Student Life Office
Student Services/Classroom Building
Room 1.204
281-283-2560
StudentOrgs@uhcl.edu
www/uhcl.edu/studentlife
Chapter One

Section 1.1
Rights and Responsibilities of UH-Clear Lake 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.

Recognition of a campus organization does not constitute endorsement of its program or purpose by the university. Recognition is simply a charter to exist on the university campus and may be withdrawn by the Dean of Students if the organization becomes inactive or is found guilty of violating any federal, state, and local laws or university regulation or policy.

Inherent in the relationship between the university and organized student groups is the understanding that the purposes and activities of such groups should be consistent with the objectives and mission of the university. The rights and responsibilities of student organizations are outlined in the Student Life Policies (Part II. Student Organization Policies), as determined by the Student Life Council, the University Life Committee, and the University Council.

Rights of Student Organizations

1) Use of the University of Houston-Clear Lake name in all information, publicity, and references.

Use of the UHCL logo is also permitted, but organizations must have items using the logo reviewed by the Student Life professional staff to ensure that the logo, which is copyrighted, is being used correctly. Organizations must complete the “Use of Logo” form and make any changes indicated by the Student Life Office. Student organizations are not permitted to sell items containing the UHCL logo unless the items also contain the organization’s own name and/or logo.

2) The services of the Student Life Office, including assistance in planning, implementing and evaluating activities and programs, and assistance in making the organization more effective and efficient.

These services may include one-on-one advising, but a primary source of information and assistance is provided in the many workshops hosted by the Student Life Office throughout each semester. Organization officers are strongly encouraged to participate in these workshops. In addition to gaining valuable information, officers have opportunities to network and interact with officers from other UHCL student organizations. Additionally, in order for a student organization to be recognized on campus, two officers must attend a mandatory orientation workshop.

3) Publicity assistance through the Office of University Advancement.

This assistance primarily relates to the use of campus news and publicity media, but also includes assistance in publicizing events through off-campus news media. The Office of Communications, which is a department of University Advancement, must approve materials that will be distributed off campus.
4) **Privilege to invite off-campus speakers and artists to appear for regularly scheduled meetings and assemblies (subject to scheduling in accordance with the proper procedures).**

It is the policy of the university to permit the expression of a full range of ideas as long as there is no violation of federal, state and local laws or university regulations. University programming committees, academic program areas, and recognized student organizations may invite any speaker to speak on any subject to an audience of students, faculty, and staff and to which the public is invited, provided that (a) proper arrangements for facilities and supervisory personnel have been made and (b) proper event forms have been approved.

5) **Distribution of literature relating to the organization’s purpose and activities in those areas authorized by UHCL posting policies.**

Because places to post material on campus are so limited, it is important for officers to understand the posting policy and procedures. These are detailed in Section 3.6 of this *Handbook*. The organization’s primary posting space – the assigned bulletin board in the Student Entrance Hallway of the Bayou Building – is a prime way for student organizations to recruit and advertise their organization and events.

6) **Sponsorship of profit-making activities and solicitation of funds for organizational activities in accordance with university policies and regulations.**

There are restrictions on certain types of fund raising activities. Please refer to Section 3.1 of the *Handbook*. In addition, there is protocol and procedures to follow for soliciting and reporting donations to the organization from individuals or companies. Please carefully review Section 3.1 of the *Handbook* to ensure that your organization complies with these procedures.

7) **Representation on the Student Government Association.**

The Student Government Association (SGA) is composed of a representative of all registered UHCL student organizations who choose to participate. SGA is a great place to network with other organizations and to share information and resources with one another. In addition, a number of university staff with a strong interest in supporting student organizations and student leaders also participates in SGA.

8) **Petition to the Student Government Association for funding for program development purposes.**

Funds are available from SGA, derived from Student Service Fees, to assist student organizations in hosting a variety of professional development programs. Chapter Three of this *Handbook* addresses SGA funding in detail, including restrictions on use of the funds and procedures for requesting and receiving the funds.
Responsibilities of Student Organizations

Student organizations also have certain responsibilities:

1) **To manage itself and carry out its activities within its own constitution, all local, state, and federal laws, and all university regulations and policies.**

Organization officers will want to carefully review this *Handbook* to understand the university policies and procedures affecting student organizations. Policies are embedded in the procedures, so compliance with the standard operating procedures as described in this *Handbook* will ensure compliance with university policies. If there are specific state or federal laws affecting student organizations, those laws are noted in the appropriate sections. In addition, the officers will want to review the organization’s constitution at the beginning of each academic year. The constitution is treated as a “legal” document and will prevail in cases of disputes as to operational procedures. The constitution tells “who you are” and how you operate as an organization, so you want to be sure it accurately reflects the current officers’ and members’ needs and wishes.

2) **To conduct its activities and fiscal operations in accordance with standards of good business management practice.**

Good business management practice includes a number of factors, including fiscal responsibility and financial management, effective planning and decision-making, ethical leadership, and much more. Membership in a student organization provides opportunities for officers and members to develop and build these skills.

3) **To be aware of the special role the organization holds as an integral part of the academic community of UH-Clear Lake and to act accordingly in the best interest of its members and the university, as well as the surrounding community.**

The business and educational community sees each UHCL student organization as a part of the university, whether the organization is soliciting corporate donations, purchasing supplies, recruiting speakers, attending a professional presentation off-campus, or enjoying an off-campus social event. Therefore, everything the organization does, positively and/or negatively, reflects on UH-Clear Lake. The organization will thus want to be professional and positive in all its’ dealings, off-campus and on-campus, to protect its’ own name as well as the university’s name.

4) **To be aware of and to be in compliance with all organization information distributed through Student Life mailboxes and officer emails.**

The Student Life Office staff distributes a great deal of official information through the organizations’ mailboxes and officer emails, especially throughout the fall and spring semesters. This might include event and recognition paperwork, informational flyers about upcoming events or opportunities, reminders of important events and deadlines, and information to share with organization members and classmates. The mailboxes are also a great way for organizations to communicate with one another. When organizations have scheduled speaker meetings or other events that may interest other student leaders, it is recommended that they distribute flyers in all the mailboxes and ask officers to share this info with their members.
5) To deposit the organization’s funds into an account at a public banking facility. Organization student leaders are encouraged to obtain an EIN number and open a bank account for all their banking needs. It is highly encouraged that two officers’ sign on all checks for an organization and that records are kept for each transaction and semester.

NOTE: Organizations funded by university monies (including Student Government Association funding allocations or funding from any program or office within the university) may disburse such monies only in accordance with state and university regulations. Such monies may be disbursed via regular university purchasing procedures. These requirements in no way preclude the right of the organization to solicit funds or disburse monies that are not derived from the university, according to the organization’s bylaws.

The university assumes no liability for the financial transactions of a given student organization and strongly recommends that each organization establish whatever controls it deems necessary via the organization’s constitution and/or bylaws.

6) To work cooperatively with the Student Life staff in conducting organization operations and activities. The Student Life staff and the Dean of Students will serve in an advisory capacity to all recognized student organizations.

The professional staff are educated and trained in various aspects of organization operations, business management, organization development, leadership development, event planning, assessment, and many additional areas. One of the primary responsibilities of the Coordinator of Student Life-Student Organizations is to advise student organizations on these processes to ensure effectiveness and efficiency. The Activities and Student Organizations Graduate Assistants, who works twenty hours per week, is primarily responsible for processing organizations’ paperwork and advising officers on proper paperwork procedures.

7) To update any of the information supplied to the Student Life Office within two calendar weeks of the change. This includes changes in the constitution, officers, membership requirements, and/or needs of the organization.

It is the responsibility of the organization to notify the Student Life Office of any changes in officers throughout the year, and especially at the beginning of each semester, to ensure that there is a current list of officers or contact persons who are authorized to speak/sign for the group, and who are to receive official notices or information from the university.

Organizations that fail to maintain current files in the Student Life Office jeopardize their status as a recognized UH-Clear Lake student organization.

Please note that there are additional expectations and responsibilities that are not specifically addressed by University policy but which, nevertheless, require compliance by student organization officers. These are discussed in the applicable sections throughout the Handbook, so you’ll want to carefully review the entire Handbook to ensure that you are familiar with all expectations and responsibilities.
Section 1.2
University Recognition

Recognition Procedure for a New Organization –

If an organization does not exist in a particular area of interest, a minimum of five students can form a new student organization. New organizations must be unique in their purpose and goals from any currently recognized organization.

After submitting a Recognition Petition Form, temporary status for a period of one month is granted to organizations that are in the process of forming. During this time, organizations are treated as if they are recognized, with the same rights and responsibilities as recognized organizations, with the exception of Student Government Association funding. Within the period of initial formation, the Student Life Office can provide assistance in marketing the organization and recruiting student members.

Recognized student groups have freedom of choice in the selection of members, provided that there is no discrimination on the basis of race, color, religion, national origin, age, sexual orientation, mental or physical disability, or gender. Provisions for non-student members may be made, but non-students may not outnumber student members in any organization.

An existing organization must complete the procedures for recognition at the beginning of each fall semester. Recognition of a new organization can be pursued and granted at the beginning of the fall and spring semesters, or at the discretion of the Coordinator for Student Organizations.

Steps to Recognition for New Organizations:

1. Contact the Student Life Office for information on starting a new organization or reactivating a former organization.

2. A minimum of five UH-Clear Lake students is required per organization. Other people, including students at other colleges and universities and members of the community, can be organization members, but these members cannot outnumber the UH-Clear Lake student members.

3. All organization officers must be currently enrolled UH-Clear Lake students.

4. Complete and file the following forms and documents:
   a. Recognition Petition
   b. Statement of Officers
   c. Officers Contact Form
   d. Constitution
In addition, university policy states:

The group will file a Petition for Recognition including a constitution or statement of purpose with the Student Life staff.

a. In cases where a potential faculty advisor is unknown to the group, the Student Life staff will assist in identifying a university staff member who may wish to serve as an advisor. Organizations are not required to have a faculty advisor but are strongly urged to do so.

b. If the group has not elected officers or done other work connected with its formation at the time of initial contact with the Student Life staff, the Student Life staff shall make arrangements for the use of University facilities until the organizational process is completed and the required information can be filed.

c. At the time of the filing, the organization president or contact person for the organization will sign a statement indicating that he/she is familiar with and will abide by the Responsibilities of Recognized Student Organizations. He/she will also sign the standard hazing and discrimination disclaimer required of all student organizations.

d. Along with its petition for recognition, the organization must submit the names of at least five student members on its recognition petition. A minimum of five student members is required for university recognition.

e. At least two members of the petitioning group shall attend the Organizations Orientation Workshop. This workshop, presented by Student Life Office staff, is a two-hour review of the Student Organizations Policies and the procedures necessary to complete the paperwork for recognition and for events as mentioned throughout these Policies.

5. Completed forms and the constitution are reviewed by the Student Life professional staff. Copies of the signed Recognition Petition and the Statement of Officers may be requested by organization officers for their own personal records.

6. Should either the Coordinator of Student Life or Assistant Dean of Student Life or the Associate Vice President/Dean of Students determine that the proposed organization does not meet the requirements for recognition; the officers will be notified of the reasons in writing. Officers may appeal that decision to the Student Life Council through the procedures stated in the Student Life Policies. The decisions of the Council will be final.

7. Reminder: Each organization wishing to continue must complete the procedures for recognition at the beginning of each fall semester.

**Recognition of a campus organization does not constitute endorsement of its program or purpose by the university. Recognition is simply a charter to exist on the university campus and may be withdrawn by the Dean of Students if the organization becomes inactive or is found guilty of violating any federal, state, and local laws or university regulation or policy.**
Maintenance of Recognized Status -

A. At the beginning of each academic year, student organizations wishing to renew their recognized status for that year will submit to the Student Life staff a petition for continued recognition, listing the names of the officers or contact persons, a list of current members, and the names of faculty advisors (if applicable). In addition, a copy of changes and/or additions to the organization’s constitution or statement of purpose shall be provided. In addition, at least two officers shall attend the Organizations Orientation/Policies and Procedures Workshop held at the beginning of each semester. All new officers are encouraged to attend the Workshop.

B. Should the Student Life staff determine that the organization does not meet the requirements for continued recognition, a written copy of the decision and reasons will be furnished to the organization involved. This decision may be appealed to the Student Life Council.

C. A recognized student organization that fails to meet the responsibilities under which it received recognized status may be referred to the Dean of Students for the purpose of reviewing its status. Such referral must be made in writing by the Student Life staff. The Dean of Students may revoke the recognition of a student organization or place the organization on probation. The decision of the Dean of Students on such matters may be appealed to the Student Life Council. Decisions of the Council on such matters will be final.
Members and Officers of Recognized Organizations -

Related to the recognition process and the responsibilities of student organizations, university policy states:

A. Recognized student groups have freedom of choice in the selection of members, provided that there is no discrimination on the basis of race, color, religion, national origin, age, sexual orientation, mental or physical disability or gender.

B. A student organization is free to establish its own procedures for election and qualifications for holding office, provided that:
   1. All officers must be currently enrolled students at UH-Clear Lake.
   2. All officers must be regular members of the organization.
   3. There must be no discrimination on the basis of race, color, religion, national origin, age, sexual orientation, mental or physical disability or gender.

Organization Records –

Related to the recognition process and the responsibilities of student organizations, university policy states:

A. The Student Life Office shall maintain official records on each organization which is recognized.

B. The information contained in these records shall fall into two categories:

   1. Required information shall include the annual recognition petition, a current copy of the organization’s governing documents (i.e., constitution, statement of purpose, etc.) and records of any pertinent action of the Student Government Association, student services personnel, or the Student Life Council.

   2. Optional information shall include any material that the group may wish to keep on permanent record.

C. It shall be the responsibility of the organization to notify the Student Life staff of any changes in the required information.

D. Information within the organization files is considered public information.
Section 1.3
Financial Management Guidelines

Money Management –

A student organization is a mini-business and, as such, must operate its financial affairs in an orderly and responsible manner. Organizations have income and expenses and often make agreements with third parties. Each of these operations requires record keeping and careful accounting.

The “university assumes no liability for the financial transactions of a given student organization and strongly recommends that each organization establish whatever controls it deems necessary via the organization’s constitution and/or bylaws” (Student Life Policies).

Bank Accounts –
Student Organizations may choose to do their banking with any financial institution. It is recommended that all bank statements be mailed to the address below to ensure access for all officers involved in the organization. This is the Student Life Office address and all mail received is distributed to organization mailboxes.

Have bank statements mailed to:
   (Organization Name)
   UH-Clear Lake
   2700 Bay Area Boulevard
   Box 198
   Houston, TX  77058-1098

Bookkeeping –

Recommended Controls - the Student Life Office recommends the adoption of the following measures to ensure that standards of good financial management and practice are achieved. These guidelines are presented as suggestions toward assuring the financial integrity of each organization.

- One officer (i.e., treasurer) should be delegated the exclusive responsibility for depositing organization funds directly into the organization’s bank account.

- This same officer should be delegated the responsibility of overseeing the overall financial conduct of the organization including the monthly verification of all bank statements and the preparation of the financial statement each semester as required by the university. Policy no longer active.

All monies collected, regardless of the source, should be deposited into the organization’s account in a timely fashion.

- All individuals who turn money in to the officer for deposit into the organization’s account should be given a numbered receipt for the money received. The officer should issue this receipt in duplicate, and maintain a chronological file of all receipts issued. Receipts that are made in error should be voided and maintained in the chronological file.

- Fund-raising projects that involve the purchase of items for resale to the public should be planned and coordinated with great care to insure that all items purchased for re-sale can be accounted for at the conclusion of the sale. While the project may be coordinated by a group of members, all funds to
be deposited as a result of the sale should be given directly to the officer and receipts should be issued.

- Organizations selling items with total receipts of $5,000 or more in a year are required by State law to collect sales tax and to remit that tax revenue to the State Comptroller. Therefore, it is crucial that organizations keep accurate records when selling items.

- Organization members who are owed money by the organization should be paid by a check drawn on the organization’s account. Careful records should be kept identifying items being reimbursed. Avoid simply listing checks made out to individuals with no additional information provided. Such practices may suggest mis-use or mis-appropriation of organization funds, and accounting practices such as this may well result in an audit of the organization’s financial records.

- The officer should make regular financial reports to the membership, listing the income and expense items incurred during the month’s activity. The monthly report should also include beginning and ending bank balances.

- Organizations, particularly those that handle relatively large amounts of money, should establish some method whereby an audit committee of the organization verifies the accuracy of the treasurer’s records at least once per year.

While these suggestions may not all be applicable to each organization, they do cover the financial activities that are most often encountered at UH-Clear Lake. The leadership of each organization is encouraged to work directly with the Student Life Office as they review their organization’s financial system and to consult with this office as major fund-raising activities are planned.
Student Organizations’ Tax Status –

Student organizations do not have tax-exempt or not-for-profit status under Code 170(b) of the Internal Revenue Service. Implications of this status include:

- **When purchasing items** - Organizations are not exempt from paying State sales taxes for the purchase of items or services.

- **When soliciting donations** – Corporate or individual donors may not claim a donation to a not-for-profit organization when making donations to a UHCL student organization (unless the funds are for a scholarship; see the section below on reporting donations for scholarship funds). Organization officers should clearly specify this when seeking donations. Organizations are still obligated to properly acknowledge donations, and the *Gift in Kind Form* should be completed and submitted to the University Advancement Office to track donations by area businesses.

- **When selling items** – Student organizations selling items with **$5,000 or more in total receipts** must collect State sales tax on the items sold and submit that tax revenue to the Texas Comptroller. The procedures for doing so will be made available to organizations on an as-needed basis (House Bill 82, signed by the Governor on May 14, 2001).

Accepting and Acknowledging Donations to Student Organizations -

Student Organizations are permitted to seek and to accept donations from individuals, businesses, and corporations. These donations may be in the form of:

- Donation of items to use in a fund-raising activity for operational needs or for a scholarship
- Discounts on merchandise for the organization’s operational needs or for use in a fund-raising activity
- Donation of cash for the organization’s use in various activities
- Donation of a speaker or performer’s time (they waive their standard fee)
- Discount in the fee charged to make a presentation
- Corporate sponsorship of an organization and its events

Before seeking donations from companies or businesses, consult with the Office of University Advancement, whose mission is to build partnerships and raise funds for the University. They cultivate partnerships with current and prospective donors, primarily for scholarship, program, and professorship endowments. If the University is seeking a major donation from a specific company, it is improper protocol for organizations to be approaching that same company. Numerous requests for funds by student organizations may jeopardize a request for substantial donations by the University.

Organizations should properly acknowledge all gifts, donations, and discounts by sending a “thank you” letter to the donor. Organizations must also notify the University Advancement Office, by submission of a completed *Gift in Kind Form*, of donations received.
Basic procedures for the use of the Gift in Kind Form include:

- For a donation in the form of a check from an individual or a company in which the funds will be used to purchase items for use by the organization, attach a copy of the donor’s check to the completed form.
- For a donation of cash, food, merchandise or services, or discounts on merchandise or services, list the amount donated, the actual or estimated cost value of the items or services donated, and/or the amount of discount received.
- If the speaker generally charges a fee (of any amount) but waives the fee for the presentation (the speaker is donating his/her time and expertise), report a donation in the amount of the speaker’s usual fee.
- For corporate sponsorships, either over time or for a specific event or activity, report the actual (if known) or estimated value of the sponsorship. One example: A car dealership will sponsor all the costs associated with your organization’s Chili Cook-Off team if you will display their logo and sales brochures on your table. If the actual or estimated cost of your booth supplies is $200, costume supplies are $75, and your chili supplies are $125, you will report a donation of $400.
- You must be careful not to assign an arbitrary dollar figure for donations; be as exact as possible in reporting the cost value of donated merchandise.

Reporting Donations for Scholarship Funds:

A donation of food, merchandise, or services for the purpose of raising funds for an organization’s scholarship must be reported on the Gift in Kind Form. The proceeds of the fund-raising activity (for example, the cumulative amount raised from a bake sale) for scholarships should be deposited directly to the organization’s checking account. The organization will then write out a check for the entire amount, made payable to “UH-Clear Lake” and deliver the check to the Office of University Advancement so the scholarship account can be properly credited.

Checks OR cash given to an organization as a gift to their scholarship should be given directly to University Advancement for deposit. If the donation is in the form of a check, the check must be made payable to the University of Houston-Clear Lake. Because these funds will be directly deposited to a University account by the University Advancement office, this is the only way a specific donor will receive tax credit for their gift. Please be sure to get the donor’s name and address (unless it is printed on the check) so that University Advancement can properly acknowledge the gift.
Section 1.4
Organization Advisors

The Student Life Office strongly encourages each student organization to invite a faculty or staff member of the University to serve as an advisor. In addition to providing guidance in program planning and maintenance functions of the organization, the advisor helps to bring continuity from year to year and is available to aid in the transition of new officers. The advisor may also provide a link between the organization and the professional community. The advisor may serve as a signature authority on the organization’s checking account as a measure of continuity and security.

