



DIVISION OF STUDENT ENGAGEMENT

LAMAR UNIVERSITY

Student Organization Services

2021 - 2022 Student Organization Handbook

Policies and Procedures for Student Organizations at Lamar University

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All contents in this handbook revised effective August 2021. Any additions after the start of the academic year will be in addendum form and communicated through the Setzer Student Center website and through LUHub to all student organization advisors and listed officers.

WELCOME



Dear LU Student Officers and Advisors,

I am proud to see that you all took the initiative to lead your student organizations this year!

Students, this exciting time in your life is pivotal toward developing your organizations for future generations. The experience will afford you valuable networking opportunities; you will positively interact with students and employees, becoming a stronger university community. Furthermore, you will find the Division of Student Engagement staff enthusiastic and passionate, willing to help you as you take charge of your groups and make the LU student experience dynamic and rewarding.

As you return to campus life, we want to help you successfully plan diverse, engaging, and extraordinary events while creating unforgettable experiences in the process. I ask that you review the updated policies, procedures, and co-sponsorship protocols found in our handbook and on our website. You will be pleased to discover new steps and resources to organize better and plan your activities with ease. Moreover, the handbook facilitates a better understanding of the laws, regulations, and university policies to help keep us all safe. It is everyone's responsibility as a community to support one another and report concerns as quickly as possible.

Finally, I would ask you to review the *Student Handbook and Code of Conduct* to ensure a positive student experience. Feel free to contact me if you need my assistance or guidance—I am here to help you succeed at Lamar University.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hector Flores'.

Dr. Héctor A. Flores

Associate Vice President & Dean of Students

LETTER FROM THE COORDINATOR OF STUDENT ENGAGEMENT



To all Lamar University Student Organizations and Advisors:

Congratulations on your new role! Student Organization Services (SOS) is committed to making your time serving in a student organization as easy, and beneficial as possible. SOS was established to help coordinate organization services and aid Registered Student Organizations (RSOs). The Office of Student Organization Services reports to the Coordinator for Student Engagement.

The mission of Student Organization Services is to create and foster leadership and involvement opportunities that enhance personal, interpersonal, and organizational development for Lamar University Students. We offer many different trainings and workshops throughout the school year, to help your student organization be the best that it can be.

Registered Student Organizations play an important role in campus life at Lamar University. Throughout the year, they sponsor a variety of extra- and co-curricular activities for the campus community as well as participate in service projects on and off campus. In addition, Registered Student Organizations provide a means for students to develop and refine leadership skills and to interact and network with their peers, faculty and staff.

The Office of Student Organization Services provides administration of all student organizations using **LUHub**, an online campus management software accessible by LU students, faculty, and staff.

The Office of Student Organization Services is located in the Setzer Student Center 270 office suite. Please stop by or call our office at 409-880-8721. We are here to help you!

It is my pleasure to welcome you all to the 2020-2021 academic year, and I look forward to helping your student organization grow and be the best that it can be.

With Cardinal Pride,

Morgan Pulliam

Morgan Pulliam
Coordinator for Student Engagement

STUDENT ORGANIZATION BASICS

DEFINITIONS

In this handbook, unless the context requires a different meaning:

1. **Advisor:** A full-time member of the faculty or staff at Lamar University who counsels the members of an organization.
2. **Class day:** A day on which classes or reading periods before semester or summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given.
3. **Student:** A person enrolled or accepted for admission or readmission at the university while present on the campus.
4. **Student Officers:** A student who has been elected or appointed into a student leadership position in their Student Organization which includes but not limited to president, vice president, treasurer, secretary and any other student leadership position.
5. **Dean of Students:** The Chief Student Code of Conduct officer, their designee, or their representative.
6. **Executive Director:** The Executive Director of Setzer Student Center and Recreational Sports, their designee, or representative.
7. **Associate Director:** The Associate Director of Programming and Events or their designee, or representative
8. **Coordinator:** The Coordinator of Student Engagement.
9. **Student Organization Services Office:** The University administrative office that oversees the RSO registration, activities, and financial accounts.
10. **Organization:** A student group holding a valid provisional or permanent recognition certificate from the Office of Student Organization Services.
11. **University:** Lamar University.
12. **University facility:** A classroom, auditorium, residence hall, or any other area of the campus.
13. **Social Event:** Dances, mixers, receptions, banquets, and rush parties. Business and/or routine meetings are not considered social events unless such meetings in fact become so as a result of the activity itself.
14. **Contract:** An agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit.
15. **Co-Sponsorship:** Funds that are available to assist RSOs with half of the cost for their event or travel expenses. The Registered Student Organization can request a maximum amount up to \$1,500 per academic year.
16. **Fundraising:** An event held by an RSO to generate financial support for a charity, program or other enterprise.
17. **Off-Campus Account:** An account that is managed and operated by a 3rd party organization or agency.
18. **On-Campus Account:** An account managed by the Office of Student Organization Services.
19. **President:** A student elected to represent the interests of the Student Organization mission, purpose, constitution, activities, and financial accounts by the membership.
20. **Treasurer:** A student elected to represent the interests of the Student Organization mission, purpose, constitution, activities, and financial accounts by the membership.
21. **Request for Funds:** A process in which an RSO goes through to fund upcoming activities, travel and financial obligations.
22. **Vendor:** A person or company offering goods for sale or services.
23. **W-9:** Is an Internal Revenue Service (IRS) form, also known as a Request for Taxpayer Identification Number and Certification form, which is used to confirm a person's taxpayer identification number (TIN).

GOVERNANCE ORGANIZATIONS

Governance organizations are formed to represent a group of organizations that have been specifically supported by the university to serve such a purpose. The groups have delegated a portion of their power to the larger organization but retain the right to representation. Membership in these types of organizations is usually based on involvement in one of the representative groups and an expressed interest in working with the umbrella organization. Student Government Association, Residence Hall Association, and Greek Council are organizations that fall under this category.

GREEK LETTER FRATERNITIES AND SORORITIES

Greek social fraternities and sororities are groups that are organized primarily for the purpose of social interaction among a particular group of students who share common interests. These types of organizations involve themselves in numerous activities including leadership development, community service, and recreational activities. Membership is based on the student's interest, individual selection criteria, and some form of mutual selection. Although fraternities and sororities are an American invention, each group is designated by a Greek letter name; members are referred to as Greeks. Chapters are often called Greek letter societies, and all are known collectively as the Greek Council. These groups must be a part of a national or international organization. The organizations are affiliated with the Inter-Fraternity Council, the College Panhellenic Council, the Multicultural Greek Council, National Pan-Hellenic Council, and the Independent Greek Council.

