
Philanthropy	
Security & Parking	
Sale and Distribution of Food	
Event-Planning Resources	21
Calendar	
Event-Planning Guide	
Event Request Forms	
Evaluation	
Finances & Fundraising	23
Records	
Fundraising	
Jagger's Den	
Solicitation	
Raffles	
Contact Information	26
Office of Student Life	
Additional Contacts	
Appendix	28

STUDENT ORGANIZATIONS OVERVIEW

The purpose of student organizations is to provide students with opportunities to participate in activities that develop their intellectual, emotional, spiritual, physical, and professional abilities. To meet all the different developmental needs of students, UNT Dallas offers a variety of student groups/organizations including academic, professional, religious, political, social, military, service, cultural, and recreational.

**Types of Student Organizations at
UNT Dallas**



Organization & Membership Requirements.

Membership. Any UNT Dallas student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution.

Officers. All officers/representatives must be currently enrolled students at the University. Officers cannot consist of all seniors.

Registration. A student organization must have at least three (3) members to register.

Academic. A student leader must meet the following academic requirements:

1. Have at least a 2.25 cumulative GPA (3.0 for graduate students) prior to the first day of each semester (fall and spring) during the term of position.
2. Be in good scholastic status with the University at the time of selection and during the term of position.

Student Organization Categories.

Academic/Departmental

- Promote development in a particular academic area, course, major, field, or degree program. Activities may include lectures, field trips, business meetings, speakers and social activities.

Cultural/International

- Foster cultural diversity and support for their members and the campus community; celebrates and supports the interest of one or many different cultures, races, or ethnicities.

Greek

- Provide students with a service, leadership, social, and sometimes cultural experience through the experience of brotherhood/sisterhood. Added because there is no classification for Greek organizations.

Honorary/Honor Societies

- Recognize outstanding achievement; affiliated with a specific academic major, department, or campus activity; usually affiliated with a national organization.

Political

- Support political parties, issues, or candidates.

Professional

- Pursue mutual career goals and prepare membership for the professional world.

Recreational

- Promote sport-oriented programs and/or recreational activities.

Religious

- Celebrate and support the interests of one or many different religions or religious studies.

Service

- Provide volunteer community service and philanthropy to the UNT Dallas community.

Social

- Foster social networks among members often with a special interest or focus on a specific topic.

Student Governance

- Address student needs and express student views, functioning as a governing council or association.

Definitions.

Advisor: a 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.

Constitution and By-laws: a document approved by a student organization that governs the operations of the student organization.

Jagger's Den: allocated fund for registered student organization events, available upon request and per approval by the Student Government Association committee for Jagger's Den funding. RSOs who would like to request funding must complete the application, which is available once every semester and due on September 1st for the fall and February 1st for the spring. The maximum request is \$300 per academic year.

Registered Student Organization: student groups/organizations recognized by the UNT Dallas that have gone through the necessary steps to achieve this status.

Registration & Renewal: an annual process that a student organization must complete to continue their registration status at UNT Dallas

Risk Management Training: Student Organization Advisors & Presidents must complete/attend a mandatory Risk Management Training with Student Life. If an Advisor has previously attended training at UNTD, then he/she is not required to do so again. Registration is not complete until the president and advisor complete the risk management training.

In addition, confirmation that all officers are currently enrolled UNTD students maintaining at least a 2.0 cumulative GPA or higher will be made by UNT Dallas Student Life before registration status is conferred. Officers cannot consist of all seniors; this is to ensure the sustainability of the organization, as well as provide for a smooth transition of leadership.

After receiving approval of recognition, the RSO has 10 business days to submit a full membership roster to UNT Dallas Student Life (including names and student IDs). Registration will be placed on inactive status until the roster is received.

RSO Handbook: This manual helps students understand their rights and responsibilities as members of Recognized Student Organizations (RSOs), as well as the policy and procedure that guide these groups. It is not a comprehensive source of institutional rules and regulations governing students, but intends to help guide you through the process of creating and registering an RSO, renewing RSO status, and ensuring success and sustainability as an RSO at UNT Dallas. UNT Dallas Student Life

review these policies and processes annually. UNT Dallas Student Life reserves the right to change the information contained in this handbook at any time and will notify affected parties accordingly. If you have any questions regarding this handbook, please contact the Assistant Director for Student Engagement at sorc@unt.edu.

Student Organization: A group of UNTD students joined 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.

Student Organization President's Council (SOPC): This is a council where each student organization President and advisor is present. This council will meet once a month with Student Life staff to discuss what we can do for your organization, any concerns you may have or any needs your organization may have. For questions regarding SOPC, please email Rifeta "Fifi" Badic at Rifeta.Badic@untdallas.edu

RIGHTS & RESPONSIBILITIES

Registered Student Organizations, or RSOs, are student groups recognized by the UNT Dallas. While this does not mean that UNT Dallas expressly supports or endorses the views of that particular group, it does mean that each RSO and all its members are representatives of UNT Dallas and its values, policies, and procedures. With status as an RSO come various rights and responsibilities that all members are responsible for knowing.