The organization’s expectations of the faculty advisor must be outlined in the constitution. The constitution should also include details of how an advisor is selected, the length of the advisor’s term of office, whether the advisor has voting privileges, and any other specific criteria deemed important by organization officers and members. The advisor must be named in the space provided on the Recognition Petition and on the Officers Contact Form. If an organization is having difficulty finding an advisor, the Student Life staff will assist in identifying someone for the group.

Officers may want to ask the advisor to attend the new Organizations’ Orientation/Policies and Procedures Workshop so that they, too, will have a better understanding of the organization’s rights and responsibilities and the resources available to student organizations. In addition, advisors are welcome to attend all the workshops sponsored by the Student Life Office.

Organization officers will be invited to nominate their advisor for recognition at the annual Student Life Banquet as Advisor of the Year. The criteria used to determine who will be recognized are listed below. Organization officers might want to include these criteria in their constitution as expectations of an advisor.

- General availability to officers/members
- Attendance at organization meetings
- Attendance at organization events
- Commitment to/support for organization’s goals
- Working relationship with officers/members
- Leadership / mentorship for officers/members
- Overall effectiveness as organization advisor
Section 1.5
Support from the Student Life Office

Student Life Office
Student Services/Classroom Building, Room 1.204
Phone 281-283-2560  FAX 281-283-2566
www.uhcl.edu/studentlife

This section discusses a variety of services and resources provided by the Student Life Office that are invaluable for the efficiency and success of UHCL student organizations. Various members of the Student Life staff provide services and resources. However, assisting and advising student organizations are the primary responsibilities of the Coordinator of Student Life - Student Organizations and the Graduate Assistants assigned to the Student Organizations Department. Please be sure to consult with these individuals for advice and support. Also, we encourage you to offer ideas and suggestions about other desired services and resources to help you and your organization succeed.

Liaison –

The Student Life Office serves as the liaison between student organizations and university administration, providing access to information from administration and opportunities for students to provide information and input to administration.

Consulting, Support and Assistance –

The staff also offers a number of consulting and support services which can simplify the operational procedures of running a successful organization, including workshops and a variety of developmental opportunities. The staff serves as consultants to organizations needing special assistance in developing the organization or planning a major event. Contact the Coordinator of Student Life - Student Organizations for more details on leadership, recruiting, fund-raising, effective planning, dispute resolution, or other special needs.

Workshops and Skills Development -

Organizations Orientation/Policies and Procedures: a two-hour workshop held throughout the first few weeks of the long semesters and during semester breaks to help organization officers plan and prepare for the semester. This workshop is crucial to the effectiveness and success of the organization. It provides an explanation of policies and procedures related to student organizations, the rights and responsibilities of organization officers, and the resources available to help organizations meet their responsibilities and fulfill the organization’s mission and goals. Additionally this workshop provides information on requesting and disbursement procedures for SGA funds. Officers are reminded that this workshop is mandatory as part of the annual process for continued recognition and part of the recognition process for new organizations.
**Alcohol Workshop** - a one-hour workshop offered as needed. This workshop is MANDATORY for organizations wishing to host events at which alcohol will be served on campus. University policies, required paperwork, and procedures to register events involving alcohol distribution are discussed.

**Organizational Effectiveness / Leadership Transition Workshop** – this workshop is designed to help organization officers assess the organization’s effectiveness while planning a smooth transition process. This workshop is invaluable in building and strengthening the organization and individual members.

**Recruiting New Members Workshop** – this workshop is designed to help officers develop a recruiting strategy to build organization membership and involvement.

**Motivating & Mentoring Organization Members Workshop** – this workshop is designed to help find out what motivates students to get involved in organizations. It offers information and tips on using what you know about members’ strengths and interests so you can plan activities and programs that will satisfy their needs while also benefiting the organization.

**Ice-Breakers and Team-Builders Workshop** - this workshop is designed to teach organization officers some fun and simple exercises to help organization members mingle and get to know one another better. Some of the exercises will be just for fun, but most will help you discover the strengths and interests of organization members. With this information, you can better mentor future leaders and encourage their participation in leadership activities that will enhance their strengths and interests.

**Event Planning Workshop** - this workshop will help you learn how to effectively develop, plan and present events, large and small, professional and social. Successful events are also an effective marketing tool for recruiting new members and new leaders for the organization.

**Marketing Your Organization and Events Workshop** – this workshop is designed to give organization officers new and interesting ideas for marketing the organization and its events.

**Running a Meeting / Parliamentary Procedure Workshop** - this workshop is designed to assist organization officers in running an effective meeting. Officers will learn meeting facilitation skills and how effective meetings have a strong impact on membership participation. Basic parliamentary procedure is also discussed.

**Constitution Workshop** - this workshop is designed to assist organization officers and members write an effective constitution, detailing officers’ responsibilities, election procedures, and much more. It will also give officers an opportunity to assess the organization’s purpose and operational procedures so that the constitution reflects the mission and goals of the current executive board. A good constitution provides direction for officers and members.

**Other Workshops** - the professional staff in the Student Life Office can develop and produce workshops on a variety of skills and procedures relating to student organizations. Examples include team-building and fund-raising opportunities. Other university offices such as Career and Counseling Services offer useful workshops, such as Time Management and Stress Management. Organization officers are encouraged to discuss their developmental needs with the Coordinator of Student Life-Student Organizations.
Section 1.6
Physical Facilities & Resources Available Through the Student Life Office

Student Lounge – The Student Lounge, room 1.202 of the Student Services/Classroom Building, will be open for extended hours throughout the week. The Lounge consists of several areas in a large (~2,500 square feet) area – sofa groups, tables & chairs groups, etc. This space was designed to encourage informal gatherings of students and student leaders. This space is meant as a space of relaxation for all UHCL students, so scheduled events in the Student Lounge cannot be exclusive to your invited guests. However, it can serve as an informal reception area for the Student Organizations Meeting Room that is located adjacent to the Student Lounge.

Telephone and FAX Service - A telephone is available for organization officers’ use in the Student Lounge. Long-distance calls cannot be made from this phone. Organization officers may send and receive FAX copies through the Student Life Office FAX machine for official student organization business only. Abuse of the service may result in loss of the service for organizations. The FAX number is 281-283-2566.

Mailboxes –
Every recognized organization is issued a mailbox, which will be located in the Student Lounge area of the Student Services/Classroom Building. These mailboxes are the type you would find in a Post Office. They do lock and one key will be issued to each organization at no charge. Additional keys and any keys that have been lost will be available for $5.00 each. Organization officers are asked to check their mailbox frequently, and you are reminded that University policy states that organization officers are required to be aware of and in compliance with official information distributed through the mailboxes. Organizations are encouraged to communicate with one another, invite other organization’s members to events, etc. through these mailboxes. There is an open slot on the front of the mailbox for dropping in flyers, mail, etc.

The organization is expected to use the university as its mailing address:

(Organization Name)
UH-Clear Lake
2700 Bay Area Boulevard
Box 198
Houston, TX 77058-1098

Cabinet Space – Four (4) file cabinets spaces are located in the SS/CB. An organization will be reassigned a cabinet from year to year. Each organization will receive a maximum of two (2) cabinet drawers each year.
In order to keep the cabinet rooms neat and presentable, organizations are asked to limit items stored to things that will fit inside the cabinet. Do not store items on top of the cabinets. In addition to cluttering the Workroom, the items are not secure. The Student Life Office cannot be responsible for items left on top of cabinets. From time to time, Student Life Office staff will schedule a clean-up day for the workroom, requesting that organizations remove property from the top of cabinets. Items left on top of cabinets will be disposed of if not removed by the stated deadline. Additional storage space for large items is available in a storage closet in the Workroom specifically for use by student organizations
by permission. Organizations are expected to adhere to the guidelines posted on the front door of the file cabinet room.

**Bulletin Board Space** - The bulletin boards are located in the student entrance hallway of the Bayou Building. Organizations maintaining recognition status from year to year may sign up for one of the bulletin board spaces for the academic year. Bulletin boards are assigned based on the completion of the recognition process, including a completed recognition packet and at least two officers in attendance at the Policies and Procedures presentation. At the end of each fiscal year, organizations are informed to remove all materials from their board so that they may be reassigned the following semester. Each organization is responsible for maintaining its own space and keeping material current. Failure to maintain the bulletin board appropriately may result in loss of the bulletin board space. Each bulletin board space is the size of a full sheet of poster board, 20 inches by 24 inches. Organizations are expected to comply with the following rules for posting on bulletin boards:

1. Do not glue or tape anything directly to the bulletin boards as it ruins the material
2. Only use staples or push pins to hang posters and other materials (nails, screws, etc do not come out)
3. If you are hanging a plastic bin off of your bulletin board to distribute flyers, please use tape or sticky tack to attach the bin to the poster

**Equipment** - Equipment needed for bake sales and other events is available for check-out from the front office staff. This includes large coffee pots, extension cords, a cart, ice chests, water coolers and various other equipment. Check with the front desk staff for a complete inventory of equipment available for checkout. Students will need to leave their student ID at the front desk when checking out equipment.

**Meeting Rooms** - Two classrooms in the Bayou Building (B1435 and B1437) are available on a first-come, first-serve basis for meetings or events from 8:00 a.m. to 6:30 p.m., Monday through Friday. Organization officers must complete a *Facilities Request Form* for use of these. Also, keep in mind that a *Student Organization Event – Request for Approval of Event Form* is required for all meetings and activities except an officers' meeting or participation in activities sponsored by the Student Life Office.

In addition, organization meeting spaces are available in the Student Services/Classroom Building, including a 30-person meeting room inside the Student Lounge and four small conference rooms inside the Student Lounge. Procedures for reserving the organizations meeting room (SS/CB Room 1.202.07) will be the same procedure used to reserve B1435 and B1437. You may reserve use of one of the four small conferences room simply by posting your organization’s name and the times needed on the calendar hanging outside the door of each of these four rooms. A 100-person tiered Lecture Hall is also available in the SS/CB building; this room is specifically reserved for student organizations and Student Services office use on Tuesdays and Wednesdays. Classes may be scheduled in the Lecture Hall on Mondays and Thursdays, but if no classes are scheduled in this room at the time you would like to use it, you may request the use of the room. On Fridays, Saturdays and Sundays, the Lecture Hall is reserved on a first-come, first-served basis. The Lecture Hall must be requested by completing a *Facilities Request Form* and a *Student Organization Event Form*.

**Use of Other University Facilities** - The Activities and Student Organizations Graduate Assistants are primarily responsible for assistance with facilities paperwork used to reserve appropriate facilities on campus for organization meetings and events. Officers should be aware that academic programs have first priority for all university facilities (except those new spaces described briefly above). Organizations compete on a first-come, first-served basis with other campus programming groups and offices for available facilities. For more information on facilities, please consult with Student Life Office staff. Detailed information on the use of University facilities is provided in Chapter Three of the *Handbook*. 

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Section 1.7
Services Available Through the Student Life Office

Assistance in Planning and Running a Successful Organization –
Experienced professional staff can help organization officers plan and implement successful events, as well as help identify problems and suggest approaches for implementing plans. The staff can also assist organization officers in planning for a successful leadership transition.

Assistance in Recruiting –

“In Your Best Interest” Form - New students attending Orientation each semester are asked to complete an “In Your Best Interest” Form indicating their interest in student organizations. At the beginning of each semester, each organization is provided with a list of those students who are interested in the organization. During the semester, a copy of a completed form will be placed in the organization’s mailbox. Organization officers are encouraged to contact those students immediately with further information and membership applications.

Mailing Lists - Organization officers may request a list of all students enrolled in a particular academic program, from a particular country, or queried by some other criterion by submitting a request to the Coordinator of Student Life – Student Organizations.

Publicity Services -

Poster, Flyer and Banner Approval - The Student Life Office approves posters and flyers for display on all public bulletin boards (kiosks, sign holders, etc.) and banners in designated areas on campus. A limited number of flyers and posters may be posted. Consult our front office staff for more information on posting policies, or refer to Chapter Four, section 4.2, Policies Governing Campus Life.

University E-Mail Address – University Computing and Telecommunications has agreed to give registered student organizations an e-mail account on the UHCL server. A special form is required and must be signed by one organization officer and the Coordinator of Student Life - Student Organizations.

You will decide what your email address will be, for example: ABCAssociation@uhcl.edu.

Student Organization Web Pages - University Computing and Telecommunications and the Student Services web developer have designed templates for organization web pages on the UHCL web portal. In order to have this portal page, at least one officer must attend the web portal training, which lasts 2 1/2 hours and is held several times throughout the semester. You will learn how to upload information, photos, links, etc. to your organization's portal page. The Coordinator of Student Life - Student Organizations can provide additional information.

Mailing/Bulk Mailing - Student organizations who send out large or frequent mailings may use the University Mail Room for postage metering. A postage authorization slip is required and must be signed by a member of the Student Life Office professional staff. Organizations are responsible for preparing their own materials for mailout and delivering the mail to the University Mail Room (directly across from the University Police Department in the Bayou Building).
If using the postage metering service, the organization will be notified by memo of the amount due; payment is expected **immediately** upon receipt of the memo. Student organizations may also use the UHCL bulk mail and non-profit organization permit on official organization mailings.

To qualify for the **bulk mail** rate, the following U.S. Postal Service regulations apply:

a. A minimum of 200 pieces of **IDENTICAL** (in size, color and weight) mail is required.

b. Items must be sorted and stacked in ZIP code order, from lowest to highest ZIP code. **Do Not** band or clip the separate groups together.

c. Items must contain the permit number stamp in the top right corner. This may be typed in on the original, or you may borrow the stamp from the University Mail Room. The Mail Room staff will not stamp the mail for you. If you type the permit stamp on the original, you must provide an exact count of the number of pieces of mail when dropping the mail off in the Mail Room.

d. For FOLDED flyer/brochures - the fold must be at the **bottom**. This helps prevent damage to the item as it is fed through the U.S. Post Office sorting machine. Seal the folded brochure with **tabs or tape, never with staples**, which damage the sorting machine. For ENVELOPES - the metering machine will also seal No. 10 (business size) envelopes automatically. You’ll have to seal other size envelopes yourself.

e. A series of bar-coded information for routing is printed at the bottom of each piece of mail as it goes through the sorting machine, so the bottom portion must remain clear.

f. The UHCL address must appear as shown in the example below. If the organization name and/or logo are used, it must appear **BELOW** the University name and address, in accordance with federal postal regulations.

g. The Mail Room staff strongly urges you to drop by with your original (before making all the copies) so they can verify that you have complied with U.S. postal regulations. The Mail Room is located in Bayou 1414, phone (281) 283-2237.

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**UH-Clear Lake**  
2700 Bay Area Boulevard, Box 198  
Houston, TX 77058-1098  
❤ ABC Association

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Section 1.8
Annual Events Sponsored by the Student Life Office

Student Organizations Expo - held early in each long semester, this event provides an opportunity to recruit new members and market the organization. Organization officers are asked to sign up in advance in the Student Life Office. Organizations are encouraged to set up and staff a table displaying flyers and literature to describe the organization, its purpose, its past accomplishments and future plans, and its membership requirements. Organizations may also conduct small fund-raising events, such as a raffle, from their information table.

Welcome Week – Welcome Week offers a variety of events throughout the first week of classes in the fall semester. Students, faculty, staff, friends and family are invited to join in the celebration of the new school year. Organizations are invited to participate in some way, by hosting one of the booths or activities or perhaps simply hosting an information booth.

Student Leadership Conference – held the first Friday and Saturday in November, the Student Leadership Conference offers a unique opportunity to build individual and team leadership skills, as well as the opportunity to build networks with student leaders from colleges and universities from throughout the State of Texas. The conference offers a banquet and keynote speaker on Friday evening, followed by a social activity of some sort to encourage conference participants to mingle. Interest sessions are scheduled throughout the day on Saturday, offering several levels of skill building. Continental breakfast, lunch, snack room, and closing reception are included in the registration fee.

Chili Cook-Off - held in late March or early April, organizations are invited to participate in the chili contest, booth decorating contest, and other events throughout the day. Trophies are awarded so this is a great opportunity for some friendly competition. Organizations may also collaborate to sponsor a booth.

Student Leadership Banquet - The annual awards banquet is held in late April and recognizes outstanding achievements and contributions of student organizations and student leaders. The incoming Student Government Association Executive Council is also installed at the banquet. The awards ceremony is preceded by dinner and is followed by a slide show of organization and university events from the year. Tickets are sold to help defray the costs of the dinner. Invitations are emailed to organization presidents and Student Government Association representatives, but all organization members are invited. Organization officers are also encouraged to invite their faculty advisor. Criteria for the awards are available from the Coordinator of Student Life – Student Organizations.
Section 1.9
Support and Assistance from Other Campus Offices & Areas

Various campus offices offer support and assistance to student organizations to help meet their recruiting, programming, and developmental needs. Examples of this resource include the following:

Intercultural and International Student Services –
- Programs and activities to increase cultural awareness
- Programs and activities to address gender issues and concerns
- Co-sponsorship of cultural and awareness programs

Career and Counseling Services –
- Workshops on resume writing, job interviewing, job-search strategies, and career options
- Workshops and seminars on topics such as time management, stress management, motivation, relationship improvement, decision making, occupational information
- Assistance in preparing resume books
- Assistance in securing speakers for meetings
- Assistance in arranging company tours

University Advancement - Alumni and Community Relations –
- Programs on campus to celebrate special occasions, such as Study Break, Recess, and the Graduation Reception
- Programs off campus, with a UHCL booth at various community events such as Pasadena Strawberry Festival and Ballunar Lift-off, and participation in community service projects such as beach clean-up programs
- Program Endowment for possible financial assistance for programs (application required)

Development Office –
- Host the Fund-Raising workshops each semester
- Assistance in writing letters requesting financial support from area companies
- Acknowledge major gifts to student organizations

Office of Communications –
- Assistance in preparing press releases for large events
- Approval of use of UH-Clear Lake name and logo in items for distribution off campus

Disability Services –
- Provide reasonable accommodations if prospective guests request accommodations to participate in organizations’ events
- Provide information on addressing special needs or including people with special needs in your organization’s activities

Academic Deans –
- Possible financial assistance to host large programs that would also benefit an academic program area
- Possible financial assistance for student leaders to attend conferences for professional associations
- Possible assistance in building professional networks
**The Signal** – Student Newspaper  
- advertise organization meetings and events (through purchase of an ad or possibly "calendar of events")  
- articles on organization’s accomplishments

**Other Areas of Support:**

**Other student organizations** – share information about your organization’s events through flyers placed in mailboxes, word-of-mouth advertising, announcements at SGA, flyers posted in the Student Lounge, etc. Ask other organizations’ officers to announce their events in their meetings and in their classes. You can reciprocate by announcing their events in your organization’s meetings and ask your officers and members to make class announcements. When planning large events, talk to other organizations that have similar goals. There are many opportunities for co-sponsoring events, thus sharing the work and the limited resources.

**Student Government Association** – announce organization events at SGA. Organizations may request two minutes on the SGA agenda by completing and submitting the request form. You may provide flyers to put out at all SGA meetings. Remember, too, that one of SGA’s primary purposes is to provide student input, including input from student organizations, to university administration. If there are areas of concern that will affect all student organizations, talk to the SGA Executive Council and arrange to present your concern at an SGA meeting. If other officers agree that there is a problem or an unexplored opportunity, support from more organizations might bring a quicker resolution or needed resources.

**UHCL Faculty** – the faculty bring expertise in specific areas, networking possibilities in the corporate community, possible connections for guest speakers, possible connections with professional associations, and much more. In addition, most faculty are very supportive about permitting brief recruiting presentations in the first week or so of each semester or brief announcements about upcoming events throughout the semester.

**UHCL Staff and Administration** – staff and administration also bring expertise in different areas, and some staff offices might be a source of funding for large events.
Chapter Two
Student Government Association

Definition - The Student Government Association is composed of an internally-selected representative from each of the recognized student organizations on campus. As such, the SGA is the recognized student government body on campus. Representation in SGA is optional for the organizations; however, in order to be eligible for SGA funding, an organization must designate an SGA representative. The Representative must be named on the Recognition Petition and the Officers Contact Form and he or she must regularly attend SGA meetings. In the event the SGA Representative must miss a meeting, any organization officer may attend in his/her place.

How The Student Government Association Works –

Meetings - Meetings are held weekly during the fall and spring semesters or as often as determined necessary by the membership. During the summer, meetings are generally held once per month.

Officers - The President, Vice President-Committee Coordinator, Vice President-Student Outreach and Communications, and Vice President-Administration are elected each April by a majority vote within the Student Government Association. These four officers comprise the Student Government Association Executive Council. Each serves a one-year term of office, commencing on the day of the annual Student Organizations Banquet, which is held in late April. All members of the SGA Executive Council must officially represent a recognized UHCL student organization. As such, each SGA leader has an equal voice and vote with all other SGA representatives.

Quorum - A quorum (50% + 1) of SGA members must be in attendance to conduct official business. During the summer, a quorum will be based on the number of student organizations that are active during June, July and August to conduct SGA business.