HONOR SOCIETIES/MAJOR BASE/PRE-PROFESSIONAL

Honor Societies and Major Based organizations include those groups with memberships in honor societies or those based on an academic (departmental) field of study. University students form honor organizations to recognize academic and/or leadership achievements. Membership is based primarily on scholastic achievement, but also may consider character and leadership. All organizations have criteria for membership that must be met, and some are by invitation only. Most of these organizations are tied to university departments and belong to national organizations. Departmental organizations are organized to further develop and promote a student's learning within an academic department or program. These organizations normally work closely with a university department and are often part of a larger local, state, national, or international organization. Membership is normally based on an interest in a particular field or discipline that the organization represents. Examples of pre-professional organizations is: Lamar University Pre-Dental Student Association, or LU Pre-Law Society

SOCIAL/MUTUAL INTEREST ORGANIZATIONS

Social/Mutual interest organizations are groups that have formed solely on the basis of a group of individuals that have common interests. The groups in this category focus on a multitude of different topics, including service to the community. Membership is based on sharing the same interests.

SPIRITUAL AND RELIGIOUS ORGANIZATIONS

Spiritual and religious organizations are formed to provide a campus community of students who share the same or similar religious faith or spiritual beliefs. Membership in these organizations is contingent upon the constitution of the organization. All denominations are welcome.

SPORTS/RECREATION

Sports organizations are formed to sponsor some type of athletic activity on a non-NCAA university level. Many of these groups work closely with the Sport Clubs program in the Department of Recreational Sports and may work with other types of organizations or groups of students to promote their activities. Membership is based on student's interest and may involve some form of competition for membership.

MULTICULTURAL ORGANIZATIONS

Multicultural organizations are groups that strive to expand students' knowledge of the different cultures represented in the LU community and abroad.

STARTING A NEW STUDENT ORGANIZATION

APPLICATION

A group may apply for recognition by completing the Intent to Organize a New Student Organization on LUHub. The Coordinator will review the application and will grant provisional recognition to the organization if the rules for eligibility are met.

ELIGIBILITY

A group is eligible for recognition if:

- Its membership is limited to Lamar University/LIT students, faculty, and staff.
- Its membership is not denied to anyone based on race, color, creed, sex, or national origin, except as may be provided by law.
- The group has at least five eligible members, three of which must act as officers (president, vice president, and treasurer)
- It has an eligible advisor (advisor must be a full-time employee of Lamar University)
- Individuals are not under disciplinary sanction prohibiting recognition.
- It conducts its affairs in accordance with university rules and regulations.
- Its purposes are in accordance with the stated purpose and goals of the university. No organization may be recognized if the actions or activities of the organization are averse to the educational purpose and work of the university.

RECOGNITION OF GREEK SOCIAL ORGANIZATIONS

For a Title IX-exempt social Greek-letter fraternity or sorority (as defined under the provisions of Section 1681 of the U.S. Education Act of 1972) to be recognized as a student organization at Lamar University, it must first be granted membership in its University-recognized Greek Council. Once membership is confirmed with the National Pan-Hellenic Council, the Inter-Fraternity Council, the College Panhellenic Council, the Independent Greek Council or the Multicultural Greek Council, recognition materials will be processed by Greek Life.

PARTICIPATION IN STUDENT ORGANIZATIONS

SERVICES FOR STUDENT ORGANIZATIONS

MAILBOXES & LOCKERS

Every Registered Student Organization has the option to have a mailbox in the Office of Student Organization Services, Room 270 of the Setzer Student Center. Through these mailboxes, the university, other organizations, businesses, and students communicate with each of the organizations. These mailboxes are not secure; therefore, exercise discretion in the types of items routed through the mailboxes. Mail should be addressed to:

Organization's Name
Lamar University
PO Box 10018
Beaumont, TX 77710

LU Student Organizations have access to several different options for storage at the Setzer Student Center. Student Organizations Services Office will provide lockers of various sizes during Fall and Spring semesters. These lockers will be allocated on a first-come, first-served basis and can only be used to hold Organization Supplies.

Student Organization Services can remove the rights to lockers or mailboxes at any time for improper use.

If an organization is wanting a mailbox or locker, they are to fill out a form on LUHub.

STUDENT ORGANIZATION DIRECTORY AND HISTORICAL INFORMATION

The Office of Student Organization Services maintains accurate records of organizations officers, constitutions, by-laws, and other important documentation on LUHub, an online communications tool.

ELIGIBILITY TO PARTICIPATE IN STUDENT ORGANIZATIONS

All organizations shall conform to the university policy on eligibility for cocurricular activity as outlined in the Student Activities section of the [Student Handbook](#):

- Any student currently registered in good standing with the university with a 2.0 GPA on all coursework completed at Lamar University and/or LIT is eligible to participate in any cocurricular activity. Members who do not meet this requirement will be limited to only meeting attendance and academic improvement programs.
 - Non-LU students are not officially recognized as a member of a student organization. It is up to the organization and organization advisor's discretion to determine if a non-LU student will be a member.
- University organizations may establish higher individual requirements for GPA and enrollment status.
- In order to become a candidate for and/or hold student office in a co-curricular organization, a student must:
 - Be a full-time undergraduate or graduate student, and
 - Be in good standing as determined by the Dean of Students
 - Maintain at least a 2.5 cumulative GPA on all coursework completed at Lamar University.
- One-semester exemptions may be granted on a case-by-case basis by the Associate Director or their designee.

GRADE CHECKS OF OFFICERS

The Coordinator will verify the cumulative GPA of all Student Officers during the first two weeks of September and January. The Coordinator will notify students that are considered ineligible for office based on this process. The student leader may appeal their eligibility to the Associate Director, whose decision will be final.

APPEALS

- If ineligible, student may appeal to the Associate Director. A request for review under this Regulation must be submitted on LUHub, by the deadline set forth by the Coordinator for Student Engagement, during notification of ineligibility. Failure to submit a timely appeal will result in immediate relinquishment of the office.
- The request must state the grounds upon which the Student seeks review of their ineligibility. The Student may provide additional supporting documentation to support their eligibility on the form. The request must include a plan of action, on how the student will ensure their grades improve for the next semester.
- The advisor must provide a letter of support in order for the appeal to be considered. Without support from the advisor, it will result in immediate relinquishment of the office.
- Within five (5) business days after the request has been received, the Associate Director, or their designee, shall render a decision on the request for review and shall notify the Student of that decision in writing.

MEMBERSHIP IN STUDENT ORGANIZATIONS

Membership in a Lamar University student organization may not be restricted on the basis of race, color, creed, sex, age, handicap, or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973. Organizations must sign a statement to this effect before approval may be granted and once a year thereafter. This *Statement of Compliance* is included in the registration process on LUHub.

