



**Office of Student Activities & Events**

**Student Organization Guidelines**

**2007-2008 School Year**

**Your guide to starting or continuing a  
successful student organization!**

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# Table of Contents

## Section 1 Introduction

Welcome from the SAE Assistant Director .....	3
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## Section 2 Getting Started

The Registration Process .....	4
Student Organization Membership.....	5
Conditional Registration .....	6
Constitution Guidelines .....	7
Sample Constitution .....	8

## Section 3 Organization Responsibilities and Privileges

Familiarization with Policies and Procedures .....	11
Updated Rosters.....	11
Council of Organizations Attendance	11
Attendance at Student Organization Events .....	11
Meeting Rooms.....	12
Cubicles.....	12
Websites .....	13
Office Supplies .....	13

## Section 4 Greek Organizations

Recognition .....	15
Annual Chapter Review.....	15
Review of Recognition .....	16
Expansion .....	16

## Section 5 Hazing

Definition of Hazing .....	19
Hazing and Harassment Q & A .....	21

## Section 6 Fundraising Guidelines

Food Fundraisers.....	23
Raffles .....	23

## Section 7 Council of Finance

Application Process .....	24
Funding Limits .....	25
Co-sponsorships.....	25
Additional Criteria .....	27
Reimbursements.....	29

## Section 8 Student Travel Guidelines

Conference Registration .....	31
Food .....	32
Lodging .....	33
Transportation .....	34
Emergencies.....	35
Miscellaneous .....	36

## Section 9 Events and Activities

Contracts .....	38
Scheduling University Facilities .....	39
Multimedia Equipment Rental Prices	40
Security .....	44
Food & Sanitation Guidelines .....	44
Event Checklist.....	48

## Section 10 Advisor Information

Role of an Advisor .....	50
Duties of an Advisor .....	50
Tips on Recruiting an Advisor.....	50
How to Work with an Advisor .....	51

## Section 11 Publicity

Posting Procedures.....	52
Campus Information Board .....	55

## Section 12 Student Organization Hearing Board

Rules and Regulations.....	56
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## MEMORANDUM

**TO: New and Perspective Student Organization  
Members and Advisors**

**FROM: Michelle Falcon  
Assistant Director, Student Activities & Events**

**DATE: August 2007**

The Office of Student Activities & Events would like to officially welcome you to the University of Houston-Downtown! We are always excited to meet students and advisors like yourself and look forward to helping you to achieve your organization's goals.

Students' first priority here at UHD should always be academic success. However, the Student Activities & Events staff would like to help you get more from your educational experience!

Getting involved in extracurricular activities as well as joining student organizations on campus is a fun way to meet new people and make new friends. Studies have shown that students involved in activities and organizations on campus have more academic success. Extracurricular involvement also serves as a useful tool in communication and leadership development; essential skills when obtaining a job and succeeding in life after college.

This hands-on experience while in school looks good on a résumé and is an essential part of what perspective employers look for in their candidates.

This manual is designed to inform students and advisors on policies and procedures all student organizations must adhere to and to provide a guide for students and advisors who wish to start new organizations. If you have additional questions, comments or concerns please feel free to contact the Office of Student Activities & Events at 713-221-8573, or just feel free to stop by our office located in S-204.

We look forward to working with you in the fall!

# Section 2: Getting Started

## The Registration Process

The Office of Student Activities & Events has the responsibility of registering all UHD student organizations. Throughout the registration process, the staff of Student Activities & Events will be available to lend assistance as needed.

### Types of Student Organizations

Student Activities & Events houses a variety of student organizations including but not limited to the following:

Academic	Greek	Honor
International/Ethnic	Political	Professional
Recreational/Sports	Religious	Service
Special Interest		

### Purposes of Organizational Registration

The Office of Student Activities & Events uses several criteria when determining whether to grant organizational registration:

- Its purpose addresses an expressed need of students
- It is organized in a manner which can be maintained
- There are a sufficient number of students interested in forming the organizations
- It in one or more ways fulfills the mission of the University.

The registration process also enables the Council of Finance to determine whether an organization qualifies for funding.

### Registration Process

Every student organization is required to register with the Office of Student Activities & Events located in Suite S-204. Applying for or renewing registration involves the following steps:

1. A student organization must submit to the Office of Student Activities & Events a constitution (as well as the

constitution or charter of any regional or national affiliates), a Student Organization Registration Form listing the officers of the group, a signed copy of the Policy and Procedure Contract, and a signed copy of the Advisor Contract with the names and signatures of UHD faculty or staff members who will serve as the organization's advisor(s).

Note: Student Organization Registration Forms *must* include member positions, e-mail addresses, telephone numbers and student ID numbers. Any registration forms that are incomplete will be returned to the student organization and will only be reviewed upon completion.