Advisement - The Student Government Association is advised by the Student Life Staff on budget, event funding and operational matters, and by the Associate Vice President/Dean of Students on administrative matters.

Functions - The Student Government Association has three primary functions:

1) Provide input to university administration on student and organizational issues -

The Student Government Association, as a general rule, provides input to the university administration in the following ways:

(a) When an organization encounters a problem or policy which is causing some difficulty, confusion or misunderstanding, and after attempts to informally elicit change have failed, the organization’s representative can seek the support of the Student Government Association to demonstrate more widespread concern for the issue to the administration. A resolution may be passed and sent through the Office of the Associate Vice President/Dean of Students to the appropriate administrative offices. Issues may also be brought to the Student Government Association by persons other than organization officers and members.

(b) When the university is contemplating a change in policy or needs student opinion on a particular issue, this information is passed along to the Student Government Association. The members in turn discuss it and provide ideas and suggestions to the appropriate administrative office concerning the issue.
2) **Appoint/elect students to university committees** -

Elections for student positions to university committees shall be announced to the Student Government Association and publicized throughout the university by the SGA Executive Council. All UHCL students in good academic standing are eligible for committee membership.

Student representatives to the shared governance committees and all general university and advisory committees are elected. Student representatives to the various advisory boards and to ad hoc committees or task forces are appointed by the SGA Executive Council. All student representatives are selected from among those students submitting applications.

**Elections** - Committee elections are held in April for shared governance committees and in early September for general and advisory committees. The Committee Brochure and application forms are made available to interested students at various locations on campus.

3) **Allocate organizational funds** -

The amount of funding available to the Student Government Association for each academic year is determined by recommendation from the Student Life Council to the University President in the spring of the preceding school year. SGA submits a request for funds to be budgeted from Student Service Fees for this purpose.

These funds are to be used in subsidizing or sponsoring those events that are designed to compliment the further development of the organization or program area. Examples of such expenditures include speakers, seminars, workshops, and conference travel. The Funding Guidelines and criteria are included as an addendum to the SGA Constitution and By-Laws, which begins on the next page.

The Student Government Association controls the allocation of these funds, and the SGA and Student Life Office have established procedures by which student organizations can request money. These procedures are discussed in detail in Section 3.6 of this *Handbook* (Funding Guidelines).

For more detailed information about the Student Government Association, please refer to the SGA Constitution and By-laws on pages 28-36, plus the SGA Funding Guidelines on pages 37-39. This document will be reviewed in SGA early each fall semester for any proposed changes or amendments. All organization officers should be familiar with the document and are urged to review it annually.
University of Houston Clear Lake

Student Government Association

CONSTITUTION

MISSION STATEMENT:

The Student Government Association shares the goal of the University of Houston-Clear Lake to produce students who are satisfied with their university experience and who are afforded the widest opportunities with that experience. The Student Government Association recognizes the need to provide a more responsive environment for students entering academia. Therefore, the mission of the Student Government Association, as it relates to the strategic design of the university, is to join the university in its efforts to create a climate which fosters academic excellence as well as professional development.

Role and Scope:

The Student Government Association is granted special recognition status by the university due to the nature of its organizational role and scope. The Student Government Association acts in an advisory capacity to the Student Life Council on issues of special interest or concern to students and on proposed changes in the organizations’ policies. The Student Life Office staff and the Dean of Students serve in an advisory capacity to the Student Government Association. The Student Government Association is accountable to the Student Life Council and is advised by the Student Life Office staff on budget, event funding and operational matters and by the Associate Vice President/Dean of Students on administrative matters.

The Student Government Association has three primary purposes:
1. To provide input to university administration on student and organizational issues
2. To appoint/elect students to university committees
3. To allocate university funds to student organizations

Student Organizations Policies state, “The university recognizes (1) the importance of organized student activities as an integral part of the total educational program of the university; (2) that university learning experiences are enriched by student organizational activity; and (3) that organizations provide a framework for students within which they may develop their own special talents and interests. Inherent in the relationship between the university and organized student groups is the understanding that the purposes and activities of such groups should be consistent with the objectives and mission of the university.”

In keeping with this statement, the Student Government Association has four goals:

1. Governance: The Student Government Association is committed to strong participation in the UH Clear Lake shared governance process.
2. Outreach: The Student Government Association is dedicated to provide students with information and to seek input from the UH-Clear Lake student body.
3. Advocacy: The Student Government Association is committed to represent the collective voice of all UH-Clear Lake students.
4. Leadership: The Student Government Association (e.g., SGA Executive Council, SGA representatives, student committee representatives) will exemplify responsible leadership.
ARTICLE I - Membership and Voting Rights

The Student Government Association shall have two types of membership:

1. **Organization Representatives.** In accordance with UH-Clear Lake Student Life Policy II, Student Organization Policies, section **Organizations with Special Status** (Student Life Policy Handbook, 2005-2006 edition, page 15), "the Student Government Association (SGA) is a representative body, composed of an internally elected representative from each of the recognized student organizations on campus." Furthermore, recognized student organizations are granted the right to "representation in the Student Government Association" and the right to "petition the Student Government Association for funding for program development purposes" (Student Life Policy Handbook, 2005-2006 edition, Rights of Recognized Student Organizations, pages 13-14).

Each recognized UH-Clear Lake student organization may elect or appoint a representative to the Student Government Association, in accordance with each organization’s constitution and by-laws. Representation in Student Government Association is optional for organizations. However, in order to be eligible for SGA funding an organization must have a designated representative who attends a majority of the SGA meetings. Organization Representatives must be designated on the Student Organization Recognition Petition and the Officers’ Contact Form.

Organization Representatives shall sign in and represent only one organization.

Organization Representatives shall have voting rights on all issues presented for a vote at Student Government Association meetings, including allocation of university funds to organizations and elections.

2. **Student Representatives and Student Visitors.** Any UH-Clear Lake student may attend meetings of the Student Government Association.

Student Representatives and student visitors shall have voting rights on all issues presented for a vote at Student Government Association meetings, except allocation of university funds to organizations and elections, or on administrative issues as designated by State Law, UH System policies, or UHCL policies, as determined by the Associate Vice President for Student Services and/or the Dean of Students, who advise the Student Government Association on administrative matters.

Student Representatives and student visitors may vote on Student Government Association proceedings by displaying a placard bearing the designation ‘Student Representative’ or ‘Student Visitor’, provided by the Student Life Office, and of a color distinct from other SGA placards. Student Representatives and student visitors are not required to be present in order to conduct official business.
ARTICLE II - Meetings

Fall and Spring Semesters: The Student Government Association shall meet every Tuesday, 11:30 a.m. to 12:30 p.m., beginning the first week of the semester and continuing through the third week of November (for fall) and the third week of April (for spring). The Student Government Association will not meet during Spring Break Week.

Summer Semesters: The Student Government Association shall meet once per month on a designated Tuesday from 11:30 a.m. to 12:30 p.m.

The Student Government Association Executive Council may, with advice and input from the SGA Advisor, cancel an SGA meeting in case of an emergency such as impending school closure or other official emergency. Should this occur, an announcement shall be sent by email to all students and staff on the SGA email distribution list, giving as much notice as possible.

Meetings shall be held in a room designated and reserved by the Student Life Office staff, or in other facilities as deemed appropriate.

A simple majority of recognized organization representatives who choose to participate in SGA (50% + 1) shall constitute a quorum for conducting official business.

Student Government Association meeting procedures are as follows:

A. Call to Order - the President

B. Roll Call is conducted through a sign-in sheet which will be passed around or made available during the meeting. It is the responsibility of each Organization Representative, not of the Vice President - Administration, to ensure that he or she is signed in at each meeting.

C. Approval of the minutes of the previous meeting - the President shall call for approval of the minutes; a motion is not required.

D. Obtaining the Floor:
   (a) A member shall not talk when someone else has the floor; cross talk is discouraged.
   (b) To obtain the floor (be recognized by the President), a member shall raise his or her placard and wait until the President has acknowledged him or her before speaking.

E. The President has responsibility for maintaining order in the meeting. If he or she is unable to maintain or restore order, the President has the authority to adjourn the meeting.

F. Adjournment is the President’s responsibility; no motion is necessary.

G. Voting Procedures:
   (a) Discussion on an item is brought to the floor by making a motion.
   (b) The motion must have a second.
   (c) The President shall restate the motion and ask for discussion on the motion.
   (d) After discussion is complete or when the President believes that discussion has become repetitive, he or she shall call for a vote on the issue. The President shall summarize all points made, restate the motion, and state the method of vote (show of placard or written ballot). Results of the vote shall be clearly stated (e.g., “the vote passes by a vote of 20 yes and 4 no”).

H. Voting on Fund Requests:
(a) SGA representatives should refer to the Fund Request Criteria.
(b) The President will introduce each fund request by naming the organization, the event date, amount requested, and the current SGA attendance record of the requesting organization.
(c) The floor is given to the organization to provide details on the event, explain the budget, etc. If no representative from that organization is present, the fund request will be tabled until the next meeting.
(d) After the organization’s presentation, the President will open the floor for discussion and questions.
(e) When discussion is completed, the President will re-state the fund request and call for a vote. No motion is necessary to vote on a fund request. The result of the vote shall be clearly stated (e.g. “the fund request is approved”).
(f) Fund requests may be amended at the time of presentation. In order to amend, a motion must be made, seconded, and approved. When a motion is made to amend a fund request, the organization’s representative may accept the amendment or call for a vote of the original request before the motion to amend is considered. If he or she calls for a vote and the fund request is defeated, the motion to amend the request shall then be called to a vote. The fund request is considered denied when the organization representative refuses to accept the amendment. The organization representative may also ask for a delay on the vote until the following week to allow time to consult with other members of the organization. If the amendment is accepted, the President shall state the amended amount of funds being considered and shall open the floor to discussion and questions before calling a vote on the amended fund request.
(g) Only one representative from each organization may vote on any issue designated by Article I.1.

I. To help meetings run smoothly and effectively, SGA members should (a) review the meeting agenda; (b) know the meeting procedures and policies; (c) arrive on time; (d) limit discussion to the item on the floor and refrain from cross-talk with one’s neighbors; and (e) stay until the meeting is adjourned to maintain a quorum.

**ARTICLE III – SGA Funding Guidelines and Criteria**

SGA Funding Guidelines and Criteria, as duly approved by the Student Government Association members, Student Life Council, and (if required) the University Life Committee, shall be included as a formal Addendum to the Student Government Association By-Laws.

**ARTICLE IV – SGA Executive Council Members and Responsibilities**

All Student Government Association Executive Council members must be currently-enrolled UH-Clear Lake students, and must have a cumulative GPA of 3.0 or higher at the time of election, and must be an officially-designated organization representative of a recognized UH-Clear Lake student organization.

A. The Student Government Association shall have the following Executive Council positions:

1. President
2. Vice-President - Committee Coordinator
3. Vice-President - Student Outreach and Communications
4. Vice President - Administration

B. The duties of the Executive Council members shall be:
1. The President shall (a) preside at all meetings of the Student Government Association; (b) conduct all Student Government Association meetings in accordance with parliamentary procedure; (c) serve on the Student Life Council during the year of his/her tenure; (d) serve on the University Council during the year of his/her tenure; (e) be aware of UH System Board of Regents meeting agendas; (f) represent the student body when requested to do so; and (g) assist other Executive Council members in their duties as requested.

2. The Vice-President - Committee Coordinator shall (a) work closely with the Assistant Director of Student Life- Student Government (1) publicize and recruit students for committee positions; (2) orient new student representatives to their committees and responsibilities; (3) ensure that student committee representatives keep appropriate records; (4) ensure that student committee representatives attend committee meetings and meet committee obligations; (5) ensure that student committee representatives make regular reports to the Student Government Association; (6) help fill unexpected vacancies during the year; (b) shall serve as president in the absence of the president; and (c) assist other Executive Council members in their duties as requested.

3. The Vice-President - Student Outreach and Communications shall (a) coordinate publicity for the Student Government Association through preparation and distribution of flyers, banners, signs, UHCLIDIAN articles and reports, and/or classroom presentations; (b) coordinate outreach efforts by soliciting student input through various sources, e.g., town meetings and student surveys; (c) take minutes and attendance in the absence of the Vice President - Administration; (d) assist the Vice-President - Committee Coordinator in publicizing committee vacancies; (e) ensure that SGA information is published in all editions of the UHCLIDIAN; and (f) assist other Executive Council members in their duties as requested.

4. The Vice President - Administration shall (a) record proceedings of all Student Government Association meetings; (b) distribute minutes and agenda; (c) keep attendance records; (d) prepare Student Government Association correspondence as necessary; (e) assist other Executive Council members in their duties as requested; and (f) maintain the SGA Executive Council checking account.

C. Transition and Training for SGA Executive Council members shall be scheduled and conducted using the following guidelines:

1. A transition retreat shall be conducted as soon as possible following Executive Council elections, and shall include all members of the outgoing Executive Council, the incoming Executive Council, the SGA Advisor, and other staff as deemed necessary.

2. The purpose of this retreat shall be (a) to fully explain the duties and responsibilities of the Executive Council and staff with oversight of the SGA; (b) to develop plans and timelines to attend to those responsibilities; (c) to complete all paperwork and procedures associated with the transition; (d) to begin the process of effective team development by discussing team development theories and practices; (e) to complete learning outcomes assessment instruments; and (f) to discuss short-term and long-term goals of the Student Government Association.

3. The Assistant Director of Student Life- Student Government shall make the necessary logistical arrangements for the transition retreat.
4. Additional Training: Executive Council members shall participate as a team in twenty hours per semester of team development training and ten hours per semester in skills development training. This training will be scheduled by the Assistant Director of Student Life-Student Government following an assessment of skills and interests and an initial learning outcomes survey.

5. A Winter Break Retreat shall be conducted to provide Executive Council members an opportunity to assess the fall semester's activities and outcomes and to plan for the spring semester's activities.

D. The SGA Executive Council may, at their discretion, create up to six (6) Project Leader positions per year. The purposes of the Project Leader program are (1) to provide assistance to the Executive Council members in fulfilling their duties and expanding their efforts to be more developmental and inclusive of the student body; (2) to provide development opportunities for students who want to be involved in specific areas of responsibility; and (3) to mentor potential candidates for Executive Council leadership for the coming term. The following characteristics of the Project Leader program shall apply:

1. Each Project Leader position shall have a purpose distinct from that of other Project Leaders.
2. Each position created must clearly benefit the Student Government Association as a whole and not simply serve as a convenience for an individual Executive Council member.
3. Each Executive Council can create and/or disband the Project Leader position(s) which they deem appropriate for support to the SGA during their tenure.
4. The responsibilities of each Project Leader position shall be clearly defined in a document written by the Executive Council to the SGA members.
5. The Executive Council may recruit individuals for each Project Leader position and may appoint a student to each Project Leader position from among interested students. The Executive Council is not required to post these positions and solicit formal applications.
6. Each Project Leader shall serve only during the term of office of the Executive Council which appointed him or her. If interested in continuing in a new Executive Council tenure, a Project Leader may make his or her interest known to the new Executive Council.

All SGA Executive Council members shall (a) meet weekly with the Assistant Director of Student Life-Student Government to review current week’s meeting; (b) meet weekly with the Assistant Director of Student Life-Student Government to schedule the agenda for the following week’s meeting; and (c) be familiar with university policies, issues, and activities for proactive planning; (d) serve as SGA organization representative for a student organization; and (e) complete twenty hours per semester in team development sessions and ten hours per semester in skills development sessions, as scheduled by the Assistant Director of Student Life-Student Government. All SGA Executive Council members may also be asked to represent or speak for the student body.
ARTICLE V - Election of Executive Council Members

A. The term of office for each position in the Student Government Association Executive Council is one year, April to April. New SGA Executive Council members are installed at the annual Student Life Banquet.

B. Election of Student Government Association Executive Council members shall take place during the regularly scheduled Student Government Association meeting on the third Tuesday of March or the first Tuesday after Spring Break, whichever occurs later. The current SGA president shall conduct the election.

C. The Assistant Director of Student Life-Student Government shall be responsible for the following:
   (a) Publicizing the election date and deadline for submitting an application throughout campus
   (b) Making information and applications available at least thirty school days prior to the election
   (c) Collecting all completed applications and ensuring that applicants are aware of election meeting
   (d) Preparing ballots and distributing ballots at election
   (e) Counting ballots and maintaining completed ballots on file for a period of one year
   (f) Notifying the university community of the outcome of the election

D. All candidates for a position on the Student Government Association Executive Council must make written application for the position on the official application blank. No applications will be accepted after the deadline. Nominations will not be accepted from the floor on the day of the election.

E. All candidates for a position on the Student Government Association Executive Council must attend the election meeting on the third Tuesday of March or the first Tuesday after Spring Break, whichever occurs later. Candidates are invited to make a two-minute presentation to SGA representatives. A brief question-and-answer period for all candidates will be held after the last candidate for a given position has completed his/her presentation.

F. Elections shall be held one at a time, in the following order, with the results announced before the next position is announced: President; Vice-President - Committee Coordinator; Vice-President - Student Outreach and Communications; and Vice President - Administration. All candidates shall leave the room during the balloting.

G. In the event there is only one candidate for a given position, a motion for acceptance by acclimation may be made from the floor. The motion must pass unanimously for approval; any negative vote shall require a vote by written ballot.

H. Results of balloting for one position shall be announced before a call for presentations from the candidates for the remaining positions.

I. A student may apply for election to more than one position on the Student Government Association Executive Council, but may only hold one position. If a student is a candidate for more than one position, he or she shall announce withdrawal from candidacy for subsequent positions once elected to a position.
ARTICLE VI – Election of Committee Representatives

A. Students are elected and/or appointed through the Student Government Association to serve as student representatives on most University committees and on various Advisory Boards and Hearing Panels.

B. Committee/board positions are open to all UH-Clear Lake students in good academic standing. Student representation on university committees is not limited to those students who participate in student organizations or Student Government Association.

C. Student representatives to university committees serve a one-year term of office, September to August, with the exception of the two two-year representatives to the Student Life Council.

D. Students must apply for these committee positions, and election by written ballot will be conducted. If an unexpected vacancy occurs in any committee, applications will be accepted and the Student Government Association Executive Council shall make an appointment from among interested candidates to fill the remainder of the term of office.

E. Students may also apply to serve on Advisory Boards and Hearing Panels. Applications will be reviewed by the appropriate director and the Student Government Association Executive Council. Appointments and/or recommendations will be announced by letter to all applicants. Task Forces and ad hoc committees are formed throughout the year, and the Student Government Association Executive Council will make appointments to fill these additional positions from among interested candidates.

F. Student positions on the five Shared Governance Committees include Educational Policy & Courses Committee - one graduate student representative, one undergraduate student representative, and one alternate representative; Facilities & Resources Committee - one student representative and one alternate representative; Library, Research & Computing Committee - one graduate student representative, one undergraduate student representative, and one alternate representative; University Life Committee - one graduate student representative, one undergraduate student representative, and one alternate representative; and University Planning Committee - one student representative and one alternate representative. Student positions on General University Committees and Advisory Committees may change from year to year.

G. Elections for Shared Governance Committees shall be held in the spring semester, at the first SGA meeting in April. Elections for General University Committees and Advisory Committees shall be held early in the fall semester, at the beginning of the academic year.

H. A student may hold only two committee positions at the same time. This may include one position on a Shared Governance Committee and one position on either a General University Committee or an Advisory Committee, or a combination of two positions on General University Committees or Advisory Committees.

I. The SGA Vice President – Committee Coordinator and the Assistant Director of Student Life-Student Government and Student Organizations shall work closely together to (a) publicize committee elections and unexpected vacancies, (b) solicit applications, (c) prepare all election materials, (d) announce election results to the university community, and (e) orient new student representatives to their committee and responsibilities.
ARTICLE VII - Removal from Office

A. In the event a Student Government Association Executive Council member is unable to complete his or her term of office, he or she shall write a letter of resignation, addressed to the Assistant Director of Student Life- Student Government and to the members of the Student Government Association.

B. In the event an Executive Council member fails to fulfill his or her obligations or fails to maintain enrollment as a student at UH-Clear Lake, he or she shall be removed from office. The procedure for removal shall be:

   a. A letter shall be written to the Executive Council member in question by the Assistant Director of Student Life-Student Government with copies to the Director of Student Life and the Dean of Students, describing the reasons for removal and asking for his or her resignation. This letter shall be mailed to the Executive Council member in question by certified mail to his or her home address. The letter shall request a meeting with the Executive Council member in question, the Assistant Director of Student Life-Student Government, and the Director of Student Life and the remaining members of the SGA Executive Council to discuss the situation and give the Executive Council member a chance to rebut any claims of failure to perform assigned duties. A decision will be made within three working days of this meeting.

   b. The Assistant Director of Student Life-Student Government shall notify the Executive Council member in question that he/she is being removed, and all Student Government Association members in writing of the Executive Council member’s resignation and call for a special election to fill the position. The vacancy shall be announced campus-wide and applications shall be made available to all interested students.

   c. If the Executive Council member in question protests the removal from office, the decision may be appealed to the Dean of Students.