Student Group/Student Organization Responsibilities. It is the responsibility of every student organization and/or its representatives to:

- Complete the Registration & Renewal process each year, beginning in April
- Attend Student Organization Orientation, offered in spring and fall
- Complete Risk Management Training
- Manage itself and carry out its activities listed within its constitution
- Obey all local, state, and federal laws, as well as University regulations and policies
- Anticipate, provide for, and meet all legitimate financial obligations
- Act in the best interest of its members and the University
- Comply with all distributed organization information
- Take reasonable precautions for the safety and comfort of participants at organization events
- Immediately notify Student Activities of any changes in the organization's representatives, addresses, telephone numbers, emails, or constitution
- Communicate with Student Activities regarding any questions
- Utilize Student Activities for expert knowledge in all events and activities

Benefits of Becoming an RSO. Aside from the individual benefits of being involved in a student organization, the organizational body is entitled to the following:

- **University Facilities.**

- Use of university facilities for organization business and functions; including the use of meeting rooms Individual Web sites, and electronic support through online forms and other services
- Use of computers, phone, and fax machine for organizational business

- **Organizational Support.**

- Access to Student Organization mailboxes
- Listing in OSL directories and web sites
- Opportunities to participate in leadership development
- Participation in annual events like fall and spring Student Involvement Fairs, Cub Camp, JAG Fest, JAG Week, Welcome Week, etc.

- **Recognition & Awards.**

- Eligible for student organization awards, i.e. Jag Awards

- **Marketing & Promotion.**

- Use of campus bulletin boards, pending flyer approval
- Use of the University of North Texas at Dallas name and logo, with approval from University Marketing

- **Financial Support.**

- Eligibility for funding through the Student Government Association's Jagger's Den
- Sponsor fundraisers to collect funds for organization activities, in accordance with campus, federal, state, and local laws

Registration & Renewal. Registered Student Organizations, or RSOs, are student groups recognized by the UNT Dallas. RSOs must renew their status with UNT Dallas Student Life each year through the Registration & Renewal process.

The registration renewal procedure begins at the very last Student Organization President's Council of the spring semester. To renew their status, student organization leaders must submit all required documents, including Registration Renewal Application, Organization Bylaws/Constitution, Risk Management policies, and have their advisor confirm their complete risk management training each year.

1. Update student organization registration documents (i.e. bylaws/constitution, risk management policy, executive board member contact information, membership roster, etc.
2. Submit registration documents to the online form found online on the UNT Dallas Webpage
3. Complete risk management training.
4. Attend student organization orientation.

Forming a New Student Organization. Sometimes the organizations that currently exist do not fit a student's needs. If you think UNT Dallas is missing a student organization, you are more than welcome to start a new student organization. To start a new student organization, students can follow these steps:



1. **Find Three Members and an Advisor.** Find at least three students to be part of your organization and an advisor, who **MUST** be a faculty or staff member at UNT Dallas. An advisor must be an employee at UNT Dallas.
2. **Create Organization Documents.** Create a constitution, bylaws, risk management policy, and membership roster (templates are available online).
3. **Register Online.** Submit all updated documents and other requested information to the registration form via the link <http://bit.ly/2lkDNjm>
4. **Complete Risk Management Training.** You can complete the state-mandated training through the Student Organizations Blackboard portal or in-person by appointment.
5. **Attend Student Organization Orientation.** Two orientation dates are set for the Fall & Spring each year. Student organization presidents or another representative must be present. This event covers topics of risk management, organization operations, and membership requirements. If you are unable to attend, please schedule an appointment with Rifeta “Fifi” Badic via email rifeta.badic@untdallas.edu

Risk Management Training. Student Organization Advisors & Presidents must complete/attend a mandatory Risk Management Training with Student Life. If an Advisor has previously attended training at UNTD, then he/she is not required to do so again. Registration is not complete until the president and advisor complete the risk management training.

In addition, confirmation that all officers are currently enrolled UNTD students maintaining at least a 2.0 cumulative GPA or higher will be made by UNT Dallas Student Life before registration status is conferred. Officers cannot consist of all seniors; this is to ensure the sustainability of the organization, as well as provide for a smooth transition of leadership.

After receiving approval of recognition, the RSO has 10 business days to submit a full membership roster to UNT Dallas Student Life (including names and student IDs), or registration will be placed on inactive status.

Student Organization Orientation. Student organization leadership is required to attend the Student Organization Orientation. If the orientation has already occurred, a meeting with the Office of Student Life must be scheduled to complete registration. Please email Rifeta “Fifi” Badic at Rifeta.badic@untdallas.edu to schedule your meeting.

Student Organization Name Changes. Student organizations are allowed to change their name, as long as the Name Change Request Form has been completed and submitted to the office of Student Life. The purpose of this form is to allow student organizations to change their name to be in accordance with its constitution, national or parent organization, etc.

Loss of Registration Status. An organization found in violation of federal, state or local laws, the Code of Student Conduct, any policy listed in the RSO Handbook, or applicable University policy, is subject to disciplinary sanctions and may be placed on probation for one or more semesters. If another violation occurs during the probationary period, the organization could be placed on suspension for one year and will lose its status as a registered organization along with the privileges associated with that status. The RSO may not re-apply for registration until the organization is declared by UNT Dallas Student Life to be in good standing with the University.

RSOs that are found in violation of policy will be notified by written notice. If the RSO wishes to appeal the violation, then a written appeal must be submitted to UNT Dallas Student Life within three (3) days of receipt of the violation notice.