SINGLE-SEX ORGANIZATIONS

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university.

Since passage of this law and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights has developed a clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. These criteria are as follows:

- The organization must have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code;
- Members must be limited to student, staff or faculty at Lamar University;
- The organization must be a “social fraternity” as defined by the Department of Education. The Department of Education defines “social fraternity” as a group that can answer “no” to all the following questions:
 - Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
 - Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
 - 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. An affirmative answer to any of these questions is evidence that the organization is professional, service, or honorary in nature and not a social fraternity or sorority for Title IX purposes.

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

DECLARATION OF NON-DISCRIMINATORY PRACTICES

The University is required to file with the federal government each year a report declaring its compliance with the Civil Rights Act. Failure to comply could result in loss of support for virtually all of our student financial aid programs, loss of federal funds for buildings, and ineligibility for federally funded grants in support of institutes, conferences, research, and other activities. The University cannot properly declare its compliance with the Civil Rights Act if it practices discrimination on the basis of race, color, creed, sex, or national origin, except as may be provided by law, including the granting of official recognition to student organizations which practice such discrimination. We request your cooperation with the following:

Any student organization that practices discrimination, except as provided by law, will be in danger of removal of its charter and withdrawal of University recognition. This means that any student who presents himself/herself for membership in your organization must be accepted as long as they meet the necessary requirements as applied to all potential members. In case of recognized social sororities and fraternities, this means that any student who represents himself/herself for participating in intake activities must be accepted for this program and must be treated in exactly the same manner as all others. All requests for literature related to your organization and to new member intake must be filed without regard to race, color, creed, or national origin. Charges of discrimination will be investigated, and appropriate action taken.

Co-Sponsorship is defined as funds that are available to assist RSOs with their event or travel expenses. The Registered Student Organization can request a maximum amount up to \$1,500 per academic year for travel expenses. Organizations can request a maximum amount of up to \$1,500 per academic year for event expenses.

PURPOSE

The Co-Sponsorship program assists Lamar University Registered Student Organizations with funding requests. Student organizations must submit an application, a general statement, and detailed budget regarding the purpose of a campus event and travel request.

DEFINITIONS

- Co-Sponsorship: Funds that are available to assist Registered Student Organizations with fifty percent of their travel expenses, up to \$1,500, and up to \$3000 jointly when planning an event with three or more organizations, with no limit to how many events you can request funding for.
- Campus Event: For purpose of these guidelines, the co-sponsorship funding can only be used for an educational activity or event that is open and benefits the entire Lamar University Community.
- Registered Student Organization: A student organization that is registered with the Office of Student Organization Services and is in good standing with the Dean of Students Office.
- Travel: Lamar University Registered Student Organizations are eligible to apply for travel funding to attend a professional development conference at local, state-wide, regional or national levels.

GENERAL GUIDELINES:

- A Registered Student Organization can request funds during the academic year (September 1st – June 1st). The Coordinator and Associate Director must review and approve/deny all co-sponsorship proposals that are \$500 or less. Everything requested over \$500 will go to the Student Organization Services Committee.
 - The Student Organization Services Committee is comprised of the Coordinator for Student Engagement, Associate Director for Programming and Events, the Executive Director of the Setzer Student Center, the Associate Vice President/Dean of Students, and Faculty/Staff members that serve as advisors to student organizations, one representative from Student Government Association, and one student employee from Student Organization Services.
 - Although you may only apply for co-sponsorship between Sept. 1st – June 1st, events can be held year-round. Contact our office if you have questions or need further explanation.
- The co-sponsorship applications are reviewed on a first come, first served basis. These guidelines for co-sponsorship apply to Lamar University Registered Student Organizations only. When all funds have been depleted, student organizations will be notified that co-sponsorship for the year has closed.
 - Once an application for co-sponsorship for an event is approved, you will be assigned a mentor for your event. The mentor will be one of the following people: Associate Director for Programming and Events, Coordinator for Student Engagement, Coordinator for Club Sports, or Special Projects staff member.
 - Your mentor will help you with planning the event, logistics, and will be present during the event.
- Organizations that are requesting co-sponsorship funding must complete 30 hours of community service by the end of the semester they received funds.
- Community service opportunities can be found through the [NSLP office](#).
 - Information on how to track your hours can be found [here](#).
- For campus event or travel requests to be considered for co-sponsorship funding by the Office of Student Organization Services, the co-sponsorship application must be submitted **20 business days** in advance of the date of the event or travel request.
- Registered Student Organizations making requests for funding must be fully registered and in good standing with the Office of Student Organization Services and the Dean of Students Office, specifically:

1. Registered with up-to-date officers in LUHub
 2. Registered Student Organization President, Vice President, Treasurer have completed risk management training
 3. No outstanding balances with any University Departments
 4. Complete Co-Sponsorship application through LUHub
 5. Complete an [University Travel Waiver Form](#) for all student travelers as part of the Co-Sponsorship application and submitted at least two business days in advance of travel to receive the travel funds
- All correspondence regarding co-sponsorship will be sent to the Registered Student Organization President and Advisor
 - Only the Registered Student Organization President or Treasurer may submit a Co-Sponsorship application. If there are mistakes on the co-sponsorship application, the organization will have **two (2) business days** to make the necessary corrections. If the corrections are not made, the application will be denied and a new application must be submitted.
 - Guideline for Receipts
 - The Registered Student Organization will have **15 business days** after an event or travel to submit proper documentation of how the funds were used.
 - ALL receipts must be presented at once, using the "[Co-Sponsorship Receipt Submission](#)" form found on LUHub, as well as emailed to the President at the approval of co-sponsorship funds.
 - Failure to provide proper documentation in the allotted time will result in:
 1. If the co-sponsorship funds that were awarded cannot be properly documented on how they were used, then any remaining balance will be taken out of the Registered Student Organization account. If funds are not available, the Registered Student Organization's privileges for requesting co-sponsorship funds will be suspended by the Office of Student Organization Services for the next academic school year. Additionally, Student Organization Services may launch an investigation on the use of the funds, and a conduct case may be opened.
 - Unused Funds: If the Registered Student Organization's event or travel plans were cancelled, they can reapply after 30 days.
 - In addition, if all of the funds that were given were not used, the RSO must be return remaining funds to the Office of Student Organization Services when receipts are turned in.
 - If events or travel plans were postponed and money was already deposited in the club account, the Coordinator will determine whether the funds need to be applied to future events or travel plans.