2. The Assistant Director of Student Activities & Events will review the material and may request the organization to provide additional information.
3. The Assistant Director of Student Activities & Events will inform the organization of his/her decision by e-mail to the organization's president and advisor.
4. If necessary, the organization should make required revisions and re-submit its materials to the Assistant Director of Student Activities & Events.
5. All organizations are required to attend at least one Student Organizations Guidelines workshop and at least one Council of Finance Guidelines workshop during the academic year (fall to spring).
6. All organizations are required to attend the Council of Organizations meetings held every other Wednesday at noon (12:00 pm) in room S-290.
7. All Greek organizations (fraternities and sororities) are required to attend the Multicultural Greek Council meetings held every other Wednesday at 1:00 pm in room S-290. Meetings take place following each Council of Organizations meeting.

## Student Organization Membership

### Guidelines

- The right of organizations to establish standards for membership is acknowledged, provided that all students are given equal opportunity to meet those standards. Therefore, discrimination on the basis of race, color, age, sex, national origin, religion, sexual orientation or handicap is strictly prohibited. The prohibition against sex discrimination shall not apply to social fraternities

and sororities, which are excluded from the application of the Title IX of the Education Amendments of 1972.

- Membership in registered student groups is restricted to students currently enrolled in the University of Houston-Downtown, and faculty and staff currently employed by UHD.

### Grade Point Average (GPA)

- All student organization officers must maintain a UHD cumulative and semester grade point average (GPA) of 2.5 and be active members of the organization. Students who wish to be members of the organization must maintain a UHD GPA of 2.0.

### Registration Deadlines

All groups must be registered by the second week of the fall semester in order to maintain their organizational privileges. New organizations must be registered by the third week of the semester to earn organizational privileges.

**Remember, the last day to register your organization for the fall 2007 semester is Friday, August 31!**

### Appeals of Registration Decisions

Decisions regarding denial of organizational registration may be appealed to the Director of Student Activities & Events.

### Conditional Registration

Because a group that is not registered does not have access to University facilities or services, it is possible for a new or re-forming organization to apply for conditional registration.

Seeking conditional registration involves the following steps:

1. A student or group of students must submit a letter of request to the Director of Student Activities & Events. This letter should include the following:

1. Names
2. e-mail addresses

3. telephone numbers
  4. student ID numbers of the interested student(s) and the proposed name and/or purpose of the organization and advisor.
2. After consultation with the Office of Student Activities & Events, the Director may grant conditional registration for a period not to exceed one semester.
  3. Once granted conditional registration, the group may schedule facilities and have posting privileges for organizational recruitment purposes only. Programs, events, or other activities may not be sponsored.
  4. By the end of the conditional registration period, the group must initiate the regular registration procedures previously discussed. If not yet prepared to do so, the group must re-apply for conditional registration.
  5. Groups that are granted conditional registration are not eligible for funding by the Council of Finance.

### Constitution Guidelines

Every student organization is required to submit a constitution (by-laws are optional) with its Student Organization Registration Form. The constitution of an organization is the official document that sets forth the principles upon which the organization is founded. This document should contain a clear statement of the purpose organization and detail the responsibilities of both the officers and the members. The following is a generally recommended format for drafting a constitution:

### Articles

- Article I. Name of Organization
- Article II. Purpose, Principles, and Objectives of Organization
- Article III. Qualifications of Membership
- Article IV. Officers and Elections
- Article V. Meetings (essential information only)
- Article VI. Amendment Procedures and Requirements

Additional articles are of course possible, but those above are adequate for most student organizations. Student organizations that are attempting to draft a constitution can

request copies of the constitutions of other student groups whose purposes and intentions may be similar.

### **By-Laws**

If a group chooses to write by-laws, they should be designed to govern or guide the internal affairs of the organization. The more permanent details of organizational life should be contained in the constitution, while the less permanent details should be included in the by-laws. Ordinarily, the by-laws may be amended by a two-thirds majority of the assembly, while the constitutional amendments are considerably more complicated. It is essential that organizations keep their constitution and by-laws current through periodic review. The by-laws may contain:

Article I. Classifications of Membership

Article II. Officers (elections, terms of office, duties and powers, election rules, provisions for filling un-expired terms)

Article III. Meetings (types, frequency, etc.)

## **CONSTITUTION OF SAMPLE ORGANIZATION**

### **Article I – Name**

The name of the organization shall be the *Sample Organization*.

### **Article II – Purpose**

The *Sample Organization* has been established for the expressed purpose of.

### **Article III – Qualifications for Membership**

Section A: Membership is open to any enrolled UHD student who:

1. \_\_\_\_\_
2. \_\_\_\_\_

Section B: Membership in the ***Sample Organization*** may not be denied because of race, color, age, sex,

national origin, religion, sexual orientation or handicap.

**Article IV – Officers and Elections**

- Section A: The officers of the Sample Organization shall consist of a \_\_\_\_\_.  
These officers comprise the Executive Committee.
- Section B: The duties of the officers shall be as follows:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_
- Section C: The term shall be from \_\_\_\_\_ to \_\_\_\_\_.
- Section D: Election of officers shall be held on \_\_\_\_\_.  
At least \_\_\_\_\_.  
Notice shall be given before the election meeting.  
Nominations shall be initiated from the floor and elections done by ballot. The person receiving a majority vote will be elected.
- Section E: Any officer may be removed from membership in the **Sample Organization** by a two-thirds vote of the Executive Committee. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members of the **Sample Organization**.
- Section F: Any vacancy, which may occur in an office, shall be filled by an appointment by the remaining members of the Executive Committee pending ratification at the next group meeting.