C. An election to fill the vacancy shall be held within two weeks of the Executive Council member’s resignation or removal from office. The election shall be conducted by the Assistant Director of Student Life-Student Government.

ARTICLE VIII - Amendments to the Constitution and By-Laws

Members may propose changes to this constitution and by-laws at any time by submitting proposals in writing to the Student Government Association Executive Council. The constitution and by-laws may be amended by a two-thirds majority vote at a regularly scheduled meeting of the Student Government Association, following a thirty-day review period.

a. Second week in September – announce the annual review and the deadline to submit proposed amendments.

b. First week in October – a copy of all proposed amendments shall be made available to SGA members and to the Dean of Students.

c. A 30-day period shall follow to all SGA members to review the proposed changes.

d. First week in November – all proposed changes are discussed and voted on as appropriate in the SGA meeting, continuing into the second week of November if necessary.
e. Special sessions can be designated by the Student Government Association Executive Council to review and change the constitution any time during the regular school year (August to May) by providing a 30-day period for members to review proposed changes, consult with other officers and members of their organization, and discuss in an SGA meeting. A vote on proposed amendments shall be made at the SGA meeting following the 30-day review period and discussion.

Original document approved: March 4, 1997
Amended: November 17, 1998
Amended: October 5, 1999
Amended: Spring 2000
Amended: September 27 and October 1, 2002

Amended: October 26, 2004; November 2, 2004; and January 25, 2005 - Approved by Student Life Council on March 31, 2005 and July 25, 2005. Review by University Life Committee is pending. Amended November 8, 2005 and February 21, 2006. Changes approved by SGA in November and one change from February (Art. V paragraph B) have been approved by the Student Life Council. Other changes are pending approval in Student Life Council.

Amended June 3, 2008
Chapter Three
Organization Events and SGA Funding

Section 3.1
Organization Events

From Student Life Policies –

A. Definition of University-Sponsored Event -
   1. Any event on campus sponsored by a recognized student organization.
   2. Any student event off campus funded by university monies or sponsored by a recognized student organization.

B. University approval may be provided only for events sponsored by recognized university organizations and must be scheduled in accordance with paragraph E of this section. It is the policy of the university to permit the expression of a full range of ideas as long as there is no violation of federal, state and local laws or university regulations.

C. Organization officers and members are responsible for observing all federal, state and local laws and university regulations. **The university assumes no liability for individual actions that occur during an event sponsored by a recognized student organization.**

D. Requests by student organizations for use of university facilities must be filed through the Student Life Office.

E. Events other than regularly scheduled organization meetings must be approved by Student Life through the submission of a **Student Organization Event – Request for Approval of Event Form.**

F. The schedule of upcoming events will periodically be made public to the university community.

This policy includes any event or activity that an organization may schedule (professional, social, fund raising, philanthropic), held either on-campus or off-campus. University policy requires student organizations to complete and submit the proper paperwork for approval of the event.

Paragraph E above exempts regularly scheduled meetings from the requirement to submit the **Student Organization Event – Request for Approval of Event Form.** However, standard procedures of the Student Life Office do require the **Student Organization Event Form** for regular meetings. There are several reasons for this requirement: (a) officers sign a statement that the event or meeting will be conducted in accordance with all regulations and that they accept responsibility for the orderly conduct of this event or meeting, thus stating understanding and compliance with Paragraph C of this section of Student Life Policies; (b) students routinely ask about organizations’ regular meetings - if paperwork has not been filed, it is extremely difficult to track those meetings and relay meeting information to interested students; (c) Paragraph F above requires the Student Life Office to publicize organizations’ events, which is difficult to do if forms have not been filed; (d) the total activities of student organizations, particularly of events which might be eligible for SGA funding, are taken into consideration when requesting SGA funds in the biennial planning and budgeting cycle; and (e) organizations that are actively meeting and hosting a variety of events are eligible for various awards at the Student Leadership Banquet. The only exemptions are listed in Section 3.3.
EXAMPLES of typical student organization events:
- Speakers (including UHCL faculty and staff)
- Performers (band, dance group, disc jockey, etc.)
- Workshops and seminars
- Socials and recruiting activities
- Company tours and field trips
- Fund-raising activities
- Travel to a conference

Speakers / Performers / Workshops:

University programming committees, academic program areas, and recognized student organizations may invite any speaker to speak on any subject to an audience of students, faculty, staff and to which the public is invited, provided that:

- Proper arrangements for facilities and supervisory personnel have been made.
- Proper event forms have been approved.

This category of events includes workshops and seminars to which a single speaker or a panel of speakers may be invited. This category also includes performers such as musicians, dancers, bands, and disc jockeys. This category applies whether the event is held on-campus or off-campus.

Socials and Recruiting Activities:

This category includes any event for the purpose of socializing with current or prospective members or for recruiting prospective members, whether held ON-CAMPUS or OFF-CAMPUS. Examples include parties, banquets, picnics, potluck dinners, concerts, trips to a sports program or movie, coffee and cookies at an information table on campus to attract prospective members, etc. Please note that social events are now eligible for SGA funding, with restrictions.

Many organizations choose to recruit by visiting classrooms during the first week of classes each semester. Visiting classrooms for the purpose of recruiting members does not require a Student Organization Event Form, but does require the permission of the professor for each class.

Company Tours and Field Trips:

Organization members may be invited to tour an office or plant or participate in a field study for certain academic disciplines. This category of event requires a Student Organization Event Form to be completed and filed in the Student Life Office. In addition, students who are meeting in one central location to travel together for this type of event must sign a Release and Waiver of Liability Form (Travel Waiver Form) before departure. Students who are traveling individually and meeting at the tour location are not required to complete a Travel Waiver Form.
Fund-Raising Events:

Fund-raising events, whether conducted on- or off-campus, must be approved through the Student Life Office. Examples include, but are not limited to, the following:

- Bake Sales
- Item Sales
- Contests and Raffles
- Ticket Sales for Organization Events

You can borrow a locking cash box for your fund raising events and get roll tickets for your raffles. See the Coordinator of Student Life – Student Organizations in advance to request these items.

The following guidelines apply to specific fund raising activities:

Bake Sales –

- are scheduled and coordinated through the Student Life Office.
- are limited to one organization bake sale at any given time.
- are reserved on a first come - first serve basis; check with the Student Organizations Graduate Assistants for open dates before planning the event and submitting the forms.
- Forms must be completed and submitted at least one week before the event.
- Bake sale items are generally limited to non-commercially produced (that is, homemade) cookies, candies, cakes, donuts, or other finger food items. You may not purchase food for resale.
- Bake sale items must be individually wrapped for sanitary and safe food handling purposes.
- Coffee, juice and soft drinks may not be sold during hours when ARAMARK® is open. Organizations, however, may give away coffee, juice or soft drinks with the purchase of their baked goods.
- Organizations are responsible for cleaning up any litter that result from the bake sale.
- Signs indicating the name of the selling organization must be posted at the site of the bake sale.
- We encourage you to have membership and meeting/activities information available at your bake sale table!
- You will be required to complete a Temporary Food Dealers Permit. The Student Organizations Graduate Assistants will provide the appropriate forms.

Item Sales –

Several university non-student groups also participate in special fund raising events such as Valentine’s Day sales and holiday craft sales. Student organizations will not be permitted to conduct a sale of the same items at the same time. For example, if the UHCL Support Staff Association chooses to sell roses at Valentine’s Day, student organizations will not be permitted to sell flowers at the same time. However, other activities, such as a bake sale or raffle, may be permitted at the same time in different locations.

Sales of items (i.e., poster art, plants, and crafts) are generally limited to the organization that originated the idea, for a maximum of one calendar week per semester.

If an organization has sales of more than $5,000 in a year, that organization is required by State law to collect sales tax and to remit the tax revenue to the State Comptroller. House Bill 82 exempts university student organizations from paying sales tax on total sales per year under that amount.
Contests and Raffles –

Because raffles are governed by State Law (see the section below), fund-raising events that involve the sale of tickets for a chance on a prize should generally consist of some contest or game of skill - e.g., “guess how many beans are in the jar” or “guess closest to actual retail value of items being awarded.” Be sure to include a detailed description of contest rules and prize distribution on the Student Organization Event Form. If items or services have been donated by an area business or by individuals, the organization must complete the Student Organization Gift in Kind Form (see Section 1.3 for more information).

Technically, UHCL student organizations do not meet the criteria to conduct raffles, as defined by the State of Texas. In accordance with the Texas State Legislature (Article 179f, title 6, sections 2-6, of the 71st Legislature, effective January 1, 1990), these rules apply to all raffles:

1. "Raffle" is defined as awarding of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize.
2. An organization may not conduct more than two raffles in a calendar year.
3. An organization may not conduct more than one raffle at a time. (Multiple items being raffled under the same ticket do not constitute multiple raffles).
4. An organization may not advertise the raffle through any means of mass communication by the use of paid advertising.
5. An organization may not promote or advertise a raffle statewide.
6. An organization may not offer money as a prize in a raffle. The cash value of a prize awarded may not exceed $50,000.
7. The following information must be printed on all raffle tickets sold or offered for sale:
   (a) the name of the organization conducting the raffle and the address of the organization or of a named officer of the organization;
   (b) the price of the ticket, and
   (c) a general description of each prize that has a value of more than $10 and is to be awarded in the raffle.
8. An organization may not compensate someone, either directly or indirectly, to sell raffle tickets.
9. An organization may not permit a person who is not a member of the organization to sell or offer to sell raffle tickets.
10. The organization must qualify for exemption from federal income tax from the Internal Revenue Service under Section 501c.

Student organizations are permitted to use pre-purchased roll tickets, provided that the organization includes a thorough description of the contest, including prizes to be awarded, on the Student Organization Event Form. However, a contest of some type is not covered by the laws that govern raffles, which is why we encourage you to incorporate a contest into your "raffle."
Others –

Consult with a member of the Student Life professional staff for other fund-raising ideas and opportunities or to determine if your idea is feasible. For more information on fund-raising events, refer to Policies Governing Campus Life, in Chapter Four of this Handbook.

Travel Events:

Travel to conferences, workshops and other activities outside the immediate campus area require the completion of a Student Organization Event Form and a Release and Waiver of Liability Form (Travel Waiver Form). In addition, special procedures apply if the organization is requesting Student Government Association funding to offset the travel expenses. Refer to Section 3.10 (Travel Funding) of this Handbook.

Section 3.2
Approval Procedures for All Events

Organizations request approval of events by submitting a Student Organization Event – Request For Approval of Event Form (hereinafter called Student Organization Event Form).

The Student Organization Event Form:

- is required for all student Organization events (with limited exceptions, noted below)
- also serves as a request for funds from Student Government Association
- must be fully completed and signed by two current officers
- must be submitted to the Student Life Office in accordance with a set timeline

EXCEPTIONS that do not require the completion of the Student Organization Event Form:

- Officers’ meetings (for planning etc.)
- Events sponsored by the Student Life Office, such as the Student Organizations Expo, Chili Cook-Off, and Welcome Week
- Participation in workshops/conferences sponsored by the Student Life Office
- Participation in New Student Orientation, sponsored by the Student Life Office

Other forms which may be required for events –

- SGA Fund Request for Workshop/Special Event - This form is required for all requests for SGA funding for workshops, speakers performances, festivals, etc. The form also requires a brief description of how the workshop/event meets the organization’s mission and goals and the university’s goals, as well as a statement on specifically how the SGA funds will be spent.

- SGA Fund Request for Travel Event - This form is required for all requests for SGA funding for travel events, regardless of the amount requested. The form also requires a brief description of how the travel event meets the organization’s mission and goals and the university’s goals, as well as a statement on specifically how the SGA funds will be spent.
- **Request for Utilization of Facilities Form** - required for using any university facilities except the four small conference rooms inside the Student Lounge. This form is sometimes referred to as the Facilities Request Form.

- **Student Organization Gift in Kind Form** – this form is completed and submitted to the Office of University Advancement to describe donations from individuals and businesses to student organizations. The Office of University Advancement (UA) must keep records and file reports on donations to any University office or group.

- **Release and Waiver of Liability for Travel Form** - required if traveling to a conference, on a field trip, etc.; must be completed and filed in the Student Life Office prior to departure. If individuals are meeting in one location and then traveling as a group, the form is required. If individuals are traveling separately and meeting at the event location, this form is not required. However, if SGA funds are being used for the travel event, the form is required, regardless of whether individuals are traveling separately or as a group.

- **Alcohol Event Registration Form** - required when requesting approval for any event at which alcohol will be served, whether on-campus or off-campus.

- **Key Request Form** - required for access to the Organizations’ Kitchen in the Student Services/Classroom Building when the Student Life Office is closed. The form must be signed by the student(s) who will be authorized to check the key out from the University Police, and it must be signed by either the Assistant Director or the Director of Student Life. The form must be submitted at least twenty-four hours before access is needed.

**NOTE:** All required forms should be submitted at the same time for more timely processing.

**Where to Obtain Forms –**

Primary forms required for use by organizations are kept on the forms rack in the front office of the Student Life Office, and we try to keep blank forms on the Student Life Office table in the Student Lounge for access after hours. Other/special forms will be provided as needed or required.

**Where to Submit Completed Forms –**

Turn in completed forms to the Student Organizations Graduate Assistants, by mailbox or dropping them off with the staff at the front desk. When the Student Life Office is closed, turn forms in to Mailbox #97 in the Student Lounge.

**Timelines to Submit Completed Forms –**

The basic timeline to submit completed forms of any kind but especially the Student Organization Event Form is a **minimum of one week in advance of the event.** Additional timelines apply for special situations:

- **Minimum of two weeks** in advance of the event if **up to $399** in SGA funds are being requested for payment and/or reimbursement of expenses.
- **Minimum of four weeks** in advance of the event if **$400 or more** in SGA funds are being requested for payment and/or reimbursement of expenses.
Minimum of eight weeks in advance of the event if requesting SGA funds to pay a speaker or performer, regardless of the amount requested.

Minimum of four weeks in advance of the event if requesting payment of expenses prior to the event, especially if the payment will be handled through a purchase order.

Minimum of four weeks in advance of the event if the organization is requesting permission to serve alcohol.

Special Notes:

Paperwork may be submitted sooner than the required minimum to allow more publicity lead-time. If the organization has planned the full semesters events in advance (confirmed speakers, etc.), the forms may all be submitted at the beginning of the semester.

If requesting Student Government Association funds, be aware of other events which may impact the approval process: individuals who must process/sign the paperwork may be out of town, no SGA meeting due to holidays, timing of weekly agenda-setting meeting, etc.)

These timelines have been set to allow sufficient time for obtaining the signatures needed or to allow for additional processing time for special circumstances. Exceptions will not be permitted.

The Events Approval Process –

1. Student organization officers complete and submit the Student Organization Event Form (and any other required forms) in a timely manner.

2. The Student Organizations Graduate Assistants reviews the forms to ensure that they are fully and properly completed. If necessary, she will phone the person listed as Contact Person on the form to obtain clarification, or attach a memo to the forms and return them to the organization’s mailbox.

3. The Student Organizations Graduate Assistants logs the event on the master organization event calendar and forwards it to the Coordinator of Student Life - Student Organizations.

4. The Coordinator of Student Life reviews the form, signs and dates it, and forwards it to the Assistant Dean of Student Life, who will sign and date it and return it to the Graduate Assistants.

5. The Graduate Assistants file the original copy in her office and returns a photocopy to the organization. A memo will be attached to the organization’s copy, stating that the event has been approved and may now be publicized. Other information, such as whether or not the requested facilities have been confirmed, may also be included in a memo.

6. If the SGA Fund Request Form (for either a Workshop/Special Event or for a Travel Event) is requesting SGA funds of $400 or more, the form must be routed to the Associate Vice President of Student Services for her signature. This process may require additional time.

7. If an organization is planning to serve alcohol at the event, this must be indicated on the Student Organization Event Form. Organization officers must also complete an Alcohol Event
Registration Form for this event, and this form must be completed and submitted before the Student Organization Event Form can be processed. The Graduate Assistants will contact the faculty or staff person who will attend the event to verify his/her understanding of the university alcohol policy. The forms for an event at which alcohol will be served must also be routed to the Associate Vice President of Student Services, the Provost, and the University Police Chief for their signatures. This process often requires 4 or more weeks to complete.

**EVENTS MAY NOT BE PUBLICIZED UNTIL APPROVED**
(in accordance with University policy)

Approval is indicated by the return of the organization’s copy of the Student Organization Event Form, with a memo attached clearly stating that the event has been approved and may now be publicized to the campus community and the general public. You will also want to wait for confirmation of the requested facilities before publicizing the event. You will be notified by memo when the requested facilities have been confirmed. These two confirmations will seldom occur simultaneously, due to different procedures in the various offices involved.

If an event is not approved –

- The Coordinator of Student Life – Student Organizations will notify organization officers in writing and in person of the reason(s) the event has not been approved.

- If the event is not approved, it may **NOT** be conducted in the name of the student organization or the name of the university. **NO** funds from the organization may be used for its support, and the activity cannot be advertised on campus.

- The reason(s) for non-approval may be appealed to the Associate Vice President/Dean of Students, in accordance with Student Life Policies.
Section 3.3
Facilities Guidelines

Student organizations are eligible to use university facilities for meetings or activities at no charge or at a reduced university rate for large-scale activities. Refer to the complete Facilities Policy in Chapter Four of this Handbook. Basic Guidelines include:

- Consult with the Student Organizations Graduate Assistants and/or the Coordinator of Student Life - Organizations and Special Events to identify suitable facilities. This staff works closely with the Scheduling Coordinator.

- The Scheduling Coordinator will not approve a facilities request without the prior approval of the Graduate Assistants or the Coordinator of Student Life. This approval is signified by the signature of the Student Life Office staff on the Request for Utilization of Facilities Form. Your completed form will be reviewed, signed and dated, and faxed to the Scheduling Coordinator, whose office is in the Central Services Building.

- The use of all university facilities is contingent upon availability and the timely submission of applicable forms.

- If you are planning to serve food in any of the classrooms, you must indicate this on the Request for Utilization of Facilities Form. Failure to notify Scheduling through proper completion of this form may result in a charge for housekeeping services. Repeated failures to do so may result in a denial for future use of classroom space. This has become necessary because the housekeeping staff must assign additional staff and/or time to clean classrooms in which food has been served. Carpet and furniture must be maintained, and food debris may attract bugs and rodents.

- If the event is canceled, it is the organization’s responsibility to notify the Student Life Office immediately so that the facility can be released to other organizations or groups.

- Organizations will be notified when the facility has been approved; a memo will be placed in the organization’s mailbox, and a memo will be attached to the Student Organization Event Form when it is returned.

Available Facilities:

Bayou Building, Rooms 1435 and 1437
- These rooms must be scheduled through the Student Organizations Graduate Assistants by submitting a Facilities Request Form and a Student Organization Event Form. We track the availability through a log book at the front desk, so you can check the availability before you submit your paperwork. These rooms are set aside for student organization use Monday through Friday, 8:00 a.m. to 6:30 p.m. Classes are generally scheduled in these rooms at 7:00 p.m. Monday - Thursday; therefore, the room must be vacated no later than 6:45 p.m.
- These rooms hold 20 - 30 people each.

Organizations' Meeting Room in Student Services/Classroom Building, Room 1.202.07
- Seats 30 people; has "mingling" room
- Is adjacent to the Student Lounge, which can be informally used as a reception area
♦ Is reserved in the same manner as B1435 and B1437 (see the previous section)
♦ Is available at any time, day or night, and meeting times can be reserved for a full semester

**Kitchen in Student Services/Classroom Building (Room 1.200.07)**
♦ Equipped with a refrigerator, microwave oven, sink, and lots of counter space
♦ To reserve the kitchen for use when meeting in the SS/CB, you will need to fill out a *Key Check-out Form* with the Coordinator of Student Life-Student Organizations, which will authorize you to check the key out from the Police Department at the time you need in the kitchen (you'll have to go over to the Bayou Building to do that). The reason for this is to hold the kitchen for the exclusive use of the reserving party. Otherwise, people may fill up the refrigerator space or make a mess, which will complicate your authorized use of the kitchen.

**Small Conference Rooms in Student Services/Classroom Building (Rooms 1.200.05, 1.200.06, 1.200.08 and 1.200.09)**
♦ These glass-fronted conference rooms are located in the Student Lounge, and have a table and chairs and a whiteboard.
♦ Two rooms comfortably accommodate four people and two rooms will accommodate eight people.
♦ These rooms are ideal for board meetings, committee meetings, or small organization meetings.
♦ You may reserve them by logging your organization's name and meeting time(s) on the calendar posted outside each conference room. A full semester calendar is included in the plastic frame. Please note that other students often use these rooms for study space. If the room you have reserved is occupied and none of the other conference rooms are available at the time for which you have reserved the room, you may ask the person(s) in the room to leave, but please be polite about it.