STUDENT ORGANIZATION ADVISORS

The Advisor serves in a voluntary capacity to the student organization and provides guidance, direction, advice, and continuity to both the members and officers of the organization. The Advisor is informed of what the organization is doing and is invited to attend meetings and organization activities. Goals and ideas for the group should be discussed with the Advisor.

Advisor Responsibilities.

Each individual organization selects its advisor.

The advisor and president of the student organization are required to attend student organization orientation along with all authorized representatives (but not necessarily at the same time).

Advisors should assist the organization with maintaining information and records from semester to semester.

Advisors should help with the growth and development of students.

The advisor can assist students in the development of skills such as time management, problem solving, delegation, communication, and leadership.

Advisors should add to the continuity of the group as members graduate and serve as a liaison between the university and the organization.

The advisor can share the history of the organization and explain past decisions to new officers.

The advisor will also explain university policies and connect students to the appropriate offices for assistance.

Advisors should assist in the area of program content and purpose.

The advisor will assist in the development of projects, events and activities.

The advisor and the student organization should determine the exact role of the advisor.

This role may vary from organization to organization, based on the organization's needs and goals.

The advisor is NOT just a signature in order to receive recognition.

The new student leadership of the organization and the advisor should have a conversation early on to determine the role and expectations of the advisor and the advisor's expectations of the students.

RSO Responsibilities to the Advisor:

- Officers and leadership must notify the Advisor of all meetings and events (if an Advisor is unable to attend a meeting or event, then inform the Advisor on what happened within a reasonable time frame)
- Consult him/her in the planning of projects and events (including submitting all event proposals to Advisor before submitting to UNT Dallas Student Life)

- Consult him/her before any changes in the structure of the group, or in the policies of the organization are made, and before major projects are undertaken
- Allow the Advisor speaking privileges although he/she is not allowed a vote
- Be aware that the success or failure of the organization and its events rest on the members of the organization itself, not the Advisor
- Discuss concerns and issues with the Advisor
- Acknowledge that the Advisor's time and energy are donated, and express appreciation
- Be clear, open about expectations of the Advisor, and periodically offer your Advisor feedback.

* *A RSO Advisor Agreement Contract must be completed with registration materials.*

Frequently Asked Questions:

1. ***Who Can Be An Advisor?*** *Any full time faculty/staff member of the University of North Texas at Dallas can serve as an advisor to a student organization.*
2. ***Why does a student organization need an advisor?*** *An advisor can prove to be a valuable asset to your organization by sharing their life experiences, wisdom, and providing continuity, organizational memory, and connections to resources. The key role of the advisor is to serve as a resource for the organization. Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively.*
3. ***Mandatory Expectations of an advisor?*** *Each advisor must attend one Risk Management Training. In addition, the advisor serves as the link between the Student Organization and the University; providing guidance to the organization in regards to University policies and procedures. An advisor must sign the RSO Advisor Contract each year during registration periods. To further assist advisors in their responsibilities, Student Activities has developed an Advisor Handbook.*

GUIDELINES AND PROCEDURES

Accessibility of Event. To ensure that anyone who wants to attend your event is able to, it is important that you make it accessible to all. UNT Dallas Student Life can assist in preparing disability accommodations if requested. When advertising for an event that your RSO is sponsoring, you should include the following statement on all advertising:

If you need a special accommodation to fully participate in this program/event, please contact the Disability Services & Compliance Officer, Student Life at 972-338-1779. Please allow sufficient time to arrange the accommodation.

An RSO may designate a date by which it would like to receive accommodation requests. However, an RSO may not refuse to provide an accommodation because the request was not made by the designated deadline. The RSO with the help of Student Life must try to provide the accommodation.

If an event includes a meal, the registration materials should include the following statement:

If you have special dietary needs, please contact (name, host department) at (phone number/voice).

Co-Sponsorship. UNT Student Life encourages registered student organizations to work collaboratively with other university entities including other RSOs for events and programs. Registered student organizations may co-sponsor events with other registered student, faculty, or staff organizations with university departments.

Event Flyers & Postings. The Office of Student Life must approve all event flyers. Any unapproved flyers will be removed from bulletin boards. Please make sure event flyer has a readable time, date, and location.

Films. RSOs may show videos and films on campus, with prior permission. If a member of the RSO has created the video or film or permission from the filmmaker has been previously granted to the RSO, it must be presented with the event request form prior to showing the film. If the video or film is, one that has been distributed by a studio for public release the RSO must first obtain a license to show that film in a public forum through licensing purchased by UNT Dallas Student Life. RSOs will be charged a fee for licensing to show such films.

Guest Speakers & Special Guests. RSOs may invite non-university personnel to speak as events sponsored by their organization, but must complete an event request form

before an invitation is extended to the guest. Any guest speaking fees will be incurred by the RSO unless an agreement has been made with a division/department on campus to sponsor said speaker.

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 at Dallas has adopted the following procedures:

For the purpose of this procedure, 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 procedure 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.

All students or student organizations inviting VIPs, Dignitaries, and Special Guests must notify UNT Dallas Student Life prior to invitation. UNT Dallas Student Life will coordinate dignitary visits with the Offices of the President, Marketing and Communications, University Advancement, and UNT Dallas 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 UNTD Police Department, UNT Dallas Student Life, and when necessary Marketing and Communications and University Advancement on all VIP, Dignitary, or Special Guest visits to the campus.