**Article V – Meetings**

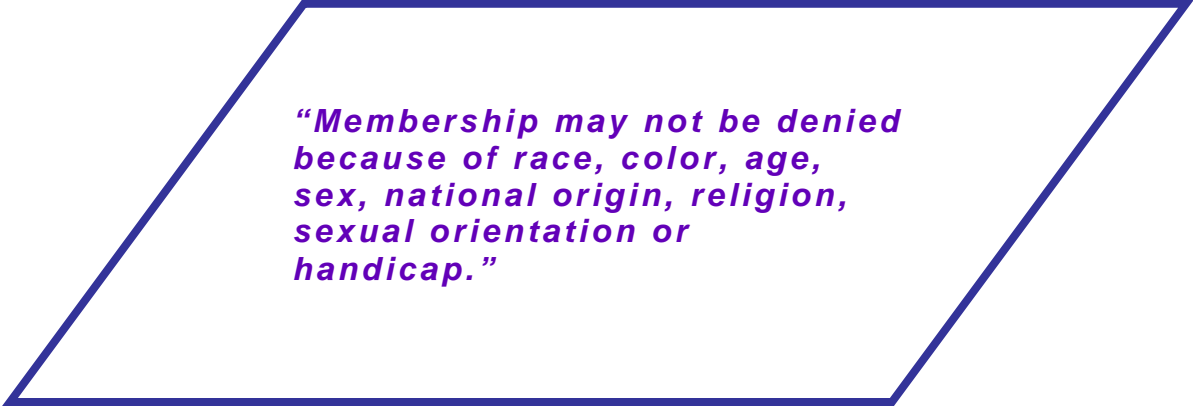
- Section A: The times for regularly scheduled meetings shall be \_\_\_\_\_.
- Section B: At least \_\_\_\_\_ days notice shall be given for each regular business meeting of the organization.
- Section C: Special emergency meetings may be called with less than \_\_\_\_\_ days notice by the Executive Committee.
- Section D: The meetings shall include a quorum, order of business and disposition of minutes.

**Article VI – Amendment Procedures and Requirements**

- Section A: Robert’s Rules of Order (Revised Edition) shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

## **Non-Discrimination Statement**

All UHD student organization constitutions, with the exception of Greek organizations, must contain the following statement in their article on membership:



***“Membership may not be denied because of race, color, age, sex, national origin, religion, sexual orientation or handicap.”***

## Section 3: Organization Responsibilities and Privileges

Once you have received written notification your organization is officially registered at UHD, your group has certain responsibilities as well as privileges.

### RESPONSIBILITIES

#### Familiarization with Departmental Policies and Procedures

It is the responsibility of each student organization to obtain a copy of the Student Organization Handbook that includes the Council of Finance Guidelines as well as other Student Activities & Events publications. It is essential that student organizations be aware of and abide by the policies and procedures of the Department and the University.

#### Updated Rosters

Each registered student organization is responsible for keeping an updated roster of officers and advisors names, phone numbers and addresses on file in the Office of Student Activities & Events.

#### Attendance at all Council of Organizations Meetings

The Council of Organizations meets every two weeks during the fall and spring semesters. If the president of your organization cannot attend, another UHD student or any faculty or staff member may represent the organization. **Attendance at Council of Organizations meetings is mandatory.** Failure to attend Council of Organizations meetings will result in the organization being placed on probation and funding will be refused.

#### Attending Student Organization Events

Attending campus events is a key component in remaining an active, viable student group on campus. Student Activities & Events hosts a variety of events throughout the school year. Each student organization is required to participate in a minimum of three of the following events: UHD Activities Day, Student Leadership Conference, Community Involvement Day, Crossroads Festival, Spring Fest/Culture on the Bayou or Student Activities & Events Mardi Gras. Participation at the following events is also encouraged: Additional Community Involvement Center events as well as the One Main Event.



NEW!

### Hosting Organization Events on Campus

In addition to participating in Student Activities & Events sponsored events, each registered student organization is required to coordinate and host a minimum of two (2) events on campus per semester to remain in good standing. Each event must last at least one hour and may take place during the day or evening. Co-sponsorship of an event with another student organization is encouraged.

Types of events include social, cultural and educational events. Fundraisers for your organization will not count towards the requirement.

Failure to coordinate and host two (2) events per semester will result in probationary status for your organization. Events must first be approved by the Coordinator or Assistant Director of Student Activities & Events. Remember, Student Activities & Events staff is available to help answer any questions to help with the success of your events.