**Atrium I (Bayou Building, Bake sale area - beside the white column outside the Student Life Office):**
♦ Scheduled through the Student Organizations Graduate Assistants and/or the Coordinator of Student Life
♦ Must be reserved at least one week in advance by completing a *Student Organization Event Form* and a *Request for Utilization of Facilities Form*
♦ Available on first-come, first-serve basis
♦ Used for bake sales, raffles, membership recruiting, ticket sales, etc.

**Other Classrooms or Meeting Rooms on Campus:**
♦ Scheduled through the Student Organizations Graduate Assistants and/or the Coordinator of Student Life and the Scheduling Coordinator
♦ Based on availability (classes and academic programs have priority, so classrooms may not be available during the first two weeks of the semester)
♦ Rooms in Bayou Building, Student Services/Classroom Building, Arbor Building, and Delta Building are available, though on-going renovation in Bayou, Arbor and Delta may result in the loss of available meeting space.
♦ Requires timely completion and submission of *Request for Utilization of Facilities Form* (and *Student Organization Event Form* for approval of the event)
♦ **Minimum** of one week should be allowed for confirmation before publicizing the event
Facilities staff will not rearrange furniture in a classroom. You may do so if you choose, but you must return the room to the classroom configuration. Failure to do so may result in a charge for the staff time required to replace the furniture. Repeated failures to do so may result in a denial for future use of classroom space.

Tiered Seminar Room in the Student Services/Classroom Building (Room 1.100) seats 100 people and is equipped for audio-visual presentations.

**Large Facilities other than Classrooms:**

- Atrium I or II; Forest Room; Garden Room; Auditorium/Theatre; sports fields
- Scheduled through the Student Organizations Graduate Assistants and/or the Coordinator of Student Life and the Scheduling Coordinator (Request for Utilization of Facilities Form)
- Requires timely completion and submission of Request for Utilization of Facilities Form (and Student Organization Event Form for approval of the event)
- Based on availability; there is a lot of competition for these limited large programming facilities
- You must provide a diagram of how the tables, chairs, etc. should be arranged
- Minimum of three weeks may be required for confirmation of large facilities
- Use of the Auditorium/Theatre often requires a minimal fee

**Special restrictions may apply to use of the Atrium** –
Events in either atrium which are likely to involve loud noises (e.g., band or dancers) or in which microphones are used (e.g., speaker or debates) should be held whenever possible during times in which classes are not being held in the Bayou Building. If use of Atrium II is essential to the program’s success, you may be required to use the Atrium Sound System. If so, you will need to ensure that your Facilities Request Form indicates that you need a sound technician from the Audio-Visual Department to continuously monitor sound in the Bayou Building while the program is in progress. This service is provided free of charge but must be arranged well in advance of the event.

The auditorium/theatre may be reserved at no cost for large, regularly scheduled student organization meetings (with 60 or more in attendance) at which an invited speaker has been scheduled. Minimal set-up will be provided, usually consisting of podium, house lights and microphone. The reservation must be made at least two weeks in advance. Admission cannot be charged. Any other event held in the auditorium/theatre will be subject to a fee.

**An example of an average billing for use of the Theatre is:**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup/Rehearsal *</td>
<td>1 hour @ $30.00/hour</td>
<td>$ 30.00</td>
</tr>
<tr>
<td>Performance **</td>
<td>2 hours @ $60.00/hour</td>
<td>120.00</td>
</tr>
<tr>
<td>Post Performance *</td>
<td>1 hour @ $30.00/hour</td>
<td>30.00</td>
</tr>
<tr>
<td>Facility Manager ***</td>
<td>4 hours @ $14.32/hour</td>
<td>57.28</td>
</tr>
<tr>
<td>Technicians (2) ***</td>
<td>4 hours @ $12.50/hour</td>
<td>50.00</td>
</tr>
</tbody>
</table>

Total: $287.28

* includes set up time, preparation, rehearsal, clean up and tear down of equipment
** time the event is actually being presented before an audience
*** the Facility Manager must be present at all times when the theatre is in use. Technicians are required to run lights, sound, curtains, etc., based on a determination by the Facility Manager and the needs of the group
**Forest Room (Bayou 1418) and Garden Room (Bayou 1510):**

- Scheduled through the Student Organizations Graduate Assistants and/or the Coordinator of Student Life and the Scheduling Coordinator
- Requires submission of *Request for Utilization of Facilities Form* (and *Student Organization Event Form* for approval of the event)
- The Forest Room and Garden Room are locked at all times. A sign-out key will be available to the person signing the *Request for Utilization of Facilities Form*. The key must be checked out from the University Police and then returned to the Police Department at the end of the event. The key will only be checked out to the student whose name appears on the form; you may need to show your student ID card or your driver’s license.
- Food from off campus may be brought into and consumed in these rooms if this has been so indicated on the *Request for Utilization of Facilities Form*.
- If trash is left out or the room is left unusually soiled, the organization may incur a clean-up fee (currently set at $50 per hour with a one-hour minimum) to offset expenses to return the rooms to its original condition.
- The organization must provide a diagram of the desired room arrangement to accompany the *Request for Utilization of Facilities Form*. This must be turned in a minimum of five working days before the event so that staff can be scheduled to complete the work request.

**Accommodations for Forest Room and Garden Room:**

- Forest Room seats up to 70 persons; Garden Room seats up to 105 people
- Both rooms can accommodate groups of up to 150 persons for stand-up receptions
- Forest Room can be divided in half, providing a more intimate environment for groups under twenty
- Forest Room has square tables, which can be arranged in several layouts. Garden Room has large round tables which can seat 7 comfortably. The furniture in both rooms is nice wooden furniture for more formal events.

**University Forest Apartments Clubhouse** - The UFA Clubhouse may be reserved for small organization meetings and socials. The Clubhouse is ideal for officers’ meetings. Amenities include a large screen television, use of the pool and spa, and use of the sand volleyball pit. There is no charge for use of the Clubhouse, but organizations must complete UFA’s reservation form and make a security deposit in the event damage to the property occurs. Phone the UFA office at (281) 286-5959 for more information about using this facility.
Section 3.4
Visitor Parking on Campus

All visitors to the Bayou Building are required to pay for parking. Visitors are permitted to park in the Visitors Parking Lot (Lot V, within the student parking lot) or the Reserved Parking Lot (Lot R, across from the main entrance) for long-term parking, or at parking meters on either side of the Bayou Building for short-term parking. Use of the Reserved Parking Lot is intended for guests of the organization.

Guests are defined as speakers or performers who are providing a service to the organization. People being invited to attend or participate in an organization event will be required to pay their own parking.

Allocation of Parking Tokens - Organization officers should instruct guests such as speakers or presenters to park in Lot R. Inform the guest that the required token will be provided at the meeting or event.

Lot R requires parking tokens and Lot V requires tickets. The tokens or tickets are required when exiting the lot, and kiosks have been erected in each lot to sell the tokens (Lot R) or tickets (Lot V). The Student Life Office will make tokens for Lot R available to student organizations free of charge to give to their invited guests based on the following procedures:

- Tokens for Lot R will be distributed on an event-by-event basis.
- Organizations may receive no more than thirty (30) tokens at no charge per semester.
- Organizations may purchase additional tokens from the Student Life Office at our cost of $0.75 each.
- Organizations should state the number of tokens needed in the space provided on the Student Organization Event Form.
- Tokens will not be provided for an event for which no paperwork has been filed.
- The requested tokens will be available in the Student Life Office. An organization officer can pick them up on the day of the event. Keep in mind that the Student Life Office closes at 7:00pm on Monday through Thursday and at 5:00pm on Friday. The office is not open on weekends. If tokens are needed when the Student Life Office is closed, visitors may purchase them at the gate kiosk in Lot R.
- Organizations which routinely request tokens without having done so on the Student Organization Event Form may be charged a fee for each token.
- SGA funds cannot be used to purchase tokens to pay for visitor parking.
Section 3.5
Food and Alcohol Service Procedures

Food Service Procedures

By contract, the University has granted ARAMARK® the right to sell and manually dispense food, confections and beverages (including alcoholic beverages) on campus. If using university funds (several organizations work with campus offices on events, with the office paying for the food), the organization must purchase the food and beverages from ARAMARK®. If using organization funds, the organization is not under obligation to purchase food and beverages from ARAMARK® (except for alcohol at on-campus events), but we strongly encourage you to discuss your catering needs and your budget with their staff. Please note that SGA funds cannot be used for food, regardless of where you plan to purchase the food.

Catering Regulations –

- Food and beverage arrangements should be made through the UHCL Catering Services office at 281-283-2650, at least one week in advance for groups of less than 50 people and two weeks in advance for groups larger than 50 people.

- At the time of booking, the following information is required: number of guests, date of the event, service time of the event, ending time of the event, location of the event, name of the group’s representative, address and phone number or the group’s representative, and menu requests.

- Meeting, event planning, space and equipment (audio/visual, tables, chairs, podiums, etc.) must be booked prior to making your catering arrangements. This is done through completion of the Request for Utilization of Facilities Form.

- Catering Services must order supplies and schedule personnel for all special events before the event takes place. Therefore, it is required that you provide a guaranteed number of guests no later than 3 working days in advance of the event. University Catering Services will prepare for 2% above this guaranteed number. You will be billed for the guaranteed number plus any additional guests.

- Catering requests received less than 48 hours prior to the event will receive a 20% “special attention” charge.

- All catering prices include tablecloths and skirting for tables set up by Food Services. Any additional tables (i.e., guest seating tables, registration tables) that required tablecloths will be charged an additional $1.75 per tablecloth.

- All catering prices include service on either disposable dinnerware or china service. Please indicate your preference when ordering.

- A 15% delivery charge will be assessed for orders off campus.

- For on-campus clients, an account number is required prior to the scheduled event.
All off-campus clients will be required to make a 50% deposit at the time of the booking, with the final balance due the day before the event.

Service for a catered event is based on a maximum of 3 hours of service for an event over $500.00. This time frame includes set up and clean up for the event. You may extend service for $40.00 for each additional hour.

Food cannot be taken from buffets, functions priced per person, or all-you-can-eat meals. ARAMARK® (UHCL Catering Services) cannot be held liable for injuries, physical damage or medical liabilities while persons or groups are on UHCL property or using UHCL facilities. The state and local health authorities do not allow individuals to handle food without proper equipment. If, however, the guests or persons booking the event require all leftovers to be their property, UHCL Catering Services will not and cannot be held liable for any mishandling or liable ties caused by the removal of those food items, and the person booking the event is responsible for the removal of those food items and any equipment required.

Cancellation of an event must be given 48 hours prior to the event.

Full bar service (beer, wine and liquor) is available upon request.

Other Food Service Concerns -

- Under Student Life Policies – Policies Governing Campus Life, student organizations are granted the right to conduct a bake sale, provided that the provisions as listed in Section 3.1 are followed.

- Recognized organizations have the right to provide their own food/beverages for their campus events if there is no charge for the food. Due to contract obligations and tax regulations, organizations are not permitted to purchase food for re-sale to the public. The source of food being served at any on-campus event must be indicated in the space provided on the Student Organization Event Form and the Request for Utilization of Facilities Form. The UHCL Safety and Health may have regulations relating to food service, especially if the food items being served must be kept at certain temperatures. You may, depending on the type of food items being served, be referred to that office for a briefing and the completion of a Food Permit.

Coca Cola Products –

The University has granted the Coca Cola Company exclusive rights to sell and serve soft drinks on the UH-Clear Lake campus.

Campus offices, program areas, and student organizations are not permitted to serve non-Coca Cola products at University functions.

All student organization events are, by definition, a University function. University funds may not be used to purchase non-Coca Cola products. While SGA funds cannot be used to purchase food and beverage, many student organizations will seek donations from various offices on campus because those funds can be used for food and beverage. Please make note of this restriction when planning events at which food and beverages will be served.
Alcohol Service

The full Policy on Alcoholic Beverage Distribution is contained in Chapter Four of this Handbook. All organization officers are urged to be familiar with this policy. The following is a brief outline:

- The proper paperwork must be completed and submitted at least four weeks in advance of the event.
- Organizations that are planning any event at which alcohol will be served, whether on campus or off campus, must send a representative to the Alcohol Workshop, offered at the beginning of the fall and spring semesters. The student(s) who attend(s) the Alcohol Workshop must also be in attendance at the event at which alcohol will be served.
- A UHCL faculty or staff member must be in attendance at the event the entire time alcohol is being served.
- The alcohol cannot be sold, at either on campus or off campus events. State law prohibits anyone who does not have a license to distribute alcohol to sell alcohol.
- Student organizations can only serve mixed drinks (hard liquor) at an event at a commercial establishment, such as a restaurant or club, which has a liquor license. ARAMARK® holds a license to serve liquor at on-campus events.
- Student organizations may not sponsor a BYOB (Bring Your Own Bottle) event, either on campus or off campus, under any circumstances.
- Food and non-alcoholic beverages must be available throughout the event.
- The organization must provide a server who is not drinking alcohol. Guests at the event may not help themselves.
- The organization must provide safe transportation home for any guests who appear to be unfit to drive, and must display a sign to that effect at the event.
- The organization must take steps to ensure that alcohol is not served to or consumed by anyone under the age of 21.

Organization officers are encouraged to consult well in advance of the proposed event with the Coordinator of Student Life – Student Organizations or the Director of Student Life when planning any event at which alcohol will be available or served.
Section 3.6
Publicity

In accordance with the Americans with Disabilities Act (ADA), all UH-Clear Lake student organizations must offer the university’s assistance in making accommodations for persons with disabilities who are invited to attend any event sponsored by the organization. Any necessary accommodations will be evaluated and arranged by the university’s ADA coordinator, and at least one week’s notice is generally required to make such accommodations. Organizations are required to include the following statement on all invitations, flyers, and materials for events to which members of the public might be invited. Keep in mind that if you hang a flyer around campus, any person who reads might reasonably presume that he or she is being invited to the event.

Any individual who requires a special accommodation for a disability to take advantage of or participate in this event should contact the sponsoring organization (and then provide a phone number or email address) at least one week prior to the event to arrange for the accommodation.

Failure to comply with this federal law may result in revocation of an organization’s recognition status.

Publicity Services

Organization Bulletin Boards –
Each organization, upon their request, will be assigned a section on the Student Organization Bulletin Board in the student entrance hallway of the Bayou Building. Bulletin boards will be assigned at the beginning of each academic year, on a first-come first-serve basis, as part of the annual Recognition Process. The designated student organization shall have exclusive use of the assigned bulletin board for a full academic year, provided the bulletin board is properly used and maintained.

- Each bulletin board section will hold a full sheet of poster board (22 inches by 28 inches). An organization’s material must not extend beyond the wooden dividing strips.
- Each bulletin board section is clearly designated on the chart on file in the Student Life Office. Posting will be allowed only for the intended use of the designated student organization.
- Organizations are strongly encouraged to maintain current information on their bulletin board at all times and, if literature pockets are used, to ensure that there is always current literature in the pocket.
- Material posted on an organization’s designated bulletin board does not require the “Approved for Posting” stamp from the Student Life Office. Materials posted anywhere else on campus do require this stamp.
- Organizations that fail to make use of the assigned bulletin board shall forfeit use of the board.
- Organizations are responsible for removing all board materials at the end of the school year (April) when requested.

Posting Flyers – General Information

- An organization may post up to 30 flyers on campus (which includes all four buildings) for any given event.
♦ All flyers must have the "Approved for Posting" stamp from the Student Life Office. You must bring in all your copies to have them individually stamped; we cannot just stamp the original before you make the 30 copies.
♦ Any promotional material is not allowed on glass, wood, or bathroom areas.
♦ Places to post flyers include the new kiosk boards in Atrium I of the Bayou Building, the new glass-enclosed display boards at the central-core elevators in Atrium I of the Bayou Building, general campus and office bulletin boards, and outside classrooms. More information appears below.
♦ When posting flyers or other marketing and publicity notices around campus, you are responsible for removing the material after the event has occurred. Repeated failure to do so may result in the loss of posting privileges for your organization.
♦ Remember that the ADA statement must appear on the flyers before they can be stamped for posting.
♦ All text included in flyers and promotions must be translated in English.
♦ Permission to post a flyer may be denied if it is illegible, unclear, or unethical. Information must be neatly presented. The organization’s name must be posted on the flyer.

Campus / Office Bulletin Boards -

- A limited number of campus bulletin boards are available for general posting. These include designated sides of the blue kiosks in Atrium I and the bulletin board in the 1400 hallway near Atrium II (it is labeled "Student Life.")
- A number of office suites have bulletin boards outside their office. These boards are for the exclusive use of that office or academic program area. Student organizations within those specific academic programs may post material on those boards with the permission of the staff in that office suite. Unauthorized posting of student organization materials on such bulletin boards may result in loss of campus posting privileges for that student organization.
- Material posted on one of these bulletin boards, regardless of where the bulletin board is located, requires the “Approved for Posting” stamp from the Student Life Office.

Small Boards Outside Classrooms –

Most classrooms in the Bayou Building have a small (approximately one foot square) cork board outside the classroom. These boards are generally reserved for room-change notices. However, organizations may post meeting notices on a limited number of these boards for no more than one week prior to the posted event. There is posting space outside all classrooms in the Student Services/Classroom Building; the wall itself is made of bulletin board material. Material posted on one of these cork boards, regardless of where the board is located, requires the “Approved for Posting” stamp from the Student Life Office.

Posters –

The only posting space for posters is the blue kiosk in Atrium I of the Bayou Building. The following information should be included on a poster:
- Event (Title and guest speaker, if any)
- Date and Time
- Place (building and room number)
- Admission Charge (if any)
- Sponsor (organization name)
- ADA statement (see previous page)
- Other pertinent information
- All posters must be translated in English
- Permission to hang a poster may be denied if it is illegible, unclear, or unethical. Information must be neatly presented. The organization’s name must be on the poster.
Banners –

General Information -

- On-campus, university-sponsored events will be given priority for banner space.
- Requests for banner posting must be made to the Student Life front office staff at least two weeks prior to the date of posting but no more than five weeks in advance of that date.
- Space will be allocated according to the order in which requests are received and the length of time for which posting is requested. Space is reserved in the reservation book located in the front office.
- It is the responsibility of the posting party to hang a banner once it has been approved.
- There are some size restrictions on banners; please check with the front desk of the Student Life Office to see which banner spaces have size restrictions.
- These guidelines are related to posting banners to publicize specific events. They do not apply to the posting of general organization banners along the railing in Atrium I and/or Atrium II of the Bayou Building. Organizations are encouraged to hang general banners that are intended to market the organization for New Student Orientation through the conclusion of the Student Organization Expo. General banners may remain posted unless other events in the Atrium require that the banners be removed.

Specific Information -

- A banner can be posted not longer than two weeks and must be removed immediately after an event has taken place or future posting privileges may be jeopardized.
- A banner must not hang closer than 7’2” from the floor and must be hung from designated hooks, when applicable.
- Permission to post a banner may be denied if it is illegible, unclear, or unethical. Information must be neatly presented. The organization’s name must be posted on the banner.
- Appropriate locations for posting banners include:
  - Atrium I & Atrium II (above the open stairways)
  - Student Entrance Hallway (3 locations inside, 1 location outside)
  - Faculty Entrance Hallway (1 location)

TV Monitors -

Organizations can prepare and submit a PowerPoint slide show to be run on the TV monitors in Atrium I and Atrium II of the Bayou Building and the atrium area of the Student Services/Classroom Building. Please email the Coordinator of Student Life – Student Organizations if you would like your slide to run on the TV monitors. Please limit PowerPoints to five slides and include limited graphics.

The Signal -

The Signal, the UHCL student newspaper, distributes a publication schedule at the beginning of each semester identifying publication dates and copy deadlines for contributors. The Signal staff welcomes contributions from student organizations and will make every effort to publish submitted material.
Organization officers may submit notices of meetings, a list of current officers, or general information about the organization. However, for major events, organization officers may want to prepare a formal press release. Please prepare news releases in the following manner:

- **TYPE** - double space on 8 ½ X 11 paper using one side of the paper only and a 60 character line. Leave top 1/3 of the paper blank with wide margins.
- Write full name, telephone number and date in upper left hand corner of first page of copy.
- Under your name indicate a “slug” (one or two word description of story) for the story, and indicate the “slug”, your last name, and page number on subsequent pages of story.
- Important elements of a story (preferably found in the first two paragraphs):
  
<table>
<thead>
<tr>
<th>Who?</th>
<th>Where?</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What?</td>
<td>When?</td>
<td>How?</td>
</tr>
</tbody>
</table>

- Double check all facts and information and check the spelling of names.
- Submit all material by copy deadline date. Include pictures when available (pictures may be in color or in black and white, should be at least 5” X 7” and all people should be identified).

**News Releases** –

The Office of Communications (Suite 2519) will help organization officers plan and implement publicity outside of the university for large-scale events. Publicity for events which involves press releases, articles, and advertising in newspapers, radio, and TV are required to be publicized in coordination with the Office of Communications. These types of events could include major speakers (local or national), major workshops, and large fund raising events.

The Office of Communications can offer suggestions and ideas of ways to reach neighboring communities as well as greater Houston. This office should be approached during the planning stages of the publicity scheme, usually a minimum of 4-6 weeks in advance.