Philanthropy. According to the Social Change Model of Leadership Development, “service is a powerful vehicle for developing students’ leadership skills.” Additionally, as stated in the University’s Vision 2020 Strategic Plan, UNT Dallas is committed to increasing student participation in co-curricular activities outside of the classroom in activities such as: philanthropic service, incorporating active service, fundraising, and event planning. In keeping with the University’s commitment to civic engagement, each RSO is required to complete at least 10 hours of service to a philanthropic cause each semester. The philanthropic cause or activity is left to the discretion of the RSO, but must be approved by that group’s Advisor. Philanthropic work will be reported to

UNT Dallas Student Life in the executive briefing submitted during the registration/renewal process.

Security & Parking. Should your RSOs event require special security for a special guest, larger than normal crowd, controversial content, etc. a request should be included in the description of the event on the event request form.

If off campus guests need to park on campus for the purpose of your event, be it a guest speaker or an event open to the community, a request for guest passes or a sectioned off area in the lot, a request should be included in the description of the event on the event request form.

Sale & Distribution of Food. Often fundraiser ideas may involve the sale or distribution of food. It may be a bake sale to raise money or a potluck to celebrate your group's accomplishment. Whatever the event, if food is involved RSOs must follow specific guidelines to ensure that no one consuming the food provided by their group is at risk of illness or disease. If outside parties/vendors will be utilized for foodservice in an event, RSOs are responsible for making sure that all vendors (and campus facilities if pertinent) meet these guidelines.

Bake Sale Guidelines. Risk Management for the UNT System has assessed the risk associated with campus student organizations and University events holding Bake Sales to raise funds and has determined that Bake Sales will be allowed with the following guidelines.

1. The Bake Sale is to be restricted to baked goods and candy that are "non-perishable". Examples of food NOT allowed would be any pies that require refrigeration. Pies that have meringues or are made of custard, cream or pudding are NOT allowed. No cakes with Whipped Cream or Cream Cheese based frosting. The basic rule is if it must be refrigerated it CANNOT be sold on campus at a Bake Sale.
2. All products must be from an "approved" source. An approved source would be pre-packaged items purchased from a retail establishment that is approved to bake and/or sale baked goods. Another approved source would be baked goods prepared in a UNT Dallas kitchen, supervised by UNT Dallas dining service personnel. Food prepared in a private home is considered to be from an "unapproved" source and may not be sold.
3. The goods sold at the Bake Sale will be sealed and the product not left open to the elements for possible contamination by flying birds, dust, debris etc.
4. The product will be served with single service disposable utensils and plates. Food utensils such as forks, knives and spoons must be individually factory

- sealed. Single serving portions of product will be pre-portioned and wrapped prior to the beginning of the sale.
5. Tables on which the product will be displayed will be washed and sanitized prior to service and all persons serving must wash their hands prior to serving customers and any time their hands have become contaminated during the sale.
 6. If drinks are to be served at the event only canned or plastic bottled drinks are allowed. The drinks can be held on ice in a container but the ice must be used ONLY for keeping the drinks cold. NO ice for human consumption is allowed.
 7. Any Bake Sale event could be subject to an inspection by Risk Management Services. The Inspector reserves the right to limit what product can be sold on campus if he/she deems that product unsuitable or unsafe for human consumption.

Potluck Guidelines. Risk Management for the UNT System has assessed the risk associated with UNT Dallas departments and organizations holding pot luck meals to celebrate holidays and other special occasions and has determined that pot luck meals will be allowed with the following guidelines:

1. Following four simple steps will help to keep food safe: (1) Clean – Wash hands and surfaces often; (2) Separate – Don't cross contaminate; (3) Cook – Cook to proper temperatures; (4) Chill - Refrigerate promptly.
2. Select a person who is knowledgeable of food handling and safety guidelines to be in charge of the potluck. The person-in-charge should provide instructions for safe food handling and oversee the preparation, service and cleanup of the event.
3. For outdoor events, make sure there is a source of clean water. If none is available at the site, bring water, as well as soap and paper towels for cleaning of hands.
4. If open flame cooking a fire extinguisher must be on hand and conveniently accessible.
5. Never partially cook food for finishing later because you increase the risk of bacterial growth on the food. Bacteria are killed when foods reach a safe minimum internal temperature. Call the RMS Health and Food Safety Office (HFSO) for information on safe internal temperatures.
6. Bacteria multiply rapidly between 40°F and 135°F. To keep food out of this “danger zone”, keep cold food in the refrigerator or in coolers and keep hot food in the oven, slow cookers, or in heated chafing dishes.
7. A microwave oven can be used to prepare food, but care must be taken to make sure food reaches a safe temperature throughout. Stir or rotate food

- midway through the microwave time to eliminate cold spots. Partial cooking may be done in the microwave only if the food is to finish cooking immediately, either on the range, grill, or in a conventional oven.
8. Leftovers and foods that have been cooked ahead and cooled should be reheated to at least 165°F. Reheat sauces, soups, and gravies to a boil. Reheating leftovers in slow cookers is not recommended because foods may stay in the “danger zone” too long.
 9. Never leave food in the “danger zone” over two hours; one hour in temperatures above 90°F. Immediately refrigerate or freeze leftovers. Discard any food left out at room temperature for more than two hours. When in doubt – throw it out!
 10. Ice used for human consumption must be stored separately from ice used to refrigerate food or drinks.