**Reminder: Council of  
Finance funding  
approval is  
contingent upon  
attendance at these  
departmental events.**

## PRIVILEGES

### Meeting Rooms

The Office of Student Activities & Events offers meeting space for those student organizations who wish to hold meetings on the second floor. Rooms S-290 and S-269 can be used for organizational purposes. Be sure to request the room online through the Student Activities & Events website- [www.uhd.edu/sae](http://www.uhd.edu/sae). Just click on the reservations icon and then room reservations.

### Checking out Room Keys

Rooms can be reserved seven days a week, and can be used after normal business hours. If your organization wishes to

use one of the meeting spaces after normal business hours be sure to stop by the Student Activities & Events office before 5:00 pm to check out a key to the room. Only officers of student organizations can check out room keys. The student organization officer will be asked to leave his or her UHD student ID to check out the key and will be required to sign a log in/out sheet with the date and time the key was checked out and checked in. Keep in mind that if your organization will be checking out the key overnight, the key must be returned to the Office of Student Activities & Events by 10:00 am the following morning. Failure to return the key by the time indicated on two separate occasions will result in the loss of key privileges for the remainder of the semester. No exceptions.

### Cubicles

Use of cubicle space is based on availability. Cubicle assignments are made by the Coordinator of Student Activities & Events. Criteria used in assigning cubicles includes, but is not limited to how active and organization is on campus, how many members are in the organization, on-campus event participation, participation in Council of Organizations meetings, and the nature of the organization itself. Student organizations must be registered for two consecutive long semesters (fall and spring) before being assigned a cubicle. Food or drink may not be eaten in the cubicles. Members of student organizations found eating in the cubicles will result in the organization sanctioned. An organization found in violation of this policy on three separate occasions will lose cubicle privileges.

### Websites

All UHD registered student organizations can work with the Student Activities & Events webmaster to create an organization website. Please review the following guidelines when requesting updates to new and existing websites:

- Registered groups can request a new website by filling out the “New Website Request Form”
- Updates to an existing website can be requested by submitting the “Update Website Request Form”
- Forms can be obtained online through the Student Activities & Events website ([www.uhd.edu/sae](http://www.uhd.edu/sae)) or in the Office of Student Activities & Events
- All accompanying materials such as photos, logos or text must be submitted in electronic format (i.e. e-mail, CD or thumb drive)

- Forms must be submitted to the Office of Student Activities & Events
- Requests are processed on a first-come, first-serve basis
- Student groups are welcome to create their own website and upload it through the Office of Student Activities & Events. No dynamic content such as databases is allowed.

#### Office Supplies

Registered student organizations can also request a variety of office supplies from the Office of Student Activities & Events. Contact the Student Activities & Events staff for additional details.

#### Phones/Computers/Fax

Student organizations have free use of the phone bank and computers and printers in S-204. The phones and computers are for student organization members first. It's ok to do homework on the computers as long as other groups are not waiting to use them for student organization business.

Faxes local and long distance faxes can be sent for organizational purposes only. Please see a professional Student Activities & Events staff member for assistance.

#### Copy Machine/Poster Machine

A registered student organization can make up to 2,000 free copies per semester for organization business in S-204. There will be a \$.05 charge per copy once an organization's quota has been reached. No personal copies are permitted. The president of your organization will be given a copy machine code. The copy code should only be used by that organization for organizational purposes ONLY. No personal copies or copies of schoolwork will be allowed. Student organizations and/or members found to be violating this policy will be sanctioned. This includes loss of copy machine privileges for the remainder of the semester.

Organizations can request two free color posters per semester. Poster requests must be for organization purposes. Be sure to have a copy of your file on disk to provide to the department webmaster.

Additional posters may be purchased for \$10.00, \$15.00 and \$20.00 each depending on size and paper quality.

## **Section 4: Greek Organizations**

The recognition of each Greek organization at the University of Houston-Downtown must be maintained by adherence to all policies and procedures maintained by the University, including but not limited to the Student Activities & Events Student Organization Handbook and the Multicultural Greek Council and bylaws.

University of Houston-Downtown Greek organizations must file all student organization registration forms with the Office of Student Activities & Events by the posted deadline. A current and updated roster must be on file at all times.

The University of Houston-Downtown may suspend or remove the recognition of any fraternity or sorority as necessary. Suspension or removal of recognition shall mean the loss of all rights and privileges further explained in this document. The University of Houston-Downtown may suspend certain privileges of recognized Greek organizations as necessary and appropriate.

All fraternities and sororities are required to apply for, obtain and retain membership in the Multicultural Greek Council. Membership requires that the organization is in compliance with all rules and regulations of that body and fully involved in ALL activities of that body.

Greek organizations whose chapter Grade Point Average (GPA) falls below a 2.0 in any given academic semester will be placed on probation and must bring that cumulative GPA up to a 2.0 before the sanction can be lifted.

### Annual Chapter Review (ACR)

Greek organizations are required to conduct a mandatory annual review of operations through completion of the Annual Chapter Review Packet provided each year by the Multicultural Greek Council. The Annual Chapter Review packets will be due on the last class day before Spring Break.

Fraternities or sororities who fail to submit an ACR packet by the last class day before Spring Break will not be accredited for the upcoming academic year.

