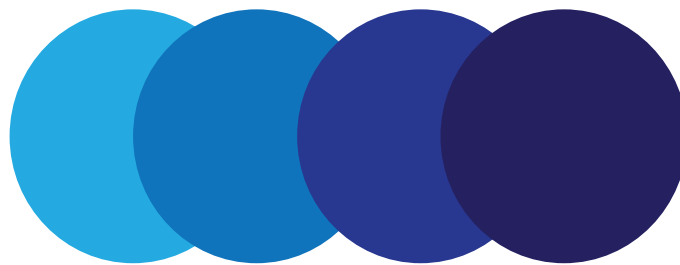




# STUDENT ORGANIZATION **PROCESSES & PROCEDURES**



# STUDENT ORGANIZATION RESPONSIBILITIES



## RESPONSIBILITIES OF A STUDENT ORG

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.

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 Affairs regarding any questions
- Utilize Student Affairs for expert knowledge in all events and activities

## STUDENT ORGANIZATION CHECKLIST

### STUDENT ORG REGISTRATION

- Complete application
- 3 Members with a 2.5 GPA
- Constitution/Bylaws
- Risk Management Policy
- Membership Roster with Executive Board Contact Information

### RISK MANAGEMENT TRAINING

- President or Risk Management Office Completed
- Advisor Completed

### ADVISOR

- Advisor Completed Advisor Agreement

### STUDENT ORG ORIENTATION

- President or Other Representative Attended

## BENEFITS OF A STUDENT ORGANIZATION

- Use of University Facilities
- Organizational Support for recruitment, Officer Transition, Leadership Development, etc.
- Recognition & Awards
- Marketing & Promotional Tools
- Fundraising & Financial Support



# STUDENT ORGANIZATION ADVISORS

## RESPONSIBILITIES OF AN ADVISOR

Registered Student Organizations, or RSOs, are The student organization 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.

- 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.

## STUDENT ORGANIZATION ADVISOR CHECKLIST

- Completed Advisor Agreement
- Attended or Completed Risk Management Training.
- Met with the Student Organization to determine advisor role, responsibilities, and expectations.
- Attend at least one membership and/or executive board meeting per month.
- Remind Student Organization of University policies/procedures, federal and local laws, and assist where needed.



# STUDENT ORGANIZATION EVENT REQUEST FORM

*Registered student organizations have the privilege of using university facilities. All events MUST be registered with the office of Student Affairs.*

## STEPS TO RESERVING UNIVERSITY SPACE:

### **SUBMIT FORM ONLINE:**

[www.untDallas.edu/node/5982/student-organization-event-request-form](http://www.untDallas.edu/node/5982/student-organization-event-request-form)

When requesting events, we ask that you submit this form 10-15 days prior to your event date and please provide as much detail as possible.

## **REQUEST RECEIVED & INPUTTED INTO SYSTEM.**

Your request will be processed within 1-2 business days. Forms submitted on the weekend or after business hours (8:30AM-5:30PM) will not be processed until the next business day.

If your requested location is unavailable, the contact person listed in the form will be contacted to explore other options.

## **ASTRA CONFIRMATION FORWARDED TO STUDENT ORG.**

You should receive a confirmation of your event's location within 5-7 days from the Coordinator of Organizations. Your event's location is not final until you receive this confirmation email.

### **PLEASE COMMUNICATE ANY & ALL CHANGES**

*Any changes made to your event must be communicated with the Coordinator of Organizations. This includes, but is not limited to: time changes, cancellations, and/or no use of the room.*

## SPECIAL EVENTS

Some events are considered high-risk or special events if they fall under one or all of the following:

- invites off-campus guests
- Invites minors
- requires food service
- outside regular business hours
- requires technical services
- held in a large event venue

These events must be cleared by the office of Student Affairs. A scheduled meeting with the Coordinator of Organizations is required and additional steps or information may be requested. Examples: campus parties, concerts, etc.





# FLYER APPROVAL & POSTING PROCESS

*Registered Student Organizations have the privilege of posting promotional materials, such as flyers, posters, etc. on campus.*

## CREATE FLYER

Using any design software, create a flyer that lists the date, time, and location of your event. Include as much detail as possible in your flyer, i.e. registration, fundraiser item costs, etc.

## SUBMIT FLYER FOR APPROVAL VIA ONLINE FORM

[www.untDallas.edu/node/5982/student-organization-flyer-request-approval-form](http://www.untDallas.edu/node/5982/student-organization-flyer-request-approval-form)

Student affairs must approve all flyers and posters on campus bulletin boards.