RESTRICTIONS OF CO-SPONSORSHIP

Co-sponsorship funding cannot be used for the following:

- | | |
|---|--------------|
| • Senior design project materials | ○ Receptions |
| • Materials for non-co-sponsored events | ○ Honorarium |
| • Travel: | • Apparel |
| ○ No individual travel without justification – is subject to investigation by Student Organization Services | • Tobacco |
| | • Alcohol |
| | • Gift Cards |
| • Specific for Student Organization Events: | • Ammunition |
| ○ Banquets | • Firearms |
| ○ Meetings | |

SPECIFIC GUIDELINES FOR TRAVEL:

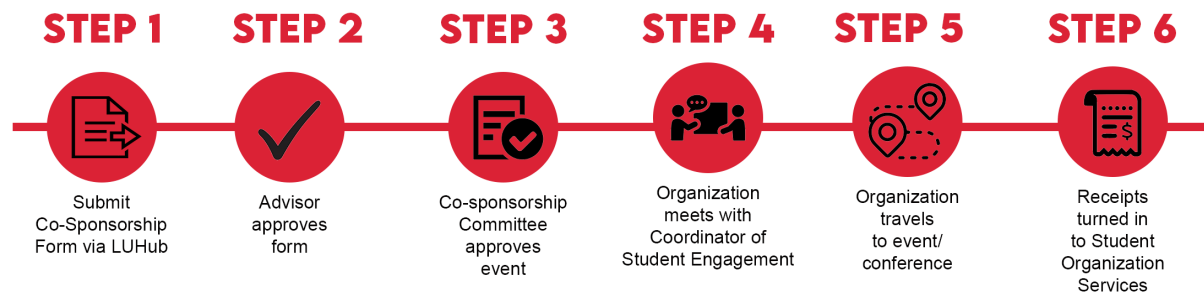
- Must provide all acceptable documents on how the co-sponsorship funds will be used for the travel:
 1. Itinerary from sponsoring organization
 2. Hotel Invoice/ check-out receipts
 3. Registration cost
 4. Receipt(s) for meals, snacks and gas for off-campus travel.
 5. All receipts may be dated one day before, through one day after conference, if traveling.

- You may only receive up to \$1,500 for travel per academic year. Your organization and its members are required to cover the other half of funds not received from co-sponsorship
- Co-Sponsorship for travel only covers half of the cost
- You must meet with Student Organization Services to help with the process of paying for items with co-sponsorship funds
- All acceptable methods and format for submitting the documents are:
 1. Picture or Screenshot of Website - JPEG, PNG, & PDF

TRAVEL PROCESS:

- Travel Process
 1. Submit [Co-Sponsorship Form](#) via LUHub
 2. Advisor approves event
 3. Co-Sponsorship Committee Approves Event
 4. Organization meets with Coordinator for Student Engagement – submits travel documents
 5. Organization travels for conference
 6. Receipts turned into Student Organization Services [via form](#) on LUHub

1 ORGANIZATION CAN RECEIVE 50% OF TRAVEL RELATED EXPENSES UP TO \$1,500



SPECIFIC GUIDELINES FOR CAMPUS EVENTS:

- Must be open and marketed to all Lamar University students
- Must have a university-wide impact
- Must submit all forms of marketing materials including but not limited to social media, flyers, posters, etc.
- Must provide all acceptable documents on how the co-sponsorship funds will be used for the event:
 1. Quotes for Speakers, services, program items and food
- Standard University contracts will be required for certain services and speaker agreements
- One organization planning the event – up to \$500
- Two organizations planning the event – up to \$1500
- Three organizations or more planning the event – up to \$3000
- You are not required to cover half of the cost of the event to get co-sponsorship funds.
- There is no limit to the amount of events student groups can request co-sponsorship funds for.
- You can partner with [Cardinals Activities Board \(CAB\)](#) to receive additional funding.
- All acceptable methods and format for submitting the documents are: JPEG, PNG, & PDF.

CAMPUS EVENTS PROCESS:

- Events with **ONE** Organization:
 1. Submit [Co-Sponsorship Form](#) via LUHub
 2. Advisor approves event
 3. Under \$500 Committee approves event

4. Organization is assigned an event mentor
 5. Event planning meeting is held to finalize logistics and order supplies
 6. Event takes place
 7. Receipts turned into Student Organization Services [via form](#) on LUHub
- Events with **TWO** organizations:
 1. Submit [Co-Sponsorship Form](#) via LUHub
 2. Advisor approves event
 3. Co-Sponsorship Committee approves event
 4. Organization is assigned an event mentor
 5. Event planning meeting is held to finalize logistics and order supplies
 6. Event takes place
 7. Receipts turned into Student Organization Services [via form](#) on LUHub
 - Events with **THREE** or more organizations:
 1. Submit [Co-Sponsorship Form](#) via LUHub
 2. Advisor approves event
 3. Co-Sponsorship Committee approves event
 4. Organization is assigned an event mentor
 5. Event planning meeting is held to finalize logistics and order supplies
 6. Event takes place
 7. Receipts turned into Student Organization Services [via form](#) on LUHub

1 ORGANIZATION CAN RECEIVE UP TO \$500



2 ORGANIZATIONS CAN RECEIVE UP TO \$1,500 JOINTLY



3 ORGANIZATIONS CAN RECEIVE UP TO \$3,000 JOINTLY



POLICIES ON STUDENT ORGANIZATIONS AT LAMAR UNIVERSITY

HAZING POLICY

Hazing is prohibited in state educational institutions by the Texas Education Code. Students of Lamar University are forbidden to engage in, encourage, aid, or assist any person(s) participating in what is commonly known and recognized as hazing. [The Lamar University Hazing Policy is located here.](#)

RIGHTS OF STUDENT ORGANIZATIONS

Student organizations are recognized on the assumption that their activities and programs contribute to the educational, professional, civic, and social development of the students involved. Neither the student organization nor its representatives may suggest that either is acting with authority or as an agent of Lamar University. Student organizations have the following rights:

- Use of the Lamar University name as part of the student organization's formal name, specifically at the end of the organization's name. Example: The Chess Club at Lamar University.
- The right to recruit new members from the Lamar University community.
- The services of the Office of Student Organization Services, including assistance in planning, carrying out, and evaluating activities and programs, club accounting, and assistance in making the organization more effective and efficient.
- The right to hold events and the use of university facilities free of charge or with a minimal fee.
- Invitation of off-campus speakers and artists to appear for regularly scheduled meetings and assemblies, subject to scheduling in accordance with [Off-Campus Speaker Policy](#).
- Distribution of literature relating to the organization's purpose and activities in those areas authorized by the University Posting Policy.
- Sponsorship of profit-making activities and solicitation of funds for organizational activities in accordance with the [Fundraising Policies](#).
- To apply for [Co-Sponsorship Funding](#).
- The right to be listed as a Recognized Student Organization.
- One student representing the registered student organization in Student Government Association.
 - All House of Representatives members must register with the Student Government Association through LUHub. House of Representative members shall serve from the day they are approved by the ex-officio advisor through May 31st.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS

- To manage and carry out activities within its own constitution; local, state, and federal laws; and university rules and regulations.
- To conduct its business and fiscal operations in accordance with standards of good business management and practice and accordance with the Student Organization Fiscal Policies handbook
- To be cognizant of the special role the organization holds as an integral part of Lamar University and to act accordingly in the best interest of its members and the university, as well as the surrounding community.
- Follow the Policies and Procedures for Student Organizations as outlined in this Handbook.