Food Service. Guidelines for operating an event with temporary food service at UNT Dallas shall be as follows:

1. Only approved food products will be permitted. Home preparation or the storage of food in the home is not allowed. All condiments including relish, catsup, etc., available for customers must be single-service packets or be dispensed from sanitary dispensers. Must provide single service plates & utensils.
2. All perishable food products must be maintained under proper temperature control: hot foods maintained at 135°F or above and cold foods maintained 41°F or below. Thermometer (0°F to 220°F) to check temperature is required.
3. Food shall be protected at all times. Open, unprotected displays of food products will not be allowed. All food/food supplies shall be 6” off floor/ground. Booths shall be enclosed or have adequate floor and overhead covering.
4. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles or cans and must be dispensed by food handlers **ONLY. NO SELF SERVICE OF ICE!**
5. All employees and/or volunteers- shall:
 - a. Wear clean clothes and effective hair restraints
 - b. Wash hands with soap and water prior to beginning work, after smoking, eating, or drinking, and after using the restroom
 - c. Use disposable gloves or utensils when handling food products
 - d. Not smoke or use tobacco products while on UNT Dallas property, except in locations permitted in university policy.
6. Have three containers available for the following uses of water:
 - a. Soapy water for washing

- b. Rinse in clear water
- c. Water with bleach to sanitize (one cap full of bleach to one gallon of water)
7. Have liquid hand soap, paper towels, and a five-gallon container with spigot, filled with water for hand washing.
8. All trash and garbage must be contained in leak proof, non-absorbent containers lined with plastic bags and covered with lids.
9. Toxic items shall be stored away from food and food supplies.
10. If open flame cooking a fire extinguisher must be on hand and conveniently accessible.

Preferred Vendors. If an RSO wishes to have foodservice at an event, they must first obtain a quote from our on campus vendor:

ECI Management Group
(972) 338-1991
ecicatering@ecimanagementgroup.com

RSOs may obtain quotes from other vendors as a price comparison. If there is a significant price discount from an outside vendor for the same services and the preferred vendor cannot meet the price, then permission from UNT Dallas Student Life may be obtained to employ an outside vendor. If an RSO is seeking a vendor not listed above, it is preferred that they seek out and use a HUB vendor.

HUB vendor: a "Historically Underutilized Business" is a vendor that is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman;

is an entity with its principal place of business in Texas, and;

has an owner residing in Texas with a proportionate interest that actively participates in the control, operations and management of the entity's affairs.

RSOs should allow ample time to complete the process of obtaining bids and if necessary seek permission from UNT Dallas Student Life to use an outside vendor. RSOs can contact the above vendors for quotes and should notify them of their affiliation with UNT Dallas as an RSO.

EVENT PLANNING RESOURCES

Calendar. It is recommended that all student organizations create a calendar of events (including officer meetings, general meetings, fundraisers, etc.) prior to the semester in which you will enact them. This will help ensure you do not miss deadlines for reserving rooms and requesting resources. It will also help prevent possible event conflicts with other RSOs and departments on campus. All RSOs will be required to submit a tentative schedule for the semester via email within the first 2 weeks of the semester.

EVENT-PLANNING GUIDE

This guide outlines the event-planning process and provides a few tips for hosting and executing successful events.

- 1 BRAINSTORM**
Talk about different event ideas you'd like to put on. (i.e. fundraisers, socials, etc.)
- 2 RESERVE**
Request the appropriate space for your event a semester in advance.
- 3 FLYERS**
Submit flyers that you will be posting on campus for approval from Student Affairs (FH 200)
- 4 PROMOTE**
Post flyers, social media posts, reserve a table for pre-registration, RSVP, or sign-up for your event, etc.
- 5 SUPPLIES**
Schedule a day to purchase supplies. Ensure you request food for your event, if needed, two weeks prior to your event date.
- 6 EXECUTE**
Create a team for your event's execution. Arrive early for setup, and delegate tasks.
- 7 CLEAN UP**
Clean up after your event and assess the success of your event with your members, people who attend your event, etc.

Event-Planning Guide. Please see best practices for event planning below:

Step One: Brainstorm ideas with your members. Create a list of events and begin listing all the event's details.

Step Two: Reserve the appropriate space for your event. The best way to do this would be to request your space at least 2 months to a semester in advance.

Step Three: Submit flyers for approval to Student Life (FH 200) prior to posting.

Step Four: Promote your event through flyers on campus, social media, or reserve tabling dates in high-traffic areas such as lobbies to RSVP/pre-register.

Step Five: Coordinate a date and time to purchase supplies for your event.

Step Six: Execute your event by creating a team for the event, assigning tasks, and arriving early for set-up.

Step Seven: Clean up after your event. Be sure that no trash is on the floor of your space, in chairs, or on tables. Assess the success of your event by talking to your guests and listening to their feedback.

Event Request Forms. Any event hosted by a student organization must have approval from the office of Student Life through the student request form, found on the UNT Dallas webpage.

On Campus Event Venues: Both Founders Hall (FH) and the Administration Building (DAL 1)

contain classrooms, multipurpose rooms, and lobbies for all campus use. Student organizations must share these spaces with class schedules, university and system administration use, facilities, faculty and staff use, and with other student organization events.