The chapter must be in good standing with the University, the Multicultural Greek Council, and the fraternity/sorority national headquarters in order to be eligible for re-accreditation.



### Council of Organizations and Multicultural Greek Council Meetings

Attendance at both the Council of Organizations meetings as well as the Multicultural Greek Council meetings is mandatory. At least one member of the organization must attend these meetings.

Failure to attend both of these meetings will result in the organization being placed on probation and funding will be refused.

### Attendance at MGC Sponsored Events

Participation in MGC sponsored events is also an integral part of remaining an active Greek organization on campus. The following MGC events are mandatory:

Fall:  
Welcome Week Event  
Greek Showcase  
Greek Week Events  
Service Project

Spring:  
Welcome Week Event  
Greek Showcase  
Greek Week Events  
Service Project

\*Failure to participate in the above mentioned events will result in the immediate denial of funding from the Council of Finance.

### One Main Event

The Office of Student Activities & Events sponsors the One Main Event awards gala each spring semester. Awards are presented to those Greek organizations who demonstrate excellence and outstanding performance in the various categories of the ACR packet. ACR packets must be submitted by the deadline in order to be eligible for Greek awards.

### Review of Recognition

The University of Houston-Downtown may determine, as a result of annual reviews, academic reports or disciplinary situations, to review the appropriateness of continuing recognition of any registered Greek organization.

If the University determines that there is cause for review of recognition, the registered Greek organization will be scheduled to meet with the staff of the Office of Student Activities & Events, along with representatives from the Multicultural Greek Council, at which time they may present any evidence that might justify their continued recognition by the University. Additionally, the chapter's national headquarters and UHD staff advisor will be notified of the review.

The review of recognition will include, but will not be limited to consideration of the following performance indicators:

- Responses to and content of the previous two annual reviews
- The disciplinary track record of the organization from the previous two academic years
- The academic track record of the organization for the past two academic years

### Community Expansion

When deciding to expand, the University and the Multicultural Greek Council will consider the following:

- Need for expansion on campus
- Positive attributes that a new organization may bring
- Probability of growth for a new Greek organization
- Evidence of the ability to establish a cooperative relationship between the chapter's national headquarters, regional advisors, University administration and the Multicultural Greek Council.

In arriving upon a final decision on expansion, the University through the Office of Student Activities & Events will determine its position on the addition of a new Greek group.

Before any fraternity or sorority may colonize and be officially recognized as a UHD student organization, it must first submit a request in writing expressing its desire to colonize at UHD. A letter from the national organization must also be submitted

indicating approval for the group to begin the colonization process. The group will also need to schedule a meeting with the Multicultural Greek Council Advisor to go over policies, provide additional information and answer any questions.

Once the group has completed all Student Activities & Events requirements and is approved, the group may begin the registration process.

If the group does not have the eight members necessary to receive full registration status a Greek interest group may apply for conditional status. Please refer to section 1 of this handbook for additional information on conditional registration status.

If a group is granted conditional status, the group may reserve meeting space in room S-290 or S-269 and post approved flyers throughout the campus for recruitment purposes. Keep in mind that conditional status is good for one long semester (spring to fall).

Once the group is working to obtain charter status, the fraternity or sorority must prepare a presentation for the Multicultural Greek Council (MGC). The MGC will then vote on the group's status.

The new group must meet all initial requirements for membership in the MGC and have satisfied all Student Activities & Events requirements before official University recognition is finalized.

Upon completion of all requirements in this section, official recognition may be granted to the Greek organization by the Office of Student Activities & Events and the Multicultural Greek Council.

## Section 5: Hazing

Any activity that endangers the physical or mental health or safety of a student is prohibited. The State of Texas Policy Prohibiting Hazing is as follows:

Hazing on the part of students, faculty or staff is strictly forbidden whether on or off campus. The state law providing penal sanctions in the event of a conviction of hazing is section 4.19, Texas Education Code, and provides in part, as it pertains to students, as follows:

- a. No student of the University of Houston-Downtown, or any state school of Texas, or any other state-supported institution of higher education, shall engage in what is commonly known and recognized as hazing, or encourage, aid or assist any other person thus offending.
- b. "Hazing" is defined as follows:
  - (1) Any willful act by one student alone or acting with others, directed against any other student of such educational institution, done for the purpose of submitting the student made the subject of the attack committed, to indignity or humiliation, without his consent:
  - (2) Any willful act of any one student alone, or acting with others, directed against any other student of such educational institution, done for the purpose of intimidating the student with social or other ostracism, or of submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results:
  - (3) Any willful act of any one student alone, or acting with others, directed against any other student of such educational institution, done for the purpose of humbling, or that is reasonably calculated to

humble the pride, stifle the ambition, or blight the courage of the student attacked, or to discourage any such student from longer remaining in such educational institution or reasonably to cause him to leave the institution rather than submit to such acts; or

- (4) Any willful act by any one student alone, or acting with others, in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do so seriously offer, threaten, or attempt to do physical violence to any students of any such educational institution or any assault upon any such students made for the purpose of committing any of the results, to such students as defined in this section.