**Resources and Procedures**

**Print Shop** –

The UHCL Print Shop (Central Plant Building, phone 281-283-2142) can design and print almost anything - invitations, tickets, stationery, pamphlets, brochures, posters, and banners in one, two, three, or four colors. Printing is generally feasible only for major events or when large quantities are needed, since the set-up charge is a major portion of the cost. A minimum of 10-15 working days advance notice is generally required for large print jobs, i.e., conference invitations and brochures. The Print Shop also offers low-cost production of flyers, posters, and banners produced by computer from copy you provide.

For all requests or bids from the Print Shop a Printing Request Form must be initiated through the Student Life Office. The form must be signed by either the Assistant Director or the Director of Student
Life, and the item to be printed must be reviewed to ensure inclusion of the ADA statement and proper use of the university name. In addition, the Office of Communications must review any publications printed for distribution off-campus.

Organizations are free to use either the University Print Shop or an off-campus print shop for any of their printing services, unless Student Government Association funding is being used to pay for the print job. When SGA funds are being used, the organization MUST obtain a bid on the job from the UHCL Print Shop by submitting a Printing Request Form. If the Print Shop bid is higher than that of an off-campus printing service, the organization is under no obligation to contract with the Print Shop. If the Print Shop is unable to accept the printing job, they will issue a waiver of service form, which authorizes the organization to use SGA funds for off-campus printing services.

Graphics - If their schedule allows, the Print Shop can sometimes design graphics for organizations. There may be a minimal cost for this service. At least 1-2 weeks notice is needed.

**UHCL Copy Center** –

The Copy Center (Bayou 2403, phone 281-283-2220) can reproduce flyers on colored and white paper at a lesser rate than the Print Shop. One to three days’ notice is generally required. Organizations must pay directly for this service, or if SGA funding has been approved for an event, arrangements can be made IN ADVANCE with the Student Life Office for the SGA account to be billed. This service can be especially useful when many copies are needed.

Many of the above services can be billed directly to the SGA account if the expenditure has been approved by SGA and advance arrangements are made through the Student Life Office. Working with the Student Life Office and planning publicity schedules well in advance can make publicizing an event easier for both the organizations and these various offices.

**Helpful Hints for Publicity and Promotion**

Program Communication –

Publicity is a developed program of communication intended to promote the interest and participation of individuals. As a process, it informs, sells, educates, clarifies, exposes, excites, and involves. It serves as the vital link between the planned program and program response. Depending on the quality of the program, publicity can be one of the prime determinants of the success or failure of the program.

Publicity as a Program Planning Process –

“Getting the word out” is a major part of the program planning process. Hastily prepared, ill-timed publicity can be as ineffective as a program planned in the same manner. On occasion, an event may have so much potential appeal that adequate publicity may consist merely of word of mouth. Other times, the program may be so new and unheard of that it is necessary to organize a full scale publicity campaign to generate interest and enthusiasm for the event, giving the potential audience at least some idea of the nature of the program. However, most of the time there is abundant interest on the campus for just about any type of program and the task lies in tapping that interest through interesting and high-quality publicity methods.
Response to Promotional Methods –

Promotional techniques, whether in the form of posters, banners, flyers, ads, etc., will evoke a psychological response before the reader even thinks about the message being communicated. The best publicity is that which is clean, readable, attractive, and informative. Super-arty graphics are nice and colorful, but the purpose may be lost if one cannot tell fairly quickly what the program is. A flyer or poster that is unattractive to the eye, poorly designed, or badly printed may be a detriment to the program rather than an aid. The character of the publicity, whatever it may be, reflects the quality of the upcoming program in the eyes of the person reading or hearing the publicity.

Considerations for Publicity Efforts –

1. AUDIENCE: Who is the program and publicity for?
2. TIMING: When should publicity be released? Should it all go at once, or be specially timed? Consider time for poster design, ad deadlines, etc.
3. LOCATION: Where are the traffic patterns?
5. ADS: Are there creative alternatives?
6. INFORMATION: Is printed material perfectly clear?
7. COORDINATION: Who will be responsible for what and when?
8. RESPONSE: Is printed material done well enough to attract attention? Will it stick in people’s minds?
9. BUDGET: Is the projected response worthy of the expense? Is the publicity budget a realistic one?
10. SUPPORT: Does the organization support the entire event?
11. COMMUNICATION: TALK up your event…in meetings, in classes, in the cafeteria!!!

Highest Degree of Effectiveness –

The most effective approach to publicizing a program is through a variety of methods that will work well together and complement each other. These methods would include very straight, readable forms, a possible audio-visual experience, and a fresh new creative approach. These may exist in the way of graphics, displays, live exhibitions, and objects not usually used for publicity, but related in some way to the program.
Creative Publicity –

Enthusiasm and interest are much more easily generated if a creative approach to publicity is used. Unique, fresh, and clever methods of promotion are usually more fun, will rally more support in terms of manpower, and if done in a sophisticated manner, will sell almost any program. It is important, however, to be able to differentiate between a clever idea and a trite one. Be creative, but also be realistic.
Section 3.7
SGA Funding Guidelines

Section 1. The Student Life Council has imposed the following guidelines. These guidelines may only be amended by the Student Life Council.

♦ The Student Government Association may not fund operational expenses for student organizations (paper, photocopying, newsletters, etc.).
♦ The Student Government Association will not underwrite the distribution of food and drink at any event.
♦ Among the factors to be considered in allocating money to a specific organization should be the number of students who will benefit.
♦ In order to request $400 or more from SGA for any particular event, at least two of the organization’s officers must attend the “Workshop on Policies and Procedures for Organizations’ Event,” a two-hour workshop sponsored by the Student Life Office several times per semester.

Section 2. The Student Government Association has imposed the following guidelines, which may be amended by the Student Government Association during their annual review process:

♦ SGA will not subsidize 100% of any student organization’s total activities for any semester.
♦ SGA will not fund more than 50% of the cost of any event excluding speaker fees of $100 or less or for travel events.
♦ SGA funds are intended for developmental events sponsored by registered UHCL student organizations.
♦ SGA funds may be allocated for social events as described in Section 3 below.
♦ SGA funds may not be used for fund raising or philanthropic events, based on State laws and/or UH System policies on appropriate use of State funds.
♦ Student organizations should provide a substantial portion of their own income by collecting dues and scheduling fund raising activities.
♦ Organizations may satisfy their funding requirements in part by seeking free programs, entertainment, or speakers from their professional community.
♦ Organizations shall submit a complete written budget for all fund requests for workshops or special events or for any travel event on the appropriate form: (SGA Fund Request for Workshop/Special Event or SGA Fund Request for Travel Event). This form must be attached to the Student Organization Event Form when it is submitted to the Student Life Office for approval. Use of other budget formats are not permitted.
Section 3. SGA Funds and Social Events - A registered UHCL student organization may request a maximum of $200 for one social event per academic year.

♦ To be eligible for SGA funding, this event must be open to the entire campus community and this must be an on-campus event.

♦ Multiple organizations may choose to co-sponsor a campus-wide social event, and each co-sponsoring organization may request this $200 allocation.

♦ A maximum of $2,000 total from SGA funds may be allocated per academic year for social events.

Section 4. When organizations request SGA funds of $400 or more, SGA representatives require additional time for review and consideration. The following additional guidelines shall apply to these events

♦ The appropriate paperwork should be submitted to the Student Life Office a minimum of four weeks prior to the event.

♦ The request must be presented at two consecutive SGA meetings to allow SGA representatives adequate time to consider the request.

♦ Copies of the approved budget must be made available to SGA representatives at both of these meetings. Approximately fifty copies of the approved budget must be distributed at the initial presentation meeting, with approximately twenty additional copies provided at the SGA meeting for the second presentation.

If requesting SGA funds for a travel event, the following rules apply:

(a) Maximum Payment for a Travel Event:

<table>
<thead>
<tr>
<th>Total Amount If Driving</th>
<th>Total Amount If Flying</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Student...............$200</td>
<td>1 Student...............$400</td>
</tr>
<tr>
<td>2 Students...........$300</td>
<td>2 Students...........$600</td>
</tr>
<tr>
<td>3 Students...........$400</td>
<td>3 Students...........$800</td>
</tr>
<tr>
<td>4 Students...........$500</td>
<td>4 Students...........$1,000</td>
</tr>
<tr>
<td>5+ Students...........$750</td>
<td>5+ Students...........$1,500</td>
</tr>
</tbody>
</table>

(b) A registered organization may request funds for two travel events per academic year:

(1) regardless of the mode of travel
(2) based on the same dollar amounts per person as listed in (a) above
(3) with the maximum total allocation per organization not to exceed $1,500 per academic year

(c) The Student Organization Event Form must be accompanied by a SGA Fund Request for Travel Event Form, regardless of the amount of funds being requested.

(d) Requests of $750 or more must be presented at two consecutive SGA meetings to allow SGA Representatives adequate time to consider the request.

(e) Only students enrolled during the semester in which travel will occur can be reimbursed with SGA funds.
(f) Under no circumstances will SGA fund more than 45% of the total cost of a travel event.

**Funding Criteria** - The criteria for evaluating funds requests are listed below and each criterion should be given careful consideration.

- Attendance in at least 51% of the SGA meetings for the academic year, up to and including the meeting at which the fund request is presented.
- Benefit to students and the university - does this event/project/activity enhance the educational and professional goals and image of UHCL students, the sponsoring student organization, and the university?
- Well-planned event/project/activity - as evidenced by timely completion of required paperwork, efforts made to adequately fund the event/project/activity from sources other than SGA, and well-prepared presentation(s) to SGA.

**Financial analysis:**

a. Organization’s subsidy - what proportion of expenses is the organization funding on its own, through donations of cash or services from elsewhere, or through significant contributions of time and effort by organization members and/or volunteers?

b. Income potential - if admission is being charged, will the income cover the cost of the event/project/activity so that SGA funds can be returned?

c. Cost-to-benefit relationship - What is the expected attendance? Is it realistic based on planned marketing strategies? How many members of the university community will benefit in relation to the cost of the event/project/activity?
Section 3.8
How to Request Student Government Association Funding

Student Organizations request funds from SGA through the following process:

- Submit the required paperwork to the Student Life Office in a timely manner
- Present the request to the SGA at the meeting as scheduled by the SGA Advisor

Note: Do not submit the paperwork directly to the SGA Executive Council. In accordance with UHCL policy, the paperwork must be reviewed and signed by Student Life Office staff before the request can be scheduled on the SGA meeting agenda.

Required Paperwork: Student Organization Event - Request for Approval of Event Form (hereinafter referred to as a Student Organization Event Form) is required for all organization events for which you are requesting SGA funds. In addition, organizations must submit a complete written budget for all fund requests – regardless of the dollar amount being requested - for workshops or special events or for any travel event on the appropriate form: (SGA Fund Request for Workshop/Special Event or SGA Fund Request for Travel Event). This form must be attached to the Student Organization Event Form when it is submitted to the Student Life Office for approval. Other budget formats are not permitted.

When submitting paperwork requesting SGA funds, keep the following in mind:

✓ The approval process takes time - the paperwork must be reviewed by at least three Student Life Office staff, and it must be signed by at least two staff members. Also, the SGA agenda is set three school days prior to the weekly SGA meeting. Therefore, it may be necessary to allow an additional week in advance of the event’s date in order for the event to be approved and appear on the SGA agenda to be voted on for funding.

✓ An event may not be publicized as an organization event until it has been approved by the Student Life Office and/or the Associate Vice President or Dean of Students. Also, if the organization is dependent on funds from the SGA, do not publicize the event until the funds have been approved. Allow yourself plenty of time for the paperwork to be processed and the funding to be approved before you start publicizing the event.

✓ For major events that the organization intends to publicize extensively, allow at least two months in advance of the event for approval, funding allocation, and publicity.

Example:

An event is scheduled for October 6, 2006 with a request for $1,000. The organization must make its initial presentation to the SGA a minimum of two weeks in advance of the event, or September 26, with the second presentation to the SGA on October 3 (the request is for more than $400 and so must be presented twice). To allow a minimum of three days for approval and the time to make it onto the SGA agenda for the September 26 meeting, the required paperwork should be submitted to the Student Life Office no later than September 19. If you follow this minimum required time line, you will not know if you have funding until three days prior to the event. This is not sufficient time to properly publicize a major event. Therefore, you should have submitted the Student Organization Event Form and appropriate budget form as soon as classes begin in August (or even earlier!) to give yourself that extra time to gain event and funding approval and to extensively publicize the event.

The Student Organization Event Form and the appropriate fund request form are reviewed by the Student Organizations Graduate Assistants. If there are problems with either form, she will contact the person listed on the form(s). The forms are then reviewed and signed by the appropriate staffs, which include
the Coordinator of Student Life – Student Organizations, the SGA Advisor, the Assistant Dean of Student Life and, for requests of $400 or more, by the Associate Vice President or the Dean of Students, indicating that the event is approved as an official function of the organization.

The SGA Advisor will (1) assign a date for the fund request to be presented to SGA, (2) will submit the fund request to the SGA Executive Council for inclusion on the agenda for that meeting, and (3) will notify the organization by memo of the date(s) scheduled for presentation to the SGA.

**Presenting the Fund Request to the Student Government Association:**

- SGA Representatives require a copy of the appropriate Fund Request Form when considering your fund request. The SGA Advisor will make copies of the form for the SGA meeting(s).

- The SGA President will introduce the fund request to the SGA: “The ABC Association is requesting $300 for a workshop on September 13, 2006. Does everyone have a copy of their Fund Request Form?”

- The organization’s SGA Representative (or another member of the organization who has specific information about the event) must provide a brief description of the event and justification (how the funds will be spent) for the SGA funding.

**Example:**

“I’m Debbie Stone, vice president of the ABC Association. We’re hosting a workshop on “Volunteerism in Houston” and how volunteerism contributes to academic and professional success. We’re having a panel of eight speakers, all of whom are volunteering their time and expertise for this workshop. Their presentations will be followed by a question-and-answer period. A reception will follow. The workshop is Wednesday, September 13th, 4:00-7:00 p.m. in the Lecture Hall, SSB 1.100. We’re inviting students from the community colleges and UHCL student organization officers, and the event will be open to the entire campus community. We anticipate 95 people in attendance. We’re asking for $75 to pay for the invitations and postage, $35 for flyers for on-campus marketing, $100 for information packets for participants, $30 for programs and $60 for paper goods. ABC Association is paying $300 for the reception.”

- The SGA President will ask if there are any questions; if so, a general discussion will follow. The representative or presenter should be able to answer questions knowledgeably about the event and how the funds will be used.

- After discussion and questions have concluded, the SGA President will call for a vote. A simple majority vote (50% + 1) of members present (providing a quorum has been attained) is necessary to approve the fund request. The result of the vote will be announced immediately.

- If an organization’s representative is not in attendance, the fund request will be tabled until the next meeting. However, if the event is scheduled to take place prior to the next SGA meeting, funding will not be available because SGA funds cannot be allocated after the event has occurred.
After funding approval, the SGA Advisor will provide the necessary forms for payment and/or reimbursement. These will be placed in the organization’s mailbox, along with a memo containing instructions and the deadline for submitting the necessary paperwork.

**If the fund request is not approved:**

If the fund request is denied, the organization may propose amendments to the request immediately after the vote is taken and announced. These will then be discussed and presented for a vote. See the following example:

**Example:**

Debbie Stone might say, “We can include the program in the information packets and save that $30, and ABC Association will pay for the paper goods, saving another $60. Therefore, we request an amended amount of only $210 for the workshop.”

The SGA President will then announce, “The ABC Association is requesting an amended amount of $210 for their workshop on September 13, 2006.” The President will then call for discussion and a vote on this amended amount.

Other organization representatives may offer a “friendly amendment” to the fund request. The officer/SGA Representative making the fund request has the right to accept or reject the amendment. If the representative accepts the amendment, the SGA President will call for a vote on the amended amount.

In the event the funds are not approved, the organization has five (5) school days to appeal the SGA decision. The appeal must be in writing with grounds specified, to be reviewed by the Associate Vice President of Student Services and/or the Dean of Students.

Any reversal of an SGA decision by the Associate Vice President/Dean of Students can be appealed by the Student Government Association to the Student Life Council within five (5) school days. This decision will be final.

**SGA Funding for events at which admission/registration is charged**

It is illegal to use State of Texas monies, including SGA funds, to make a profit. Therefore, at any event at which admission/registration fees are charged and which is funded partially or in total by the SGA, the SGA funds may have to be repaid in whole or in part. See the following example:
Example:

An organization is sponsoring a workshop with projected/contracted expenses of $7,800. The organization has requested $1,000 from the Student Government Association, is contributing $2,000 of its own funds, and has obtained $1,000 from other sources. Thus, $4,000 in expenses has been funded, leaving a balance of $3,800 to be funded. A $25 registration fee is being charged, and the organization anticipates attendance of 175 people, for a projected fee income of $4,375.

Scenario #1: If exactly 175 people attend and pay the $25 fee:

Contributions  $4,000  (SGA: $1,000 + ABC Assn.: $2,000 + Other: $1,000)
Fee Income     4,375
Total Income   $8,375
Expenses       - 7,800
“Profit”       $575

The organization cannot keep this $575 as profit, but must instead return it to SGA as partial reimbursement of the $1,000 allocated.

Scenario #2: If 300 people attend this event, income would total $11,500, less expenses of $7,800, for a “profit” of $3,700. In this case, the entire $1,000 allocated by SGA must be repaid, with the organization then allowed to retain the balance of $2,700 in proceeds.

Income:  $1,000 + 2,000 + 1,000 + 7,500 = $11,500
$11,500 - 7,800 = $3,700 - $1,000 = $2,700

Scenario #3: If only 125 people attend, total income would only be $7,125 and the organization would have to provide the remaining expenses of $675 from their own funds. They would not, however, have to repay the $1,000 to SGA since the event did not “make a profit;” in fact, there was a financial loss.

Income:  $1,000 + 2,000 + 1,000 + 3,125 = $7,125
$7,125 - 7,800 = -$675

Organizations requesting SGA funds for an event for which admission or registration is charged may be required to meet with the SGA Advisor and the Coordinator of Student Life so that the process can be explained and the organization will know what financial instruments are required for examination.
Section 3.9
Speaker/Performer Contracts and Agreements

Organizations may request funds from the Student Government Association to pay speakers at developmental events such as a meeting, or for performers for special events specifically related to the organization’s mission. The following general guidelines apply to paying speakers and performers with SGA funds:

- The Student Government Association has established a standard $50 maximum fee for local speakers. If the program includes more than one speaker, the organization may request a $50 fee for each speaker. Requests for fees greater than $50 must be justified by the sponsoring organization. Justification for larger fees include factors distinguishing the speaker in his/her field, the fee charged is the speaker’s standard fee, distance traveled, time involved, etc.

- Organizations may opt to provide a meal for the speaker using SGA funds in lieu of the $50 fee. Officers and/or members of the organization must take the speaker out for the meal, pay for it from either organization funds or personal funds, and submit the receipt and a list of all those in attendance at the meal. The organization or individual will then be reimbursed for up to the $50 limit. Tax and tip can be reimbursed in this situation, provided that the tip is recorded as part of the receipt with a credit card payment. Alcohol is not included in this meal.

- Gifts CANNOT be purchased with SGA funds, including plaques, UHCL mugs, etc.

- Political candidates and office-holders may NOT be compensated for their appearance on behalf of student organizations, due to possible conflicts with federal campaign finance laws.

- University of Houston System employees (working at any of the UH campuses or the UHS office) may not be compensated unless the topic is outside the area of expertise for which they are already paid by the university. If the determination is made that the speaker is eligible for compensation, he or she must be paid through the UHS payroll system for such speaking engagements, and that person must come by the Student Life Office and the UHCL Office of Human Resources to complete additional paperwork in advance of the speaking engagement. The sponsoring organization must also pay the benefits accruing to the payment, which vary according to the person’s employment status.

- Consult in advance with the Student Life staff regarding contracting with speakers or performers. Contracts are required for all services and/or fees using university funds. Student organizations do not have authority to enter into contract for services without prior approval from the Student Life Office. Contracts must be prepared by the Student Life staff, based on information you and the speaker or performer must provide, and signed by the Associate Vice President or the Dean of Students and the Senior Vice President and Provost.

- In accordance with UHCL policies, contracts must be completed and processed for approval at least two weeks prior to the speaker or performer’s appearance. Therefore, it is imperative that you pay attention to the request for contract information and submit it in a timely manner to the Student Life Office staff who must complete the contract. Contract information received after the established deadline will not be processed and the speaker or performer will not be paid.
The speaker or performer must be paid directly by the university, in compliance with federal tax laws. Do NOT pay the speaker/performer fee out of the organization’s checking account or personal funds and expect to be reimbursed. The organization cannot be reimbursed if it has paid the speaker/performer in this manner, even if Student Government Association funding has been approved for this speaker.