**REQUESTING FLYER PRINTING:** You can request the flyer/poster sizes and quantities listed below:

- Letter (8.5x11)
- Quarter Sheet (3x5)
- Poster (22x28)

**PRINTING LIMITS:** The posters have a printing limit of 10 posters per year per organization. If you'd like additional posters to be printed, you will be charged \$5 per poster. Letter and quarter sheet flyers are unlimited. However, if you are requesting an excessive amount (i.e. more than 50 copies), your request will not be completed.

## STAMPED APPROVAL

If the flyer is approved, your flyer will be stamped and you can post your flyers on the bulletin boards in Founders Hall (FH/DAL 2) and the Admin Building (DAL 1). Any posted flyers or posters without a stamp will be removed.

### POSTING GUIDELINES:

1. Do not leave flyers of any size on tables.
2. Post on bulletin boards where you have received prior permission. (i.e. any department bulletin boards are controlled by that department)
3. Take down your posters after your event is over.

### WHERE TO POST:

#### Founders Hall

Bulletin Boards 2nd & 3rd floor by the bathrooms  
Bulletin Boards 2nd floor by the elevators  
Bathroom Stall Frames: (8.5x11)

#### DAL 1 Admin Building

Bulletin Board near the elevators, 1st floor  
Bulletin Board near advising, 1st floor

# STUDENT ORGANIZATION REGISTRATION RENEWAL

The Registration Renewal process should be completed by registered organizations at UNT Dallas, meaning if the organizations were registered within the past year. Organizations who have not completed the registration process in over two (2) years must register as a new student organization.

Student organizations must renew their registration with UNT Dallas every year to host events on campus, reserve rooms, hold meetings, and participate in campus-wide events such as JAG Fest and other involvement fairs and events. through the Office of Student Affairs. This workflow chart helps outline that process. These do not have to be completed in the order outlined below:

## 1 REGISTRATION RENEWAL

Complete the registration renewal form online at this link: [bit.ly/RegistrationRenewal](https://bit.ly/RegistrationRenewal) and upload your updated constitution, risk management policy, executive board contact information, and membership roster. Templates for the required documents can be found at this link: [www.untdallas.edu/ao/organizations/newstudentorgs](http://www.untdallas.edu/ao/organizations/newstudentorgs)

## 2 RISK MANAGEMENT

The president of the student organization MUST complete risk management training every year. Student organization advisors must complete the training once every two (2) years. To request access to the risk management training, please email [rifeta.badic@untdallas.edu](mailto:rifeta.badic@untdallas.edu) with your EUID.

## 3 ORIENTATION

Student Organization Orientation is scheduled once every semester. The student organization president and vice president are requested to attend orientation. If needed, an alternate representative may attend. During this event, student orgs will be able to meet other student organization leaders, receive resources, set goals for themselves, and ask any additional questions.

Orientation dates are emailed to student organization presidents. An alternative meeting may be requested, if needed.

## 4 APPROVAL

Appropriate correspondence will be emailed to the president of student organizations as registration renewal items are received.



**DEADLINE.** Registration renewal application(s), documents, and contracts are due on the last Friday of September to the Office of Student Affairs, either electronically or at the front desk. It is located inside Founders Hall (FH), suite 200.

**DEADLINE: May 25th**

**REQUIRED DOCUMENTS.** Registration is NOT complete until all documents have been submitted, received, and approved.

- Constitution/Bylaws
- Risk Management Policy
- Membership Roster
- Advisor Agreement/Contract

# STUDENT ORGANIZATION RESOURCE LINKS

**Student Organizations Webpage:**

[www.untDallas.edu/ao/organizations](http://www.untDallas.edu/ao/organizations)

**Student Organization Directory:**

[www.untDallas.edu/ao/organizations/orgs](http://www.untDallas.edu/ao/organizations/orgs)

**Student Organization Registration Renewal:**

[www.untDallas.edu/ao/organizations/studentorgregistration-renewal](http://www.untDallas.edu/ao/organizations/studentorgregistration-renewal)

**Student Organization Resources:**

[www.untDallas.edu/ao/studentorgresources](http://www.untDallas.edu/ao/studentorgresources)

[New Student Organization Registration Form](#)

[Event Request Form](#)

[Advisor Agreement](#)

[Incident Report Form](#)

[Registration Renewal Form](#)

[Flyer Request & Approval Form](#)

[Name Change Request Form](#)

[Graduation Cord & Stole Registration](#)

[Student Involvement Fair Registration](#)

**Jagger's Den:**

[www.untDallas.edu/ao/organizations/jaggers-den](http://www.untDallas.edu/ao/organizations/jaggers-den)

**UNT D Serves (formerly #JagsGiveBack):**

[www.untDallas.edu/ao/untdserves](http://www.untDallas.edu/ao/untdserves)