(c) No teacher, instructor, or member of any faculty, or any officer or director, or a member of any governing board of any state-supported educational institution shall knowingly permit, encourage, aid, or assist any student in committing the offense of hazing, or willfully acquiesce in the commission of such offense or fail to report promptly his knowledge of the presence and practice of hazing in the institution in which he may be serving to the executive head or governing board of such institution. Any act of omission or commission shall be deemed "hazing" under the provisions of this section.

- (d) Any student of any state-supported educational institution of this state who shall commit the offense of hazing shall be fined not less than \$25 nor more than \$250 or shall be confined in jail not less than 10 days nor more than three months, or both.

#### Hazing and Harassment Q & A

Hazing is against the laws of the State of Texas and the University of Houston-Downtown. The Office of Student Activities & Events, the Division of Student Affairs and the University will enforce all legislation, laws and regulations pertaining to the issue. Please read all of the following information carefully before planning your organizational activities.

On August 31, 1987 a law went into effect in the State of Texas regarding hazing. Below is an abbreviated summary, in question and answer form, of the contents of that law and the applicability and implications for students, faculty and staff at UHD. THIS IS ONLY A SUMMARY. Certain points have been omitted for editorial purposes.

How do I commit a hazing offense? A person commits an offense if he/she...

- A. Engages in hazing;
- B. Solicits, encourages, directs, aids or attempts to aid another in hazing;
- C. Intentionally, knowingly or recklessly permits hazing to occur;
- D. Has first-hand knowledge of the planning of a specific hazing incident involving a student of UHD, or firsthand knowledge that a specific incident has occurred, and knowingly fails to report said knowledge in writing to the Office of Student Activities & Events.

Are there state penalties for hazing? Yes, they are listed below:

- A. Failing to report hazing. Fine up to \$1000 and or up to 180 days in jail.
- B. Hazing resulting in no seriously bodily injury: Fine of \$500-\$1000 and/or 90-180 days in jail.
- C. Hazing resulting in serious bodily injury: Fine of \$1000-\$5000 and/or 180 days to 1 year in jail.
- D. Hazing resulting in death: Fine of \$5000-\$10,000 and/or 1-2 years in jail.
- E. Except where hazing results in death, the student may be required to perform community service in lieu of confinement in jail.

Can an organization be found guilty of hazing? Yes. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges or alumni of the organization commits or assists in the commission of hazing.

## Section: 6 Fundraising Guidelines

Fundraising can play an important part in student organizations. Please review the guidelines carefully.

- Only registered student organizations are eligible to hold fundraising activities on campus, including the collection of dues.
- Fundraising activities are restricted to the time, place and manner approved. Personal solicitation of individuals is prohibited.
- Student organizations are permitted 2 on-campus food fundraising sales per semester.

### Raffles

- State law now allows registered student organizations an opportunity to conduct 2 raffles or lotteries in fundraising events during a calendar year; exempting from state sales taxes the first \$5000 in taxable items sold by a qualified student organization affiliated with an institution of higher education.
- Failure of a student organization to comply with any of the procedures outlined may result in the denial of permission for fundraising.

## Section 7: Council of Finance

The Council of Finance (COF) serves as the governing body for distributing funds to registered student organizations at UHD. The Council of Finance Committee is made up of four students, one student chair and the Coordinator of Student Activities & Events who serves as the advisor.

### Funding Guidelines & Application Process

1. The Council of Finance (COF) only allocates funds to registered student organizations, not individuals or departments. Funding is allocated for two areas: programs on the UHD campus and attendance at off-campus conferences. Student organizations must be registered and in good standing with the Office of Student Activities & Events in order to apply for and receive funding. The COF Budget Request form **must be typed, submitted and heard at least 4 weeks prior** to the program/conference.
2. All budget requests must be reviewed by the COF Advisor before being submitted to the COF. The organization's student representative must be present for this review. **Do NOT "drop off" your request without having it stamped received, reviewed and signed by the COF Advisor.** Failure to do so will delay your funding request from being heard. In cases where the COF Advisor is unavailable, the Business Manager of Student Activities & Events may review and sign off on requests.
3. In order for a budget to be heard during the next scheduled meeting, it must be turned in no later than 5:00 pm the Monday before the meeting. A maximum of 5 budgets will be heard per meeting on a first come, first serve basis.
4. **All budget requests must be turned in no later than 4 weeks prior to the scheduled travel or program.**
5. **Two Travel and Funding sessions will be held at the beginning of each semester.**

Student organizations who fail to attend one of the training sessions held during the semester in which travel is scheduled to take place will automatically be denied funding.

6. **An authorized student representative from the organization must attend the COF hearing** to present the Allocation Request. This person must be knowledgeable about the program or conference. If information is inaccurate and/or inadequate, the COF may deny the request or table it (to be re-heard the following week, time permitting). Meetings are held weekly in room S-290. Contact the Council of Finance Advisor or Student Activities & Events staff member for the schedule.
7. Once a budget request has been approved for a particular program or conference, a student organization cannot re-apply for additional COF funds for the same program or conference.