Evaluation. UNT Dallas is committed to continuous improvement in all of its operations, including those events conducted by registered student organizations. To ensure continuous improvement of RSO events, it is important to have concrete data so that you can improve for your next event. It is highly recommended that RSOs evaluate every event. A sample evaluation below is a good start. Add questions to make the evaluation more specific to your RSO and/or your event. Then compile the data and analyze with the event planners for future use!

Name of RSO and Event				
Please rate: 1=lowest; 5=highest				
Did you enjoy this event?	1	2	3	4 5
Why?	_____			

Could this event be improved?	Yes		No	
How?	_____			

Was the time appropriate?	Yes		No	
Was the location appropriate?	Yes		No	
Comments:	_____			

FINANCES & FUNDRAISING

Financial Records. UNT Dallas Student Life staff does NOT provide or monitor financial records of student organization. Any organizations looking to open an account for their finances will need to do so through a financial institution (i.e. bank, credit union, etc.) and not through UNT Dallas.

Fundraising. RSOs have the right to raise funds to provide funding for purchases not approved for stipend use. Consulting with UNT Dallas Student Life staff in the early planning stages of fund raising can save time and effort and will ensure compliance with regulations. UNT Dallas Student Life staff is also available to help brainstorm effective fund raising events and techniques.

An event request form must be submitted and approved before a fundraiser can be held. Individuals, officers, and members of organizations are reminded of the established University policies related to the matter of fund raising. Registered student organizations 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.

***Remember these helpful tips when planning a fundraiser:**

- Start early - 6 to 8 weeks in advance
- Select a chairperson or someone who can keep everyone on a timeline and be accountable for things staying on track
- Hold a brainstorming session and involve all organization members (remember people support what they help create)
- Set goals for the fundraiser- how much money to you hope to raise and what will it be used for?
- Make sure you consider the interest, skills, and time commitments of your members
- Create a reasonable budget and understand the cost of producing and how that will affect the fundraiser/profit margin
- Stay organized so that you know how many volunteers are needed; what needs to be done; and when are the volunteers needed
- Make sure there is an element of fun in your fundraiser
- Make sure the fundraiser suits your organization

Jagger's Den. The purpose of Jagger's Den funding is to assist registered student organizations with their programs, which are defined as events, services, or projects.

Applications: All student organization leaders requesting funding must turn in the appropriate form online or to the Office Student Affairs. There will be two opportunities (once every semester) during the academic year:

- September 29th in the fall semester
- February 9th in the spring semester

Applications must contain the program description summarizing the program in two paragraphs, detailed budget listing all anticipated expenses and exact prices, a signed approval letter from the student organization advisor, and typed hearing questions. Templates for those can be found online in the Blackboard portal.

Restrictions & Regulations: Student organizations must abide by some restrictions & regulations if they are applying for Jagger's Den Funding.

Hearings: Hearings usually take place within two weeks of the application due date. Programming for which funding is being requested must fall at least two weeks after the hearing. Once you have filled out the packet, the Jagger's Den Funding Committee Chair will send an email to the president and the program organizer to schedule a hearing time on one of the two days designated.

A hearing is required for an organization executive officer or organization representative where he or she is required to give a 3-5 minute presentation that addresses the following points:

- Please describe the program for which funding is being requested. Include the name, projected date, and purpose.
- How will this program adhere to your organization's mission?
- How will this program benefit the UNT Dallas community?
- Please make sure you have a letter signed by your organization's advisor stating that they approve the event or program for which you are request funding.

Training Workshops: Workshops for student organization leaders will be available two weeks prior to the application deadlines. These workshops are emailed to registered student organization presidents. They will be able to go over the application with student leaders and answer any questions that they may have.

For more information, please contact SGA at SGA@untdallas.edu

Raffles. Selling raffle tickets on university property is prohibited, except for those qualified organizations, as defined by the Texas Occupations Code § 2002, which are registered officially as a student organization through UNT Dallas Student Life. All raffles or activities involving games of chance conducted on UNT Dallas property must receive prior approval from UNT Dallas Student Life. Raffles must comply with Texas Occupations Code § 2002 and any guidelines established by UNT Dallas Student Life.

The Charitable Raffle Enabling Act states that "qualified organizations' may hold up to two raffles per calendar year, with certain specified restrictions. A raffle is defined as the award 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." An RSO may be qualified when "it has existed for at least three preceding years and is exempt from federal income tax under Section 501(c), Internal Revenue Code; does not distribute any of its income to its members, officers or governing body; does not devote a substantial part of its activities to attempting to influence legislation; and does not participate in any political campaign."

This information and restrictions on prizes and advertising can be found at <https://www.oag.state.tx.us/consumer/raffle.shtml>

Only raffles held in accordance with the Charitable Raffle Enabling Act are authorized raffles. Any unauthorized raffle is considered gambling under the Texas Penal Code. Violations by employees or students are subject to disciplinary action.

Solicitation. Soliciting businesses and organizations outside of the campus community is permitted under certain circumstances, but only with express permission from UNT Dallas Student Life. If a student group wishes to conduct any business with non-university organization for soliciting donations for a fundraiser or charitable event, they must first receive permission from UNT DALLAS STUDENT LIFE before any contact is made. A completed Event Request Form is required prior to the initiation of the sales/solicitation event. Student organizations are required to adhere to all UNT Dallas Student Life policies regarding sales and fund raising.