ANNUAL REGISTRATION RENEWAL

Every organization must renew their organization during the spring semester by updating their LUHub portal; the President, Vice President, Treasurer, and Advisor must complete mandatory risk management training in the Fall each year. All information and forms will be submitted via **LUHub**. The registration process will begin May 1 and end September 1.

The Coordinator of Student Engagement will review each submitted registration renewal request to determine if the organization is eligible for continued recognition as a registered student organization. If the Coordinator determines that an organization is ineligible for registration, or is inactive, the Coordinator shall notify the organization President and Advisor via email of its status.

- Information on the LUHub portal, including officer names and contact information, meeting days and times, membership requirements, etc. must be kept current and accurate throughout the semester. The organization President or designee will be responsible for ensuring that this information is kept current.
- The officers listed on the most recent registration request will be recognized as those authorized to speak for and represent the organization in its relations with the university.

- Should this information change at any point during the semester, you will need to complete the “Change of Officer” form found on LUHub.
- The President and Treasurer must submit a new Student Club Account Signature Card every year during the re-registration process. Even if your organization is 501c3, you are still required to submit this form.
- 3 Officers must attend mandatory Risk Management Training at the beginning of fall semester. The Office of Student Organization Services will arrange additional training times if officer transition happens between the fall training and when the registration process reopens in spring semester.
- Organizations must have at least five eligible members, three of which must act as officers (President, Vice President, and Treasurer)

Failure to register your student organization by the deadline will result in your organization being **designated as inactive**, and all privileges granted to your student organization will be suspended. This form must also be completed within 7 days of any change in officers.

UNIVERSITY TRADEMARK LICENSING POLICIES

All student organizations must adhere to the [Student Organization Licensing](#) guidelines and [University Visual Standards](#) when using Lamar University trademarks on marketing materials or apparel.

STUDENT ORGANIZATION DISCIPLINE

ORGANIZATION CONDUCT OFFENSES

Student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the university. Such responsibilities include:

- Compliance with university regulations, policies and/or procedures except for those offenses listed below, will be reported to and adjudicated by the Dean of Students;
- Taking reasonable steps, as an organization, to prevent violations of law or university regulations by its members; and
- A willingness to deal individually with those members of the organization whose behavior reflects unfavorably upon the organization or upon the university.
- Failure to accept the responsibilities of organization membership may subject the organization to permanent or temporary withdrawal of university recognition and/or support, social probation, denial of use of university facilities, or other appropriate action.
- The Coordinator has responsibility for initiating and expanding disciplinary action in any group offense cases.
- A student may also be disciplined for a violation under the Student Code of Conduct even though the organization of which they are a member is penalized for the same violation growing out of the same factual situation.
- Judicial and appeal procedures are outlined in the Student Code of Conduct.

ADMINISTRATIVE OFFENSES

When the Coordinator for Student Engagement receives information that an organization has allegedly violated a University rule or regulation, they shall investigate. The Coordinator for Student Engagement may then dismiss the allegation, requiring no further action, or conduct a meeting with the student organization and their advisor to obtain more information about the allegations. An organization violates a university regulation or administrative rule when:

- One or more of its officers or authorized members acting in the scope of their general responsibilities commits the violation.
- One or more of its members commits the violation after the action that constitutes the violation was approved by a majority vote of those members of the organization present and voting;
- One or more members of a committee of the organization commits the violation while acting in the scope of the committee's assignment; or
- A majority of the members of an organization commit the violation.

SANCTIONS

When, after the meeting, the Coordinator finds that an organization has violated a University rule or regulation, they may make their recommendation for sanction to the Executive Director. The Executive Director may choose to penalize the student organization by one or more of the following actions, including but not limited to:

- Suspend for not more than one calendar year the organization's right to do one or more of the following, including but not limited to:
 - publicly post signs.
 - publicly assemble or demonstrate.
 - sponsor or present a public performance.
 - publicly raise funds or make a solicitation.
 - reserve the use of university facilities.
 - participate in intramural athletics.
 - engage in recruitment of members (fraternity and sororities will be referred to Greek Life office); or
 - apply for co-sponsorship funding.
 - Suspend for not more than one calendar year the organization's recognition: or
 - Cancel the organization's recognition for not less than one calendar year.

APPEALS

If a student organization believes these procedures were not followed it may choose to appeal to the Dean of Students. All appeals must be submitted within five class days from the date of notification to the Dean of Students. The letter of appeal must provide a clear explanation of how this process was not followed or their disagreement with the severity of the sanction.

FISCAL POLICIES

DUTIES AND RESPONSIBILITIES OF STUDENT ORGANIZATION SERVICES

- Audit Registered Student Organizations (RSOs) accounts for accuracy, and prepares any necessary corrections
- Maintain all financial information pertaining to the on-campus accounts of Lamar University (LU) RSOs
- Process financial transactions for RSOs
- Inform and assist RSO representatives in properly managing on-campus accounts
- Prepare and mail letters of notification to student organizations about outstanding accounts and returned checks
- Prepare monthly balance statements upon request
- Help manage requests, disbursements, and reconciliations of co-sponsorship funding

GENERAL POLICIES AND GUIDELINES

All RSOs are responsible for the funds in their RSO accounts. The President and Treasurer are responsible for all transactions. It is important that all RSOs spend their funds in the best interests of their members, their constitution, and in accordance with the University's event policies and financial procedures. Any violation of the following policies or procedures could result in, but not limited to, a hold on all events and transactions, loss of funds, loss of recognition, and a hold on a student's records/transcripts.

- I. All RSOs are required to keep their funds in an account established by SOS (unless they are federally recognized 501c3 non-profit organization). Any RSOs that has recognition as a 501c3 non-profit organization must submit a copy of their IRS certificate to Student Organization Services. No other bank accounts are permitted. Failure to adhere to this policy will result in the loss of University recognition.
- II. All transactions must go through the RSO account maintained by SOS. This includes any income for deposit and any expenses requiring payment or reimbursement.