#### Funding Limits

- Each student organization registered with the Office of Student Activities & Events automatically receives a funding allocation of \$100 per long semester.
- Beyond the \$100 automatic allocation, the COF will fund a maximum of up to 75% of any program, and/or up to 75% of travel for up to 3 members of a student organization. Approved travelers will receive 100% on airfare. Cost of airfare counts towards an organization's \$2000 cap. Rate reductions will be taken from other areas of travel (lodging, meals and registration fees). Requests are accepted only for events taking place during the current semester. Total funding per student organization in a given year (fall and spring) will not exceed a total of \$2000.

#### Co-sponsorship Caps

All groups co-sponsoring a program must attend the same COF hearing & present their requests to the COF together. Each group must complete and turn in a separate COF Allocation Request.

Each group should include the TOTAL costs for the entire program on each request. The COF is capping the amount of money to a single program sponsored by more than two groups.

**See the cap information listed below:**

# of Groups

- 1-2 May apply for and receive up to \$500.00 each. Reminder, this will count towards your yearly total.
- 3-4 May apply for and receive up to \$1200.00 total, divided between the 3-4 groups (\$300-\$400 per organization).

This cap allows the COF to limit the amount of funds to one program while still providing assistance for the program to continue. The cap also encourages student groups to seek other funds and/or fundraise on their own.

**Additional Information of Importance**

1. COF works in some cases on a reimbursement basis; funds are reimbursed only after the program or conference takes place. In some cases COF may pay directly for the following: speakers who are being paid from a University contract; University travel booked by the UHD travel office.
2. Student organizations must have been registered for at least one long semester (fall to spring) to receive funding beyond the initial \$100 allocation. Student groups must be registered by the deadline to be eligible for the \$100 allocation. With the exception of newly created student organizations, Council of Organizations attendance will be considered when allocating \$100 funds.
3. **Receipts must be in the name of the student organization member(s) approved for funding by COF.** Receipts are non transferable to other organizations or members. It is the organization's responsibility, not the COF's, to verify the accuracy and adequacy of the receipts and forms submitted.

4. Programs and travel scheduled to take place during the summer must be submitted for approval for funding no later than 3 weeks prior to the close of the spring semester.
5. Funding for conferences will only be considered for currently registered UHD students who are members of registered student organizations, maintain a 2.0 (cumulative and current semester GPA) and who have at least 2 semesters of academic coursework remaining.
6. Any organization or organization's representatives submitting false or fraudulent receipts, statements, or required forms will face UHD disciplinary charges and/or criminal charges. Failure to follow any of the COF requirements can and will void the organization's allocation and reimbursements.
7. If you have any questions regarding COF policies and procedures please ask for assistance from the COF Chair, the COF Advisor or the Student Activities & Events Business Manager. Do not make assumptions about allocations, receipts or reimbursements.
8. Additional criteria for funding:
  - Attendance at all Council of Organizations meetings. Absence from 2 or more meetings will result in immediate denial of funding for the current semester. No exceptions.
  - Participation in Student Activities & Events departmental events including but not limited to Activities Day, Student Leadership Conference, Crossroads Festival, Student Activities & Events Mardi Gras and Culture on the Bayou. Failure to participate in at least 3 Student Activities & Events departmental events will result in immediate denial of funding.
  - The hosting of at least two (2) on campus events during the current semester or previous semester depending upon the time of the request.
  - Active volunteer participation will be taken in to consideration. Opportunities for organizations to

volunteer may be secured through the UHD Community Involvement Center located in S-204.

- A strong effort in fundraising will increase the chances for obtaining funding from the COF. Proof of efforts may be requested by the COF.
- Responsible usage of prior COF funding will be taken into consideration when considering funding allocation for the current semester. Copies of fiscal activity reports may be requested by the COF.

#### Common Criteria Committee Uses in Determining Funding

1. The COF Committee shall consider cost, overall impact on the UHD community, target audience, event participation, the organization's past programming success, scope of event, timing, ability to carry out the program and mission of the organization.
2. The COF shall abide by all the Student Organization handbook, University and Student Activities & Events policies regarding the use of facilities and the distribution of Student Service Fees as well as local, state and federal laws.
3. Funding will not be granted for events/travel sponsored by UHD student groups who already receive a Student Service Fee or other budgets. Organizations include CAB, SGA, Dateline and Bayou Review).

#### Events that will NOT be funded:

- Programs that are not open to all UHD students.
- Programs that are not held on the UHD campus (excluding attendance at conferences)
- Events sponsored in conjunction with UHD departments.
- Fundraisers/promotional sales of: a service (i.e. typing, accounting, and note taking), baked goods, t-shirts, cups, etc.
- Rental cars or vans to be driven by the organization advisor
- Rental cars to be driven by students under special circumstances only.

- Programs that support a candidate for public office, the outcome of legislation or group(s) acting as a “front” for either. People participating in information exchange, presentations or forums are not considered “fronts.”