CONTACT INFORMATION

Office of Student Affairs. The Office of Student Affairs is located on the second floor of Founders Hall, suite 200. For more information about individuals and their office, please visit: <http://www.untDallas.edu/osa/sa-staff>

Dr. Jamaica Chapple	<ul style="list-style-type: none">•Dean of Students
Jennifer Skinner	<ul style="list-style-type: none">•Assistant Dean of Students•Jennifer.Skinner@untDallas.edu
Luke Donohoo	<ul style="list-style-type: none">•Assistant Director of Community Standards•Luke.Donohoo@untDallas.edu
Marcus Roberson	<ul style="list-style-type: none">•Assistant Director of Leadership & Multicultural Programming•Marcus@untDallas.edu
Shanda Riley	<ul style="list-style-type: none">•Assistant Director Counseling & Wellness•Shanda.Rile@untDallas.edu
Cindy Suarez	<ul style="list-style-type: none">•Assistant Director for Disabilities Services & Title XI Coordinator•Cynthia.Suarez@untDallas.edu
Dee Goines	<ul style="list-style-type: none">•Assistant Director of Residence Life•Daniel.Goines@untDallas.edu
Arthur Lumzy	<ul style="list-style-type: none">•Director of Career Services•Arthur.Lumzey@untDallas.edu
Teresa Espino	<ul style="list-style-type: none">•Administrative Coordinator•Teresa.Espino@untDallas.edu
Shanda Jackson-Brown	<ul style="list-style-type: none">•Administrative Coordinator•Shanda.Brown@untDallas.edu
Jay Hayes	<ul style="list-style-type: none">•Veterans Service Coordinator•Herbert.Hayes@untDallas.edu
Sarah Davenport	<ul style="list-style-type: none">•Project Coordinator, Student Success Experiential Learning•Sarah.Davenport@untDallas.edu
Rifeta "Fifi" Badic	<ul style="list-style-type: none">•Coordinator of Activities & Organizations, Office of Student Life•Rifeta.Badic@untDallas.edu

Additional Contacts. The Office of Student Life is not your only resources. If you ever need additional information about another department on campus, please use the campus directory found online at www.untDallas.edu. Below is a list of the most common phone numbers for student organizations.

Department	Phone Number	Email Address	Location
Advising	972.338.1645	advising@untDallas.edu	DAL 1 first floor
Athletics	214.354.0284	Jack.allday@untDallas.edu	DAL 1 356
Bookstore	972.780.3652	untDallas@bkstr.com	DAL 1 first floor
Campus Police	972.780.3009	Christopher.Shaw@unt.edu	FH 131
ECI Catering	972.338.1991	untcafe@ecimanagementgroup.com	FH 105
Experiential Learning	972.338.1764	Sarah.Davenport@untDallas.edu	FH 204
Facilities	972.338.1451	facilities@untDallas.edu	FH 131
Financial Aid & Scholarships	972.780.3662	financialaid@untDallas.edu	DAL 1 105
Graduate Admissions	972.780.3642	Gradschool@untDallas.edu	DAL 1 105A
Information Technology Shared Services	972.338.1448	helpdesk@untDallas.edu	FH 127
Library	972.338.1616	Library@untDallas.edu	FH 117
Parking	972.780.3009	Paulette.Clemmons@untDallas.edu	FH 131
Registrar	972.780.3664	registrar@untDallas.edu	DAL 1 105A
Residence Life	972.338.1776	reslife@untDallas.edu	FH 200
Student Financial Services	972.780.3658	studentfinancialservices@untDallas.edu	DAL 1 105B
Undergraduate Admissions	972.780.3642	admissions@untDallas.edu	DAL 1 105

APPENDIX

STUDENT CODE OF CONDUCT AS APPLIED TO STUDENT ORGANIZATIONS.

University student groups/ student organizations (“Student Groups” and “Student Organizations”) are expected to conduct themselves in a manner consistent with the University’s function as an educational institution. Student groups/ student organizations must observe all international, federal, state and local laws and University policies, including the Code, both on and off campus. A student group/organization will be responsible for the actions and conduct of its members, when one or more of its members, acting in the capacity of their membership, commit a violation of the Code. Group misconduct need not be officially approved by the entire membership in order to be considered grounds for possible conduct action towards the organization. There is no minimum number of organization members who must be involved in an incident before conduct action may be taken towards the entire organization. An appropriate but not exhaustive inquiry to determine whether an organization maybe held accountable for the conduct of individuals is to ask whether it is likely that the individuals would have been involved in the incident if they were not members of the organization or if, by group action, the incident was encouraged, fostered, or might have been prevented. Student groups found in violation of the Code will be subject to conduct procedures and sanctions in the same manner as individual students, except that student groups/organizations cannot be permanently removed from the University.

Any Notice of Complaint regarding alleged misconduct involving a student group will be delivered to the as outlined in Section 3. II. A Notice of Complaint will be sent to the attention of the president or other leaders of the student group/organization with a copy to the on campus advisor and/or other advisors as appropriate along with the appropriate Student Life Staff member. Student groups/organizations are responsible for responding to all Notices of Complaint and failure to respond may result in resolution of the matter in the absence of any representative of the student group.