- III. Prior approval from Student Organization Services and your Advisor is required for all expenditures. Please provide the office **15 business days** advance notice for all check requests, payments, purchases, or reimbursements.
- IV. Generally, the President and Treasurer are the individuals authorized to access funds in the RSO account. The Advisor has no authority to access funds from RSO accounts on their own. However, we are asking for the Advisor to be aware of the Request for Funds submitted by the President and Treasurer.
 - a. **Advisors must approve all requests before SOS will begin to process them.**
- V. Account balances are available upon request, by the President or Treasurer. The SOS student staff regularly reviews RSO transactions and balances; however, the RSO Treasurer should also keep track of all financial activity for the RSO and available balances.
- VI. Deficits, outstanding balances or invoices should not occur in RSO accounts. The Coordinator of Student Engagement, the SOS student staff, and the RSO officers will work together to prevent any type of deficits. In the instance of a deficit, the Treasurer and/or President must deposit funds to cover the deficit within 48 business hours from the time it occurs.
- VII. The Advisor shall not have control of RSO funds and financial records.
- VIII. **Advisors must not expend their personal funds on behalf of an RSO and request reimbursement.**
- IX. The Advisor must review all request for expenditures by the RSO President and/or Treasurer to ensure that they are following all University policies and procedures as provided in this manual or through the University Finance and Accounting office.
- X. Since the University does not provide RSOs any direct funding, all RSO accounts have one type of funds: RSO Funds. These funds are generated from membership dues, fundraising, and sometimes donations. Spending these funds allows more flexibility, and the funds can carry forward each fiscal year.
- XI. General restrictions on funds:
 - a. No illegal activities, which include gambling, alcohol or drugs
 - b. No purchase of personal items or items intended for personal gain
 - c. No purchase of firearms and tobacco
 - d. No purchase of gift cards
 - e. No funds may be deposited by a RSO into an off-campus bank account except for a 501c3 recognized student organization
 - f. No funds shall be used on or in behalf of any political campaign
- XII. RSO funds must be raised and spent in compliance with University Policies and Procedures, Texas State University System Rules and Regulations, and Texas State laws.
- XIII. Any alleged acts of fiscal irresponsibility must be reported to the Student Organization Services Office.

PRESIDENT, TREASURER, AND ADVISOR REQUIREMENTS AND RESPONSIBILITIES OVER ACCOUNTS

- I. The President, Treasurer and Advisor are responsible for the proper and LEGAL use of RSO funds. All RSOs are subject to audit by the Office of Student Organization Services, the University and the Texas State University System.
- II. Requirements of the President, Treasurer or Advisor:

- a. Be a full-time LU student, in accordance with University Student Organization Handbook
 - i. Or a full-time, Lamar faculty or staff member as an Advisor
- b. Attend Office of SOS Financial/Fiscal Training.
- c. Read and understand the policies and procedures in the Student Organization Handbook.
- d. Ensure the RSO is acting in accordance with University Policies and Procedures, Texas State University System Rules and Regulations, and Texas State laws.

SANCTIONS FOR FISCAL IRRESPONSIBILITY

- I. Any alleged acts of financial irresponsibility must be reported to Student Organization Services. The following actions can be taken against the President, Treasurer or RSO that demonstrates fiscal irresponsibility:
 - a. The Coordinator for Student Engagement, or designee, can relieve the President, Treasurer, or Advisor of financial authority/privileges.
 - b. The Coordinator for Student Engagement, or designee, can temporarily freeze the RSO account.
 - c. The Coordinator for Student Engagement, or designee, with support from the Associate Director for Programming and Events can request a permanent freezing of the RSO account.
- II. Violations of these policies and laws described herein by an employee or student are grounds for disciplinary action up to and including termination or expulsion in accordance with applicable University and the Texas State University System policies and regulations. Such disciplinary actions also may include reprimand or suspension.
- III. Disciplinary action by the University does not preclude the possibility of criminal charges against a student or employee by the University. Specific sanctions for faculty, administration, staff and students are under the jurisdiction of the following:
 - a. For faculty: The Office of Academic Affairs.
 - b. For administrators and staff: The Office of Human Resources; and
 - c. For students: The Office of Dean of Students. Student organizations may be sanctioned for violation of these policies and laws. Sanctions may range from written reprimand to revocation of recognition as a student organization.

OFF-CAMPUS BANK ACCOUNTS

Only RSOs that are registered as a 501c3 organization can have off-campus accounts. **All other RSOs are prohibited to have an off-campus account.**

Registered Student Organizations that can furnish proper documentation of 501(c)(3) status may have an off-campus account. The organization must send proof of 501(c)(3) status to the Office of Student Organization services before they will be allowed to open an off-campus account.

Because the university does not regulate off-campus accounts for student organizations, it's important to establish financial controls to limit the risk of mismanaging organization funds, specifically to prevent the use of funds for personal gain.

ON- CAMPUS ACCOUNTS

It is **mandatory** that Registered Student Organizations that do not hold a 501(c)(3) status (**A recognized status by the federal government**) have a bank account with the Office of Student Organization Services. The Student Club Account is a free banking service provided to Registered Student Organizations. Student organizations are strongly encouraged to bank through this service unless they are fully or partially funded by a department or university office. Checks, bank statements, and mail service are provided free of charge. Upon request, a student club account statement is available from the SOS student assistant located in SSC, Room 270, or call 409-880-8721.

STUDENT CLUB ACCOUNT POLICIES

In order to gain access to the student club banking services offered by the Office of Student Organization Services, the President and Treasurer must submit a signed Student Club Account Signature Card online on LUHub. In submitting this Card, the officers agree to accept responsibility for the Student Club Bank Account. This form is typically submitted during the re-registration process.

1. They are authorized to withdraw funds from the treasury of this organization upon their signature until this permission is changed by the submission of a new signature card by the organization, which is signed by the organization's Advisor.
2. They are responsible for repaying any negative balances in the account within seven (7) days after proper notification is given
3. They are responsible for collecting any returned checks on the account
4. If the account remains dormant over a period of two (2) years, the balance will automatically revert to the Student Clubs Closed Account after written notification to the student organization's advisor, if the advisor is still employed by Lamar University.
5. Student organizations must show proof that their off-campus account has been closed (per the Audit during 2017 – 2018) or show proof of 501(c)(3) status.