**Speaker/Performer Contract Guidelines -**

After the SGA has approved the funding for the speaker or performer, the SGA Advisor and/or the Staff Assistant in the Student Life Office will contact you to collect the information necessary for the Staff Assistant to process the contract. You will be asked to help collect this information, which includes:

The speaker or performer’s:
- full name
- Social Security Number (or the Vendor Tax ID number if the check will be made out to a business or an organization)
- mailing address
- daytime telephone number
- FAX number (if applicable)
- a description of the specific service to be performed (see the example below)
- whether or not the speaker or performer is a student at one of the UH System campuses
- whether or not the speaker or performer has been paid (either as an employee or a contractor) through the UH System payroll process during the past twelve months
- where the speaker or performer works (if applicable)

**Example** of a “description of work to be performed”:

| “Ms. Andrea Walker-Cook will make a presentation on licensing and accounting practices for not-for-profit organizations to members and guests of the UH-Clear Lake ABC Association on Wednesday, October 18, 2006. Presentation time is 11:30 a.m. to 12:30 p.m., followed by a 30-minute question-and-answer session. Refreshments will be served afterward. Total compensation is $50.00.” |

After you have provided the necessary information, Student Life Office staff will prepare the actual contract forms and will mail them directly to the speaker or performer. UHCL will not use or process an outside individual's or agency's contract. All information must be contained on a UHCL contract form.

The speaker or performer must sign the contracts and return them to the Student Life Office at least two weeks prior to the speaker or performer’s appearance (in accordance with UHCL policies). However, to help ensure that the speaker or performer will be paid in a timely manner, completed contracts should be returned a minimum of four weeks in advance of the event. When discussing fees with the speaker or performer, be sure to inform them that the contract is required, that there are very specific timelines, and that a staff member in the Student Life Office will be working with them to collect the necessary information.

Once the Student Life Office has received the signed contracts, it takes up to two weeks to finish processing the contracts and obtain all the required staff signatures. Remember that this entire process must be completed before the event takes place. When the Student Life Office mails the contract forms directly to the speaker or performer, we will communicate this timeline to the speaker or performer. It is
the speaker’s or performer's responsibility to return the signed contracts in a timely manner. However, you may want to mention this to the person(s) when discussing their fees and the requirement for them to complete a UHCL contract.

You must notify the Student Life Office immediately after the event to verify that the speaker or performer did, in fact, provide the services for which he or she is to be paid. Once we receive that verification, we will instruct the Accounts Payable Office to release the check. The check will be mailed directly to the speaker or performer.

**Presenting the check at the time of the presentation -**

If the organization would like to present the speaker or performer with a check at the time of the presentation or performance, the only change in the procedures outlined above is additional time required. You must submit the completed *Student Organization Event Form* and the *SGA Fund Request Form* to the Student Life Office at least eight weeks in advance of the event.

The check will be mailed to the Student Life Office rather than directly to the speaker or performer. Organization officers will be notified when the check can be picked up. You can then present the check to the speaker or performer immediately following the presentation.
Section 3.10
Travel Funding

Students may travel to various events, regardless of whether or not SGA funds are used to help cover expenses. If the travel event is conducted in the name of the organization or if organization funds are being used, the organization must follow these general rules:

- **A Student Organization Event – Request for Approval of Event Form** must be completed and submitted to the Student Life Office at least two weeks in advance of the travel event. In addition, an **SGA Fund Request for Travel Event Form** must be submitted.

- **A Travel Authorization Form** must be completed and submitted to the Student Life Office at least two weeks in advance of the travel event. The SGA Advisor will provide the form to the organization, and a separate form must be completed for each person traveling, regardless of mode of travel (airline, automobile, etc.). The SGA Advisor in the Student Life Office will prepare this form, and they will need the following information for each student who is traveling:
  - the student’s name
  - the student’s Social Security number (not the Student ID number)
  - the student’s signature

- **A Release and Waiver of Liability for Travel Form** for each student traveling on this event. This form will be provided by the SGA Advisor, and it must be filed with the Student Life Office prior to departure.

- Failure to complete the proper paperwork in a timely manner may result in forfeiture of the SGA funds.

**If requesting SGA funds for a travel event, the following rules apply:**

(a) Maximum Payment for a Travel Event:

<table>
<thead>
<tr>
<th>Total Amount If Driving</th>
<th>Total Amount If Flying</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Student.............$200</td>
<td>1 Student.............$400</td>
</tr>
<tr>
<td>2 Students...........$300</td>
<td>2 Students...........$600</td>
</tr>
<tr>
<td>3 Students...........$400</td>
<td>3 Students...........$800</td>
</tr>
<tr>
<td>4 Students...........$500</td>
<td>4 Students...........$1,000</td>
</tr>
<tr>
<td>5+ Students..........$750</td>
<td>5+ Students..........$1,500</td>
</tr>
</tbody>
</table>

(b) A registered organization may request funds for two travel events per academic year:
- regardless of the mode of travel
- based on the same dollar amounts per person as listed in (a) above
- with the maximum total allocation per organization not to exceed $1,500 per academic year

(c) The **Student Organization Event Form** must be accompanied by a **SGA Fund Request for Travel Event Form**, regardless of the amount of funds being requested.

(d) Requests of $750 or more must be presented at two consecutive SGA meetings to allow SGA Representatives adequate time to consider the request.
(e) Only students enrolled during the semester in which travel will occur can be reimbursed with SGA funds.

(f) Under no circumstances will SGA fund more than 45% of the total cost of a travel event.

(g) When traveling on official organization business, using funds from SGA and/or other campus offices, the following procedures apply:

- A Travel Authorization Form must be completed for each person traveling (see the paragraph at the beginning of Section 3-10).

- Additional information needed to complete this form should already be listed on the SGA Fund Request for Travel Event; this information includes:
  - a brief description of the reason for traveling, such as the name and purpose of the conference and how the students will benefit
  - the travel destination (city and state)
  - an estimate of all expenses for the event

- If organization funds are being used but university funds are not being used, the financial information is not required, but you would instead check the block “For Insurance Only.”

- Students may consult with the UHCL Travel Office to get a quote on the airline tickets. If the students can get cheaper tickets on their own, they are not obligated to actually purchase the tickets through the Travel Office.

- If the tickets are being paid for fully from SGA funds and/or funds from another campus office, students qualify for travel using the State rate. Tickets purchased at the State rate must be purchased through the UHCL Travel Office. The Staff Assistant in the Student Life Office and/or the SGA Advisor will ensure that the appropriate cost center number for charging the tickets to the SGA account has been included on the Travel Authorization Form. If the tickets are being partially paid by SGA and partially paid by another campus office, the Student Life Office will work with the staff person in the other office to ensure that all the cost center numbers are submitted to the Travel Office appropriately. If the tickets are being fully paid for by another campus office, the students must work with the staff in that office to complete this process.

- If the tickets are being paid only partially from SGA funds and/or funds from another campus office, the ticket cost cannot be charged to a cost center number. Partial funding of the ticket cost does not qualify for the State rate, so the tickets do not have to be purchased through the UHCL Travel Office. You may, if you choose, purchase the tickets through the Travel Office. In this situation, the students must pay the full cost (by personal check or credit card or by organization check) for the full amount. Checks must be made payable to “Navigant International.” Then, if SGA funds or funds from another campus office are paying for part of the cost, you will submit the proper paperwork to the appropriate office for reimbursement of the authorized amount.

- Original copies of all expense receipts are required for reimbursement. These must be identified as to the exact purpose, and they must be attached to a completed Purchase Voucher Information Sheet. DO NOT WRITE ON THE RECEIPTS…make your notations on a separate sheet of paper to which the receipts are attached.
- A list of all students participating in the trip must be included on the Purchase Voucher Information Sheet, which must be submitted to the Student Life Office when requesting reimbursement.

**Event planning which requires day travel on the part of the organization** – Travel associated with planning or organizing an event does **not** fall under the travel funding guidelines but **may** be eligible for funding through the Student Government Association as an expense item for that event. All travel event policies and procedures will need to be followed.
Section 3.11
Expense Disbursement/Reimbursement Guidelines

All Student Government Association funding is disbursed through either direct payment (paying a speaker fee, for example) OR reimbursement of receipts for authorized expenses. In other words, organization members generally spend the money first and then get reimbursed. Direct billing is allowed in certain circumstances, but arrangements must be made in advance with the Student Life Office.

To ensure that the organization receives the funds allocated by SGA, it is critical that organization officers follow the correct procedures. The following guidelines will help expedite the reimbursement process and assist the organization in settling its account for an event as quickly as possible.

Processing Purchase Vouchers for Expense Reimbursement –

When an organization or an individual has prepaid an authorized expense, they may be directly reimbursed (less taxes) upon presentation of written evidence substantiating the payment (e.g., original receipt or an invoice marked paid).

As a matter of procedure, payment for authorized expenses (other than payment to speakers) will be made through a State of Texas Purchase Voucher, which must be completed by the Student Life staff. To assist us in properly completing the Purchase Voucher, the Purchase Voucher Information Sheet must be completed as indicated below.

- Complete Section 1 of the Purchase Voucher Information Sheet if reimbursement will be made directly to an individual. This situation might occur if the president, for example, has charged all the expenses of an event to his or her personal credit card. Reimbursement can be made directly to the individual, provided all guidelines have been followed.

  The individual’s Social security number, address, phone number, and signature will be required on the Purchase Voucher Information Sheet. The individual will be contacted to come in and sign the completed Purchase Voucher. Checks for expense reimbursement to an individual will be mailed directly to that individual.

- Complete Section 2 of the Purchase Voucher Information Sheet if reimbursement will be made to the organization. After receiving the check from the university, the organization’s treasurer will write checks on the organization’s account to reimburse each of the members who have paid part of the expenses for this event. Checks for expense reimbursements for an organization will be made out to the organization and will be placed in the organization’s mailbox in the Student Lounge.

- Complete Section 3 of the Purchase Voucher Information Sheet for all events for which SGA funding has been approved and reimbursement is requested.

- Submit the completed Purchase Voucher Information Sheet, with all receipts identified and attached to it, to the Student Life Office within two (2) weeks of completion of the event. The Student Life Office must pay interest on any payments, including payments to or on behalf of a student organization, not made within thirty (30) days. Payment and/or reimbursement may be denied if receipts have not been submitted in accordance with this timeline and these procedures.
Either RECEIPTS or INVOICES marked “paid” must be presented for all requests for reimbursement.

**Original receipts, NOT photocopies, are required.** Bills, reservations and confirmations are not acceptable as receipts. The receipt must specify the purpose (e.g., photocopies, postage, and gasoline). If the item’s description is not pre-printed on the receipt or cash register tape, you must provide this information. Do not, however, write on the receipt. Instead, you may tape the receipt to a sheet of paper and write the necessary information on the paper.

If presenting an invoice, it must clearly indicate that the invoice has been paid, or you may include the credit card receipt showing payment if the merchant/company on both the invoice and the receipt are the same and the amount is the same.

The University, including the Student Government Association, CANNOT reimburse for state sales tax or hotel taxes in Texas. Taxes will be deducted from the total amount due to be reimbursed. If funds are being used to pay for hotel rooms for travel to a conference in the State of Texas, ask the SGA Advisor for a Hotel Tax Exemption Form. This exemption only applies to State hotel taxes, not local taxes, and it does not apply to hotels outside the State of Texas.

An average of 2-4 weeks is necessary to process the purchase voucher and generate the check.

**Direct Billing Within the University** –

When purchasing or renting items from other offices within the university, some charges (e.g., Print Shop, Theatre rental) can be billed directly to the SGA account. These arrangements must be made IN ADVANCE with the Student Life staff prior to billing.

**Direct Billing Outside the University** –

In selected circumstances, some purchases from specific providers outside the university can be billed directly to the university. These arrangements must be made with the Student Life staff IN ADVANCE. Once the authorization for a direct billing has been granted, an officer of the organization must obtain the vendor’s ID number (rather than social security number) and address. In order to pay a business or vendor with State funds, that business or vendor must be in good standing with the State of Texas. The Staff Assistant in the Student Life Office will verify the vendor’s status. The organization should inform the business or vendor that they should receive the check in four to six weeks.

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**Payment may be denied if direct billing arrangements have not been made in advance with the Student Life Office, leaving the organization wholly responsible for payment. In addition, disciplinary action may be taken.**
If you have any questions about the policies, procedures, guidelines, and/or forms as discussed in Chapter Three, please be sure to direct your questions to the Coordinator of Student Life-Student Organizations and/or the SGA Advisor. The people in these positions are charged with the responsibility of administering and explaining this information to organization officers.
### Section 3.12
Summary Chart for Use of SGA Funds

 SGAs Funds may be used for those events that address your organization’s mission and goals as stated in your Constitution. These may include:

- **Speaker or Performer Expenses** -
  - fee for speaker or performer
  - meal for speaker or performer in lieu of fee

- **Workshop or Seminar hosted by your organization** -
  - publicity materials (flyers, posters); invitations
  - program booklets
  - information packets for participants
  - decorations
  - paper goods for food

- **Travel Expenses** (conference or seminar sponsored by an off-campus organization, or a special field trip), including -
  - conference fee
  - airfare
  - vehicle rental
  - gasoline
  - taxi fare
  - toll charges
  - special parking fees (such as a hotel)
  - hotel expenses

- **Social Events** -
  - limited to a maximum of $200 for one social event per academic year
  - event must be open to entire campus community
  - can be used for any expenses associated with the event except food

 SGAs Funds cannot be used for the following:

- An organization’s day-to-day operating expenses -
- membership information and applications
- calendar of events/newsletters
- cost to maintain a web page on an off-campus server
- marketing for events for which SGA funds have not been requested and approved
- t-shirts

- Food & beverage for any event (except meal in lieu of fee)
- Fund Raising events
- Philanthropic events
- Community service activities unless such activities are an integral part of your mission as stated in your Constitution
- Recruiting events
- Speaker fee for political candidate or officeholder
- Speaker fee for UH employee if speaking in area of current employment
- Payment or reimbursement of taxes in Texas, with the exception of airfare taxes
- Anything prohibited by UHCL policy, State, or federal law
Chapter Four  
Summary of Policies  
The following policies are applicable to all UH-Clear Lake student organizations and have been approved by the University Life Committee and University Council. The full text of UH-Clear Lake policies and procedures applicable to student organizations is found in Student Life Policies, published by the Dean of Students’ Office. Copies are available in the Dean’s Office and the Student Life Office. A full copy of all UH-Clear Lake policies is available in the Office of the President.  

Section 4.1  
Summary of Policies Relating to UHCL Student Organizations  

Student Organization Policies  

General Statement of Purpose  
The university recognizes (1) the importance of organized student activities as an integral part of the total educational program of the university; (2) that university learning experiences are enriched by student organizational activity; and (3) that organizations provide a framework for students within which they may develop their own special talents and interests. Inherent in the relationship between the university and organized student groups is the understanding that the purposes and activities of such groups should be consistent with the objectives and mission of the university.  

Policies  

A. The student organization policies are official UH-Clear Lake policies, covering student organizations and their relationship to the university community.  

B. The Student Life Office is responsible for the implementation and administration of the student organization policies.  

C. Proposals for changes in the student organization policies shall be considered by the Student Life Council.  

1. The Student Government Association will act in an advisory capacity to the Student Life Council on proposed changes in the student organization policies. Unless otherwise stated, any change shall take effect immediately upon approval of the Student Life Council.  

2. Any member of the university community may propose changes in the student organization policies to the Student Life Council.  

D. Upon request by a person or organization directly affected, the Student Life Council will consider the waiver of any provision of the organization’s policies for a specific time period.  

E. Provisions of the student organization policies shall comply with Student Life Policies and all other university regulations.
Procedures for Recognition of New Organizations

A. Permanent Organizations

1. Any group of students having a purpose, which is within existing federal, state, and local laws and university policies may be recognized. **Recognition of a campus organization does not constitute endorsement of its program or purpose by the university.** Recognition is simply a charter to exist on the university campus and may be withdrawn by the Dean of Students if the organization becomes inactive, or is found guilty of violating any federal, state, and local laws or university regulation or policy.

2. The group will file a Petition for Recognition including a constitution or statement of purpose with the Student Life staff.

a. In cases were a potential faculty adviser is unknown to the group, the Student Life staff will assist in identifying a university staff member who may wish to serve as an adviser. Organizations are not required to have a faculty adviser but are strongly urged to do so.

b. If the group has not elected its officers or done other work connected with its formation at the time of initial contact with the Student Life staff, the Student Life staff shall make arrangements for the use of University facilities until the organizational process is completed and the required information can be filed.

c. At the time of the filing, the organization president or contact person for the organization will sign a statement indicating that he/she is familiar with and will abide by the Responsibilities of Recognized Student Organizations (cited later in this document) He/she will also sign the standard hazing and discrimination disclaimer required of all student organizations.

d. Along with its petition for recognition, the organization must submit the names of at least five student members on its recognition petition. A minimum of five student members is required for university recognition.

e. At least two members of the petitioning group shall attend the Organizations Orientation/Policies and Procedures Workshop. This workshop, presented by the Student Life Office staff, is a two-hour review of the Student Organizations Policies and the procedures necessary to complete the paperwork for recognition and for events as mentioned throughout these Policies.

3. When the Student Life staff has approved the group’s petition and it has been determined that the group’s purpose is lawful and within university regulations, and that the group has filed the required forms and disclaimers, the Dean of Students will sign the petition. A copy of the petition will be returned to the organization as formal notification of recognition and the original placed in the organization’s file in the Student Life Office.

4. Should the Student Life staff determine that the organization does not meet the requirements for recognition, a written copy of the decision and the reasons will be furnished to the organization involved.

a. Decisions regarding the status of recognition may be appealed to the Student Life Council. Decisions of the Student Life Council will be final.

b. Upon request, the Student Life staff may make arrangements for the group to use university facilities on a meeting-to-meeting basis until the appeals process is completed.
B. **Recognition for a Limited Purpose**

In some cases, a group may wish to organize for some short-term goal (one which can be accomplished in less than one academic year) such as the passage of a particular piece of legislation or to conduct a particular event. Upon request, the Director of Student Life will consider waiving the requirements for filing a constitution and formal statement of purpose. Recognition will automatically expire on the date indicated on recognition forms.

**Maintenance of Recognized Status**

A. At the beginning of each academic year, student organizations wishing to renew their recognized status for that year will submit to the Student Life staff a petition for continued recognition, listing the names of the officers or contact persons, a list of current members, and the names of faculty advisers (if applicable). In addition, a copy of changes and/or additions to the organization’s constitution or statement of purpose shall be provided. In addition, at least two officers shall attend the Organizations Orientation/Policies and Procedures Workshop held at the beginning of each semester. All new officers are encouraged to attend the Workshop.

B. Should the Student Life staff determine that the organization does not meet the requirements for continued recognition, a written copy of the decision and reasons will be furnished to the organization involved. This decision may be appealed to the Student Life Council.

C. A recognized student organization that fails to meet the responsibilities under which it received recognized status may be referred to the Dean of Students for the purpose of reviewing its status. Such referral must be made in writing by the Student Life staff. The Dean of Students may revoke the recognition of a student organization or place the organization on probation. The decision of the Dean of Students in such matters may be appealed to the Student Life Council. Decisions of the Council on such matters will be final.

**Rights of Recognized Student Organizations**

A. Student organizations are recognized on the assumption that their activities and programs contribute to the educational, professional, civic and social development of the student involved.

B. Rights of a recognized student organization

1. Use of the name “University of Houston-Clear Lake” in all information, publicity and references.
2. Use of the services of the Student Life Office, including assistance in planning, implementing and evaluating activities and programs and assistance in making the organization more effective and efficient.
3. Publicity assistance through the Office of Institutional Advancement.
4. Privilege to invite off-campus speakers and artists to appear for regularly scheduled meetings and assemblies (subject to scheduling in accordance with proper procedures).
5. Distribution of literature relating to the organization’s purpose and activities in those areas authorized by UH-Clear Lake distribution policies.
6. Sponsorship of profit-making activities and solicitation of funds for organizational activities in accordance with university regulations.
8. Petition to the Student Government Association for funding for program development purposes.

Responsibilities of Recognized Student Organizations

A. To manage itself and carry out its activities within its own constitution, all local, state and federal laws, and all university regulations and policies.
B. To conduct its activities and fiscal operations in accordance with standards of good management practice.
C. To be aware of the special role the organization holds as an integral part of the academic community of UH-Clear Lake, and to act accordingly in the best interest of its members and the university, as well as the surrounding community.
D. To be aware of and to be in compliance with all organization information distributed through Student Life mailboxes.

NOTE: Organizations funded by university monies (including Student Government Association funding allocations or funding from any program or office within the university) may disburse such monies only in accordance with state and university regulations. Such monies may be disbursed via regular university purchasing procedures. These requirements in no way preclude the right of the organization to solicit funds or disburse monies that are not derived from the university, according to the organization’s bylaws. The university assumes no liability for the financial transactions of a given student organization and strongly recommends that each organization establish whatever controls it deems necessary via the organization’s constitution and/or bylaws.
E. To work cooperatively with the Student Life staff in conducting organization operations and activities. The Student Life staff and the Dean of Students will serve in an advisory capacity to all recognized student organizations.
F. To update any of the information supplied to the Student Life Office within two calendar weeks of the change. This includes changes in the constitution, officers, and membership requirements.
Members and Officers of Recognized Organizations

A. Recognized student groups have freedom of choice in the selection of members, provided that there is no discrimination on the basis of race, color, religion, national origin, age, sexual orientation (see Student Rights within the University Community), mental or physical disability or gender.