A complaint filed against a student group does not preclude the possibility of complaints being filed individually against any or all individual students involved in alleged misconduct. For purposes of the Code, references to “student” are inclusive of student groups and student organizations.

(Student Code of Conduct)

RISK MANAGEMENT POLICY

University Policy 12.004 Risk Management. The University is committed to protecting and conserving university resources. The University seeks to conduct all operations safely, preventing accidents, injuries or illnesses involving its students and employees; protecting property and the environment from damage; preventing and mitigating conditions likely to interrupt the University's ability to fulfill its academic mission; and analyzing exposures to determine risk financing measures. To accomplish these goals, the University establishes a risk management program that takes reasonable and practical steps in safeguarding students, employees, visitors, property and operations.

Texas SB 1138. Texas law requires that all RSOs and Advisors receive risk management training that addresses the following subjects:

- a. Possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use
- b. Hazing
- c. Sexual abuse and harassment
- d. Fire safety and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device
- e. Travel to a destination outside the area in which the institution is located
- f. Behavior at parties and other events held by a student organization
- g. Adoption by a student organization of the University's risk management policy

Risk management training is mandatory for all UNT Dallas RSOs and Advisors. Student organizations that do not participate in the training will lose their recognition status. For more information, see Texas Education Code 51 § 9361 at: www.legis.state.tx.us/Home.aspx and UNTD Policy 7.012. Officers for a RSO are required to present to the organization a condensed Risk Management training session and must have members sign indicating that they took part in the training. This form must then be turned in to the UNT Dallas Student Life to maintain registration status.

ANTI-HAZING POLICY

The University of North Texas at Dallas prohibits hazing by any student, student organization or employee. No UNTD student, organization, or employee shall engage in, encourage, aid, or assist any other person in what is commonly known and recognized as hazing. Students and employees who have knowledge of conduct that might constitute hazing must report the conduct to the Coordinator of Student Activities, the Director of Student Life and Success, the UNTD Police Department, or other appropriate university officials. Any individual who receives a report of hazing must forward the report to the UNTD Police Department.

http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.013%20Hazing.pdf

CONSTITUTION FOR (Organization Name)

ARTICLE I - PURPOSE

State the purpose/mission of your organization.

ARTICLE II - MEMBERSHIP

Describe who is eligible to join your organization (keep in mind that only currently enrolled UT Tyler students or faculty or staff members may join a student organization). Also include a non-discrimination policy (please see the [UNT Dallas Non-discrimination Policy](#)).

ARTICLE III - OFFICERS

List the requirements for officers as well as titles, job descriptions, and terms of office for each position. Also consider including transition procedures.

ARTICLE VI - MEETINGS

State how your organization will conduct its meetings, including: how often you will meet, who may attend the meetings, and the parliamentary authority you will use (if any).

OPTIONAL ARTICLES

Additional articles that may be included are: Elections, Statement of National/Local Affiliation, Finances, Amendments, Advisors, Organization History (when established, calendar of regular events, etc.). Also, your organization may consider creating By-Laws for the Constitution, which give specifics for each article.

DATE ADOPTED: (Date)

DATE LAST AMENDED/APPROVED: (Date)

*Please work with your advisor when creating your organization constitution.

RISK MANAGEMENT POLICY

FOR

(Organization Name)

ALCOHOL AND DRUGS

State your organization's position on alcohol consumption in relation to events, programs, travel, etc. Keep in mind that The University of North Texas at Dallas is committed to maintaining an environment free from substance abuse by students and employees as well as complying with state and federal laws related to the unlawful possession or distribution of illicit drugs and/or alcohol. Please reference the following: [UNT System Policies](#), [UNT Dallas Alcohol and Substance Abuse Policy](#) and [Alcohol 101 Plus](#).

HAZING

State your organization's position on hazing. See the following references: Series 50101 of the [UNT System Policies](#), Chapter 8 of the [UNT Dallas Policy Manual](#) and [StopHazing.org](#).

ORGANIZATION EVENTS AND MEETINGS

Describe how you will prevent and handle the occurrence of the following possible situations at an event or meeting: offensive comments or language, bad weather, negative publicity for the organization or University, injury, loss, and other potential hazards. Include plans for how your organization will address safe food handling and disability access and accommodations.

RISK MANAGEMENT EDUCATION

Explain how your organization will educate members on your risk management policy and the University regulations expressed at Student Organization Orientation. List the topics you will discuss and method(s) you will use to educate your organization members.

SEXUAL HARASSMENT

State your organization's position on sexual harassment (please see Chapter 5 of the [UNT Dallas Policy Manual](#)). In the event that you or a member of your organization feels that they have been a victim of sexual harassment, please contact the UNT Dallas Police Department at (972) 780- 3000 and the Dean of Students, Dr. Jamaica Chapple, jamaica.chapple@untdallas.edu.

TRAVEL

List guidelines for your organization while traveling. These could include vehicle safety, first aid, weather, emergency contacts, accountability for traveling individuals, group bus vs. individual vehicles, equipment inventory, advisor attendance, and any other topic you deem necessary. Ensure that your organization complies with the [Student Travel Policy](#).

OPTIONAL SECTIONS

Some additional sections you can consider including are: Finances, Personal and Organizational Liability, and Discipline Procedures.

*Please work with your advisor when creating your organization risk management policy.