DEPOSITS

- I. All money (cash or checks) received from dues, fundraising, donations, etc., **MUST** be deposited into your RSO account on the next business day. You may not have a separate bank account for the RSO without permission from SOS.
 - a. Must provide documentation to SOS that you are 501c3
- II. To deposit funds to your account please note the following:
 - a. deposits can be made Monday-Friday during the business hours of 8:00 a.m. - 5:00 p.m. at the cashier's office in the Wimberley Building
 - b. to make a deposit fill out a deposit slip, deposit slips are available in the Office of SOS, room 270 in the Setzer Student Center.
 - i. Deposit slips must be filled out entirely – with as much details as possible
 1. An example: if depositing cash from a fundraiser, please list the fundraiser date, and what it was
 - ii. Failure to complete the deposit slip properly may result in disciplinary action and a conduct case being opened on your student organization
 - c. any checks should be made payable to "RSO Name". Checks should not be made payable to a RSO officer's name, such as the Treasurer's name. Also, do not deposit checks made payable to a charity (ex. American Cancer Society), these checks must be forwarded to the charitable organization.
- III. The deposit must be organized and ready when you give it to the cashier.
 - a. All coins must be rolled. Those that do not make up a roll must be placed in an envelope.
 - i. SOS has a coin sorter/roller machine that can be used to assist in this – complete the form on LUHub.
 - b. Bills must be organized by face value.
- IV. The student RSO fund (account) number of the organization must be written on the back of the checks.
- V. There is a STUDENT RSO DEPOSIT SLIP (SCDS) that must be completed. The SCDS will list all cash, checks, and the total deposit amount.
- VI. A receipt and a copy of the SCDS will be returned at the end of the deposit transaction. Be sure to check the receipt for any errors before leaving the cashier's office.

SAMPLE DEPOSIT



List checks using last name of check writer and/ or check number

STUDENT RSO DEPOSIT SLIP
-THIS IS NOT A RECEIPT-

Date xx/xx/xx Fund # 840xxx

Organization _____

Signature (President, Advisor or Treasurer)

CASH AMOUNT \$31.00

Checks		
Smith 176	10	00
Jones 112	5	00
Doe 512	5	00

CHARITABLE RAFFLES

Most Registered Student Organizations are not qualified to conduct raffles in the State of Texas. Raffles involve paying money for the chance to win a prize of greater value, which is considered gambling. Instead of raffles, the Office of Student Organization Services suggests that student organizations hold “Free Drawings” in which no money is exchanged. The Charitable Raffle Enabling Act, effective January 1, 1990, permits “qualified organizations” to hold up to two raffles per calendar year.

Two types of student organizations may conduct raffles:

- an association organized primarily for religious purposes that has been in existence in Texas for at least 10 years; or
- a nonprofit organization that has existed for at least the three preceding years, during which it has had a governing body duly elected by its members and is exempt from federal income tax under Section 501(c)(3), Internal Revenue Code; and does not participate in any political campaign. [A copy of your organization’s IRS Letter of Determination verifying 501(c)(3) status will be required.]

Any organization conducting a raffle on campus must complete the *Event and Solicitation Request* and follow university ticketing procedures. Raffle tickets may not be advertised statewide or through paid advertisements. Each raffle ticket must state the name and address of the organization holding the raffle, the name of an officer of the organization, the price of the ticket, and a general description of each prize to be awarded that has a value of over \$10. A prize may not be money. Only members of the organization may sell tickets. No one may be compensated directly or indirectly for organizing or conducting a raffle or for selling raffle tickets.

For further information on raffles, visit <https://www.texasattorneygeneral.gov/divisions/financial-litigation/charitable-trusts/charitable-raffles-and-casinopoker-nights>.

FUNDRAISING POLICY

Registered Student Organizations may raise funds on and off campus at Lamar University. When raising funds on or off campus, you must complete the *Event and Solicitation Request Form* through LUHub at least ten (10) days before your event.

Fundraising:

The Setzer Student Center and areas adjacent where the Executive Director has responsibility for scheduling for fundraising or solicitation purposes are subject to Lamar University and the Texas State University System policies.

Fundraising or solicitation activities include but are not limited to selling any item or service, charging admission to an event, and/or taking donations for charity. All food sales events are limited to registered student organizations. **Commercial solicitation by any on or off campus group is prohibited.**

Solicitations by registered student organizations and students are prohibited on the grounds and Setzer Student Center except for:

- Activities supporting the educational mission of the institution.
- Promotion of organizational activities consistent with organization mission.
- Recruitment of members or membership drives.
- Accepting donations on behalf of altruistic or charitable projects.
- Scholarship and/or fundraising projects in support of organization mission.

Provisions for proceeds from the solicitation must be included in the request for approval to conduct the solicitation.

- Note: Selling or auctioning of people is prohibited under Texas State Law and against TSUS and Lamar University Policies.

OFF-CAMPUS SOLICITATION POLICY STATEMENTS

The purpose of this policy is to provide Texas State University Schools with a coordinated process for off-campus fund solicitation by registered and chartered student organizations. A further purpose is to ensure that registered and chartered student organizations and local area merchants are aware of the off-campus solicitation policy and procedures. In order to maintain the good will of our local community and assure maximum private support, the university will coordinate and approve off-campus solicitation by registered and chartered student organizations.

The Vice President for University Advancement will coordinate the procedures necessary for implementation of this policy.

PROCEDURES FOR IMPLEMENTATION OF PROCESS

All registered and chartered student organizations desiring to solicit off-campus must include this information when they submit the *Event and Solicitation Request Form* through LUHub at least 10 days before the event.

- Completed forms, along with a draft of the requested letter or materials, must be uploaded along with the completed application.
- The Executive Director, or designee, will approve all solicitation correspondence to vendors before distribution.

If the solicitation is approved, the form must be shown to all merchants from whom funds are solicited.

The Executive Director, or designee, will maintain a calendar showing approved solicitation permits to ensure there is not mass solicitation at one time and to answer any questions that may arise.

RATIONALE FOR APPROVAL OF OFF CAMPUS SOLICITATION REQUESTS

Approval of solicitation requests will be based on consideration of the following priorities:

- activity for which funds are requested (i. e., charity, trip, dance);

- value to the university;
- frequency of requests from the same group; and
- Number of requests received during a stated interval of time.

TAX DEDUCTIBLE GIFTS

Gifts to student organizations are not considered gifts to the University; they are considered gifts to the student groups, which, in most cases, are not non-profit organizations with the ability to issue tax-deductible receipts. Some student groups may be affiliated with a national non-profit organization, which would give them some ability to fundraise under that organization's policies and procedures.

Gifts to student organizations are not tax deductible to the donor. Most donations to these groups are small and not motivated by a tax benefit; so, 99% of the time this is not an issue. If there was a donor who wanted to make a large donation to a group and there could be an educational purpose to the donation or activity, you should consult with an academic department, if appropriate, to see if they would be willing to "run the donation through" their academic account.