B. A student organization is free to establish its own procedures for election and qualifications for holding office, provided that:

1. All officers must be currently enrolled students at UH-Clear Lake.
2. All officers must be regular members of the organization.
3. There must be no discrimination on the basis of race, color, religion, national origin, age, sexual orientation (see Student Rights within the University Community), mental or physical disability, or gender.

Organization Records

A. The Student Life Office shall maintain official records on each organization which is recognized.

B. The information contained in these records shall fall into two categories:

1. Required information shall include the annual recognition petition, a current copy of the organization’s governing documents (i.e., constitution, statement of purpose, etc.) and records of any pertinent action of the Student Government Association, student services personnel, or the Student Life Council.
2. Optional information shall include any material that the group may wish to keep on permanent record.

C. It shall be the responsibility of the organization to notify the Student Life staff of any changes in the required information.

D. Information within the organization files is considered public information.

Organization Events

A. Definition of University-Sponsored Events:

1. Any event on campus sponsored by a recognized student organization.
2. Any student event off campus funded by university monies or sponsored by a university-recognized student organization.

B. University approval may be provided only for events sponsored by recognized university organizations and must be scheduled in accordance with Paragraph E of this section. It is the policy of the university to permit the expression of a full range of ideas as long as there is no violation of federal, state and local laws or university regulations.
C. Organization officers and members are responsible for observing all federal, state and local laws and university regulations. The university assumes no liability for individual actions that occur during an event sponsored by a recognized student organization.

D. Requests by student organizations for use of university facilities must be filed through the Student Life Office.

E. Events other than regularly scheduled organization meetings must be approved by Student Life through the submission of a Student Organization Event - Request for Approval of Event Form.

F. The schedule of upcoming events will periodically be made public to the university community.

Organizations with Special Status

Due to the nature of their particular organizational role and scope, the following groups have been given special status as indicated:

A. Student Government Association

The Student Government Association (SGA) is a representative body, composed of an internally elected representative from each of the recognized student organizations on campus.

1. The SGA exists for the following purposes:
   a. To allocate university funding provided to student organizations
   b. To provide input to the university administration on student and organizational issues
   c. To appoint students to university committees

2. The Student Life staff and the Dean of Students will serve in an advisory capacity to the Student Government Association, which is ultimately accountable to the Student Life Council.

B. Campus Activities Board [this section has been omitted since it is not applicable].

C. Student Publications [this section has been omitted since it is not applicable].

D. Student Honor Societies

Student honor societies are organized on campus to recognize outstanding achievements of students in a particular field or endeavor, or to commend overall scholastic achievements. Academic and scholastic honor societies are the responsibility of the Office of the Senior Vice President for Academic Affairs and Provost. In addition, honor societies are eligible to be recognized as campus student organizations and in doing so are entitled to all rights and subject to the responsibilities of student organizations.
Student Honor Societies have provided an important mechanism to recognize students who have achieved outstanding academic scholarship. To better assist the Academic Affairs and Student Services effort to support these organizations, the following guidelines will be followed:

All academic honor societies are the responsibility of the Office of the Senior Vice President for Academic Affairs, and supervised by the designated school Dean.

1. Each Dean is responsible for designating one individual to be responsible for the school’s honor societies. The Associate Vice President for Student Services or his/her designee will be responsible for those honor societies designated for “All Disciplines.” These designated individuals shall work with the faculty advisor of each society to:
   a. Allocate monies to the society
   b. Coordinate membership selection
   c. Coordinate induction ceremony of new members
   d. Serve as a resource to students desiring information about school honor societies

2. Some honor societies may also choose to be recognized as campus student organizations. As such, these student organizations will continue to be supervised by the Student Life Office and will be subject to all the rights and responsibilities of student organizations, including the ability to request funds from the Student Government Association.

3. All activities related to the induction ceremony/banquet of all academic honor societies, even those which are chartered as UHCL student organizations, will be supervised by the Dean’s office.

4. The Student Life staff will provide assistance to faculty and students in the development of new honor societies. Some funds will be available through Student Services to support funding of charters for new student honor societies.

5. Each school or area may be reimbursed up to $200 per academic year per honor society, to be used solely for induction ceremonies/banquets of the honor societies. Items which can be funded from these monies include invitations, decorations, speaker fees *, and meals for invited guests. These monies cannot be used for the purchase of gifts, for the society’s operating expenses, or any item not directly related to the induction ceremony. To request for reimbursement of these expenses, the request must be made in advance of the induction ceremony/banquet, using the form created for that purpose (see attached). Once the funds have been approved, receipts for approved expenses must be attached to the appropriate form and submitted to the Associate Vice President for Student Services.

6. Induction ceremonies/banquets eligible for funding through the academic Dean’s office are not eligible for funding through the Student Government Association, although societies who maintain status as student organizations may request SGA funding for other society activities.

7. All supervision of academic honor society bank accounts will be the responsibility of the appropriate school unless the society requests recognition as a student organization, in which case fiscal supervision will continue to vest itself in the Student Life Office under provisions of the Student Life Council.
Speaker fees must be paid through the UHCL contract process, which generally requires that all paperwork and contracts are fully completed before the event occurs. Therefore, the process must be initiated at least six weeks in advance of the event.

Section 4.2  
Policies Governing Campus Life

Campus Events

A. Only recognized university organizations or academic programs may sponsor official university events.

B. Arrangements for university facilities and equipment must be made in advance with the university facilities office.

C. University rules and regulations will apply at all campus events.

Speakers Policy

Recognized university organizations and academic program areas may invite any speaker to speak on any subject on campus provided that:

A. Proper arrangements for facilities, equipment and supervisory personnel have been made.

B. Proper event forms have been approved.

C. Speakers who are candidates for public office are not compensated for their appearance.

These policies do not apply to speakers invited by faculty members to address their classes.

Alcoholic Beverage Distribution

A. Distribution of alcoholic beverages by recognized student organizations and/or other campus programming groups must be reviewed and approved prior to the event by the Dean of Students or a designate through the submission and approval of the proper petition. Student organizations must submit the request at least four weeks before the event or the event will not be approved. Other campus groups must submit the request at least one week before the event. Failure to submit a petition will result in cancellation of the event and may result in the loss of status as a recognized student organization.

B. No alcohol shall be consumed by anyone under the age of 21 at any university event. No individual shall furnish or buy alcoholic beverages for a minor or use false identification in order to purchase an alcoholic beverage at university events. Proper identification and proof of age may be required at university events where alcohol is served.

C. Beer and wine may only be sold on campus by the university food service contractor currently holding the alcoholic beverage license.

D. Distribution of hard liquor, including mixed drinks, will be allowed only at commercially catered events held off-campus by recognized student organizations. Organizations must submit proper petition for approval.
E. The university will not authorize recognized student organizations to sponsor BYOB (bring your own “alcoholic” beverage) events.

F. At events where alcoholic beverages are served, a non-alcoholic beverage must be available and displayed throughout the duration of the event.

G. Food must be available throughout the duration of any event where alcohol is served.

H. No alcohol should be served to any person who appears to be intoxicated.

I. No one may bring alcoholic beverages into or out of an event where alcoholic beverages are being distributed.

J. A faculty member, staff member, or Student Life staff member must be present at a student organization event the entire time the alcohol is being served. Names of these faculty/staff members must be included on the petition for approval of the event.

K. The university reserves the right to impose the following conditions at student organization events where alcoholic beverage is being served:

1. The organization designates a server who is not drinking alcoholic beverage to pour/serve alcoholic beverages at the event.
2. The organization terminates service of alcoholic beverage as much as one hour prior to the end of the event.
3. The organization posts a sign offering safe transport arranged by the sponsor for anyone unable to drive.

L. Distribution of alcoholic beverages by faculty, staff or community groups must be reviewed and approved by the appropriate Vice President.

Identification

Persons on the premises of the university or utilizing its services may be required to furnish acceptable proof of identity to university officials. Students are encouraged to carry a validated student ID card with them.

Students with Disabilities

It is university policy that no otherwise qualified handicapped individual shall, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any academic or student services program or activity. Handicapped students may request academic adjustments and auxiliary aids through the Section 504 Coordinator in the Health and Disabled Student Services Office (Bayou 1406).

Sale of Food on Campus

UHCL, by contract, grants the exclusive right to manually sell food and beverages to a food service contractor. Contract provisions do allow for bake sale activities as approved by the Dean of Students, under the following guidelines:
A. Only recognized university organizations or academic program groups may conduct a bake sale.

B. Signs indicating the name of the selling organization must be posted at the site of the bake sale.

C. Bake sale items are generally limited to noncommercial produced cookies, candies, cakes, donuts, or other finger food items.

D. Organizations conducting bake sales are responsible for cleaning up any litter that result from such distribution.

Soliciting of Funds, Selling and Advertising

A. Persons wishing to solicit funds; sell printed matter, products, services or other items or distribute commercial literature of any kind; post or distribute advertising material dealing with commercial items or services must secure approval from the Student Life Office in advance.

B. Activities related to the sale of goods and/or services must be confined to the public areas of the university. These activities must be sponsored by a recognized university organization. Individuals engaged in selling or soliciting goods or materials on campus must be UHCL students or employees, or duly approved agents authorized to solicit on behalf of a recognized university organization.

C. Newspapers may be sold from racks in outside locations on campus with the approval of the Vice President for Administration and Finance.

Bulletin Boards, Posters and Handbills

The following regulations are designed to provide an uncluttered aesthetic environment and the orderly use of university property.

A. Bulletin Boards

1. Postage of printed or pictorial matter is permitted only on university bulletin boards.
2. The Student Life Office is responsible for monitoring the use of general university bulletin boards and sign holders. These are generally located in the Atrium areas, in the first floor entrance corridors, and directly outside classrooms. Use of other bulletin boards (located outside administrative offices or faculty suites) requires permission of that particular office.
3. The Student Life Office shall assign priorities and determine removal dates on all general university bulletin boards and sign holders.
4. Limitations on content are regulated by federal, state, and local laws.
5. Any unapproved printed or pictorial matter posted in other than approved areas may be removed by university officials.

B. Handbills

1. A handbill is defined as any printed or pictorial matter distributed on university property.
2. The Student Life Office must approve the distribution of handbills on campus by any person or organization. The University may determine time, manner and place of distribution of handbills.

3. The university requires that the identification of the sponsoring organization be placed on the handbill.

4. After distribution, the sponsoring organization is responsible for clean up of any litter resulting from the distribution.

5. Anyone not following regulations on the distribution of handbills may be asked to cease the distribution and/or to leave the campus.
Section 4.3
POLICIES FOR REQUESTING USE OF UNIVERSITY FACILITIES
One Year Interim Policy

General Provisions

Facilities covered under these policies are:
1. Non-academic use of classroom/seminar space (Arbor, Bayou, and Delta).
2. Atrium I and II (Bayou Building)
3. Bayou Theatre (Bayou Building)
4. Forest Room (Bayou Building)
5. Art Gallery* (Bayou Building)
6. Amphitheater and Picnic Areas
7. Public Space—Wall Space

NOTE: As of July 15, 2000 the Art Gallery no longer exists. References to the Art Gallery may or may not have been omitted from this and other publications.

General Provisions and Intent

The University of Houston-Clear Lake will endeavor to provide facilities for groups and/or organizations on a space available, first-come, first-serve basis. In order to provide facilities, a completed Request for Utilization of Facilities form must be filed with the Office of Scheduling and Space Planning (OSSP) stating the date(s), duration, type of room(s), and number(s) of persons involved, as well as the official name of the organization or composition of the group and the purpose of the meeting(s) to be held in University facilities.

Lead Time

In order to schedule events on campus, a completed Request for Utilization of Facilities form must be submitted a minimum of four weeks prior to the date of the event. When scheduling the use of classroom/seminar space a completed Request for Utilization of Facilities form must be submitted a minimum of at least one week prior to the date of the event.

Exclusions

So long as appropriate space is available for the requested date(s), the University will not discriminate among applicants except that space will not be rented to organizations listed by the Attorney General of the United States as subversive of or inimical to the general public welfare; also except that University facilities may not be used by non-University organizations or groups solely for profit-making purposes, or for the purpose of offering instruction of an on-going nature not as part of the University’s academic or public service programs.

No University employee shall expend or authorize the expenditure of any University funds, services, or supplies for the purpose of influencing the outcome of any election, or the passage or defeat of any legislative measure, or any partisan political activity. However, the University may not discriminate against anyone who wishes to speak out on issues of public concern. The rental of University facilities by individuals to speak out on issues of public concern is appropriate recognition of their freedom of speech and, in this instance, would not be considered use of public property for political purposes. Use of University property for religious purposes is prohibited by the establishment clause of the First Amendment to the United States Constitution.

The University may not discriminate against or support any religion. However, the University may rent space for religious activities or services on a paid basis as long as we do not discriminate against any
group’s religion, and that no preference is shown for any religion over another or over secular use of facilities. In order to avoid subjecting students or employees to religious or political activities, these activities must be conducted in enclosed areas.

For advertising purposes only, we may allow use of the University’s name to identify the location of the activities, as long as the language clearly reflects that we are not sponsoring, promoting, or approving religious or political events. The Office of Scheduling and Space Planning reserves the right to review all promotional materials prior to dissemination.

Notwithstanding the foregoing, and to the fullest extent permitted by the U. S. Constitution, the University reserves the right to reject the application of any organization, group, or individual or restrict the time, place, and manner of usage if it is determined that such activities would interfere with the functions of the University.

**Priorities and Restrictions**
The University will not relocate or reschedule any scheduled classes, meetings, or activities specifically in order to accommodate another request for facilities. All event scheduling is done on a first-come, first-serve basis.

The University cannot guarantee the availability of any space on a continuing basis beyond the duration of the current academic term.

Specific classroom space cannot be guaranteed during any academic term until after the first week of classes for each semester.

The members of any organization or group utilizing University facilities are subject to the same parking, traffic, general security regulations, and other policies and procedures for conduct as University personnel and students.

**Exemption from Liability**
The University of Houston-Clear Lake cannot be held liable for any form of injury to any individual or for the loss of or injury to the property of any individual or of any organizations or group using the facilities of the University.

**Protection of State Property**
Any organization or group or any individual member(s) thereof using University facilities will be held liable for any destruction of or damage to any property of the University.

**ADA GUIDELINES**

**Internal users** Any individual who requires a special accommodation to take advantage of or participate in any program should contact the UHCL ADA Coordinator at 281-283-2626 at least one week prior to the event date to arrange for the accommodation. Internal users will certify that this information will be included in all publicity announcements for the event scheduled.

**External users** External users are required to provide and fund reasonable accommodations to enable disabled persons to take advantage of or participate in the program, if such accommodations are requested. The organization is also responsible for publicizing the availability of reasonable accommodation in all publicity announcements for the event. For assistance in arranging reasonable accommodations or composing acceptable publicity, external users may contact the UHCL ADA Coordinator at 281-283-2626 as early as possible, but no later than two weeks prior to the scheduled
event date. External users will be required to certify that information about the availability of reasonable accommodations for persons with will be included in all publicity announcements for the event scheduled.

**Public Display of Art Work and Exhibits**
The University of Houston-Clear Lake will strive to provide public areas of the buildings for the display of artwork and exhibits for the enrichment of the University community. The appropriate University Committee will determine the content and quality of artwork. Parties contemplating the use of public space for these purposes should consult with the Office of Scheduling and Space Planning and obtain a copy of written procedures outlining the appropriate and approved methods of hanging/displaying such items.

Displays that are placed and/or hung in violation of these written procedures are subject to confiscation pending receipt of full restitution for damages incurred.

**Campus Dining and Distribution of Alcoholic Beverages**
The University dining facilities are operated by an independent contractor primarily for the convenience of students and employees of the University and their individual guests. The food service contractor has the exclusive right to sell and dispense food on campus but may, however, waive this right at their discretion. In this regard, plans to dispense food during any event on campus must be approved by the Director of Campus Dining.

Beer and wine may be offered for sale only by Campus Dining (alcoholic beverage licensee) and only in specific areas.

**Modification of Policy**
The University of Houston-Clear Lake may at anytime modify this policy or any regulations or restrictions relevant thereto without advance notice, when so directed by the University Council.
Section 4.4
Safety Guidelines for Special Events at UHCL

The Office of Environmental Health and Safety (OEHS), in an effort to make all events safe for exhibitors and others in the building, is making following recommendations. OEHS is willing to assist event participants before and during the set up period. OEHS also has some supplies such as duct tape and wire covers to assist you in your set up. OEHS can be contacted at 281-283-2106 and is located in Bayou 1117.

1. Cords – Any cord that is across an area that people may be walking across should be secured to eliminate a tripping hazard.

2. Hallways – Hallways must remain clear for purposes of egress from the building. Portions of the Atriums near the elevators must remain clear at all times.

3. Flames – No candles, incense or other open flames are allowed unless approved on a case by case basis for OEHS.

4. Food – If food will be cooked onsite, please follow the “Temporary Food Service Guidelines.” For food that is prepared and brought to campus, please follow the “Food Sample Distributors Guidelines.”

5. Weapons – State Law prohibits weapons of any type on university property. In some cases, a waiver may be obtained through written authorization from the University Police. This should be done several days prior to the event.

Temporary Food Service Guidelines

1. Ice used for human consumption must be from an approved source and held in bags until used and dispensed properly. Do not store any food in contact with water or undrained ice.

2. Protect the floor surface with polyethylene plastic sheeting or suitable non-porous material to prevent staining the floor during food preparation and serving. Otherwise food service vendor will supply a pressure washer and pressure wash the area to the approval of the event coordinator.

3. Protect food contact surfaces of equipment from contamination by consumers using separating counters, tables, sneeze guards, etc.

4. Provide only single-service articles (e.g. plastic knives, forks and spoons).

5. Provide potable water for cleaning and sanitizing utensils. Provide three containers with the following contents:
   - Container number one - water and soap mixture
   - Container number two - clean water
   - Container number three - water and one capful of bleach mixture

6. Ensure approved hand-washing facilities are readily available.
7. Dispose of all liquid and solid waste properly. All grease used for cooking at UHCL must be taken off campus for disposal.

8. Provide a ceiling in food preparation and service areas (wood, canvas or other material that protects the interior of the establishment from weather and other agents).

9. Provide all individuals working in the booth with an effective hair restraint (ball cap, hair net, scarf, etc.) In addition, those individuals with hair past their shoulders shall pull it back or wear it up under the hair restraint.

10. All potentially hazardous foods (meat, poultry, dairy, beans, rice, potatoes, pasta, etc.) must be maintained at one hundred forty (140.0) degrees Fahrenheit or above or forty-five (45.0) degrees Fahrenheit or below.

11. Potentially hazardous foods needing to be reheated prior to start of event must be done so rapidly to one hundred sixty-five (165.0) degrees Fahrenheit or above. Microwave oven, conventional oven, stove, or electric skillet may be used. DO NOT use crock pots, chafing dishes or food warmers to rapidly reheat potentially hazardous foods.

12. Store all food, utensils, plates, cups, and napkins at least 6 inches above the ground.

13. Do not eat, drink or smoke inside the food booth area.

**Food Sample Distributor Guideline**

These guidelines are intended to ensure that food being distributed is safe. If you have any questions about the proper handling of the food you will be distributing, please contact OEHS at 281-283-2106 or come to the office in room 1117 of the Bayou building.

1. Ice used for cooling shall not be used for human consumption.

2. Prepared foods (cookies, cake, brownies, etc.) shall be presented and distributed in sealed plastic.

3. All potentially hazardous foods (meat, fish, poultry, beans, rice potatoes, etc.) should be kept hot (at least 140° F) or cold (at or below 45° F) prior to being served.

4. Do not eat, drink or smoke inside the booth area.
Hazing is any intentional or reckless act by one person alone or acting with others that endangers the mental or physical health of a student. Hazing may occur on or off campus and usually takes place in connection with obtaining membership in or holding office in a student organization. “Student” includes all persons presently enrolled, accepted for admission, and those intending to enroll after a period of vacation.

A person commits the offense of hazing if the person engages in hazing, solicits, encourages, aids or attempts to aid another in hazing, knowingly permits hazing to occur, or has firsthand knowledge that a specific hazing incident has occurred or may occur and fails to report the act to the proper authority.

An organization which knowingly engages in or encourages hazing also may be charged with the offense of hazing.

This offense is punishable by a fine and/or confinement in jail. It is not a defense to a charge of hazing that the person at whom the act was directed consented to or acquiesced in the hazing activity.

If you have knowledge that a person or organization is planning or has committed an act of hazing, you must report the information to the Associate Vice President/Dean of Students.