For example, if the Accounting Honor Society might want to raise funds to attend an accounting related competition/event in Dallas, and if they identify one donor willing to fund \$5,000, it would be reasonable to expect that the Accounting Department would be willing to assist them by accepting the donation into their account, following all applicable rules of the university. In that instance, the gift would be reported by the department to our office for instructions on how to handle the gift, and the donor would receive a tax-deductible receipt from us. The related expenses would need to be paid by the department out of their account, following standard university policies.

We would be happy to talk through any situation with you to brainstorm ideas whenever you have a substantial donor (\$1,000 or more).

SOLICITATIONS FROM MAJOR DONORS

A few companies that are major donors to the university have asked that we not allow direct solicitations from student groups or individual departments. These are companies that make one large donation to the university spread out over several areas. They have asked that our office compile a list of funding requests that includes a listing of requested projects. This requirement allows the university to coordinate requests. There are also individuals that the university is working with and it would not be appropriate for them to also be solicited numerous times for small amounts from different student organizations.

- Please submit to Student Organization Services any companies or people that your organization plans to solicit to, prior to soliciting to them, so that SOS can get it approved by the Lamar University Marketing Communications and Advancement Services Offices.
 - SOS is notified of all major donations to student organizations. RSO's are encouraged to submit thank-you letters to these donors for their contributions. SOS has a template that can be use

SETZER STUDENT CENTER

CONTACT INFORMATION EVENT SERVICES AND OPERATIONS

EVENT SERVICES – SCHEDULING AND PLANNING

Setzer Student Center, Suite 270

409-880-7285 or sscreervations@lamar.edu

OPERATIONS – DAY-OF SETUP AND SUPPORT

Setzer Student Center, Suite 270, ph: 409-550-0100

POLICIES

RSO's are required to adhere to the policies and procedures within the Event Services and Operations policy.

TRAVEL POLICIES FOR STUDENTS

RSO must follow Travel Policies for Students as provided in the Student Organization Handbook and any related University Travel Policies for Students or Student Organizations. If an RSO uses any of their account funds for travel the following items will apply:

- I. Travel reimbursements such as airfare, conference registration fees, and other travel expenses cannot be reimbursed until after the attendees return from the trip.
- II. Travel reimbursements for conferences must include a conference agenda and a list of the names of students who attended the conference.
- III. Travel reimbursements for airfare must include original boarding passes for all flights going and returning, in addition to airfare payment receipts.
- IV. Meal reimbursements are only allowed on overnight travel.
- V. The Office of Student Organization Services will provide the meal percentage rate that each individual can spend per day.
- VI. Baggage charges (including excessive baggage, e.g., state-owned equipment) that are related to state business are reimbursable. It is assumed that the first checked bag is necessary to complete business travel.
- VII. All individuals traveling must submit the *Activity Release and Indemnity Agreement* prior to traveling.

Student Travel and Use of Motor Driven Vehicles and Equipment (Reference Texas Education Code Section 5 1.949, and Senate Bill No. 263)

These travel procedures apply to faculty and staff who engage in transporting students off campus a distance of 25 miles or more from campus to an activity or event that is organized, sponsored or funded by the institution, using a vehicle owned or operated by the institution, or travel that is required by an organization registered at the institution. These travel procedures are minimum standard; departments may mandate additional procedures.

It is recommended that a designated staff member (s) and/or faculty, accompany each student travel group. In the event an advisor cannot attend the function with the student/student group, the organization member/ members should be advised on what the expected behavior from each student should be. All University rules and regulations must be followed.

Groups of 24 and over may be required to obtain commercial/chartered transportation. This will be reviewed on a case-by-case basis and final decision for such an event will be given by the Vice President for Student Engagement or their designee after consultation with the student organization advisor. Chartered transportation must comply with all state and federal laws. Groups under 24 may travel by University owned, leased, rented, or privately-owned motor vehicles.

For student/student organization travel, only employees of Lamar University can drive University owned, leased, or rented, motor vehicles. Lamar University students are not covered under the University insurance policy unless they are employed by the University. Any employee who is to drive a University vehicle must first provide the Vice President for Finance and/or their designee with a copy of their driver's license and sign an "Application for Copy of Driver Record" form. A license check will be run which will reflect the status of the license, list any accidents and moving violations in the past three (3) years. Permission for an employee to drive a University owned, leased, or rented motor vehicle will depend on the results of their driving record. The employee's driver's license and the "Application For Copy of Driver Record" must be submitted to the Vice President for Finance office at least two (2) weeks prior to the date the employee is expected to drive the University owned, leased, rented, or privately owned motor vehicle.

Because personal automobile insurance will be considered first in the event of an accident, all persons who use their personal vehicles while conducting university business should be aware of the possibility of personal liability related to such use. No

individual shall be required to use their personal vehicle to drive to official university sponsored activities. Use of personal vehicles by students to drive to official university sponsored activities is discouraged.

All state and federal laws will be followed when operating a vehicle for students/student organizations official travel. Drivers will comply with all applicable traffic laws and regulations. All occupants must use seat belts and other safety devices when the vehicle is in motion. Manufacturer suggested vehicle capacities will be followed when vehicles are used by students/student organizations.

The following activities are PROHIBITED for drivers while driving:

- Driving while under the influence of impairing drugs or alcohol
- Use of radar/laser detection devices
- Use of headphones or earphones
- Use of cell phone
- Eating, smoking, or drinking

The fatigue of the vehicle operator should be considered at the time of travel and only rested drivers should operate a vehicle.

Each student who travels by motor vehicle or any other form of transportation to participate in a University related activity must execute a copy of the Release and Indemnification Agreement. Each traveling student must have document proof of current medical insurance coverage. Any traveling student less than 18 years of age must have consent for treatment form on file. Organizations that travel frequently are encouraged to have consent for treatment forms on file for all travelers. Departments that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of this policy. Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provisions of the faculty handbook and the staff personnel manual. Individual students who violate this policy and the safe travel rules approved by the university are subject to disciplinary action, to include suspension. Student organizations that violate this policy and the safe travel rules are subject to disciplinary action, to include suspension and loss of funding.

REFERENCES

- Lamar University Manual of Policies and Procedures (MAPP): Procurement and Finance and Accounting
- Lamar University Student Organization Handbook
- Texas State University System Rules and Regulations

All contents in this handbook revised effective August 2021. Any additions after the start of the academic year will be in addendum form and communicated through the Setzer Student Center website and through LUHub to all student organization advisors and listed officers.