Items that will NOT be funded:

- Alcoholic beverages
- Equipment or any items an organization wishes to keep after an event is held.
- Charities, scholarships, philanthropic efforts or any form of organizational/personal gain.
- International travel

## REIMBURSEMENT GUIDELINES

**The organization’s representative must meet with the COF Advisor or Student Activities & Events Business Manager when submitting receipts.** Do NOT “drop them off.” ALL receipts for the group must be turned in at the same time within 7 business days of travel or event. Do not turn in receipts in batches or on different days.

For all items approved for funding by the COF, original receipts with method of payment (i.e. credit card number on receipt, or cash tendered, etc.) must be provided. In some cases, canceled checks or bank imaging statements, and/or credit card statements showing that payment has been made will be accepted.

Cash receipts will only be accepted for up to \$200.00. Anything above \$200.00 must be paid by credit card or check (organizational, personal or cashier’s check).

If more than one student attends a trip, each individual is responsible for purchasing their own goods and services. COF will not accept one receipt with purchases for the entire group.

Remember, the organization must submit original receipts (not invoices) along with a completed Allocation Form within 7 business days of the program or conference.

Failure to meet the deadline will result in the loss of funding (no reimbursement). In extenuating circumstances, a written request for a one-week extension may be granted by the COF Chair, Advisor, or Business Manager provided that the request is made prior to the due date.

- In some cases written requests to transfer approved funds from Ledger 9 accounts among line items may be granted. The request may be made prior to the program/conference or upon turning in receipts and should be submitted to the COF Chair or Advisor. However, approval of such requests is not guaranteed.
- Reimbursement checks will only be made out to the sponsoring registered student who has been approved for funding and has completed his/her travel. It usually takes 6-8 weeks to receive a reimbursement check after ALL proper receipts and forms have been submitted. See Reimbursement Allocation Form for more details.
- In order to receive a reimbursement for a speaker/performer (an individual) the student organization must submit a written letter of intent to the COF before the event which specifies the following:
  - ◆ Title of event/program
  - ◆ Date of event
  - ◆ Speaker/Performer Fee (Do NOT use the term honorarium)
  - ◆ Travel/hotel accommodations & who made payment
  - ◆ Letter must be signed & dated by the performer & an authorized representative of the student organization
  - ◆ Must be signed & dated by an employee of the company
  - ◆ Quantity/description of items/services being paid for
  - ◆ Amount method of payment (ex. Paid \$50.00 cash, check #)
  - ◆ Receipts must say "Paid in Full" and/or "Balance Due 0"

◆ **Upon approval, the organization is responsible for completing all University contracting documents as specified in the Student Organization Handbook**

- ◆ For conferences, in addition to the above requirements, student organizations must submit an official agenda/schedule for the entire event, a list of UHD students attending the conference, appropriate airline ticket stubs, hotel and/or registration receipts (including a copy of the invoice).
- ◆ **YOU WILL NEED TO COMPLETE A TRAVEL REQUEST AND INDEMNIFICATION RELEASE FORM PRIOR TO TRAVEL OR YOU FORFEIT FUNDING.**
- ◆ **ANY STUDENT ORGANIZATION NOT FOLLOWING ANY OF THESE GUIDELINES CAN AND WILL BE DENIED FUNDING OR REIMBURSEMENT!**

# Section 8: Student Travel Guidelines

## Approval for Travel

For student organizations, travel approval is a four-step approval process. The approval must be granted from the Council of Finance Committee and the Director of Student Activities & Events. Travel funding is not approved until the Executive Director for Student Affairs and the Vice-President for Student Services has signed off on the State of Texas Travel Request (TR). Organizations should first work with the Council of Finance Advisor and the Council of Finance Committee Chairperson to submit their funding request.

## Timeframe for Submitting Travel Requests

Travel requests must be submitted at least four weeks prior to travel during each long semester (fall and spring). No exceptions.

Travel requests must be submitted at least three weeks prior to the end of the spring semester for travel that will take place during the summer months.

## CONFERENCE REGISTRATION

### Paying for the conference

The Student Activities & Events Business Manager will work closely with your organization and the UHD Travel Office to make payment arrangements. In most cases conference registration and hotel fees will be paid for by the Office of Student Activities & Events prior to travel. In the event that your organization has paid conference or hotel fees prior to approval for funding it is the organization's responsibility to work with the Council of Finance Advisor and the Student Activities & Events Business Manager regarding reimbursements.

### Requirements for UHD student travel

A student traveling and representing a student organization must meet the minimum requirements for membership in a registered UHD student organization. All students traveling must be currently registered UHD students with a minimum

UHD grade point average of 2.0. Students must also be in good standing with the University.

Students wishing to attend conferences held during the summer must be registered for at least one summer session.

## FOOD

### Paying for meals when traveling

The University system works on a reimbursement process. You will be responsible for paying for your own meals and the University will reimburse you for a pre-determined amount.

### Per Diem

This is based on the city you are traveling to and how much the Council of Finance Committee allocates for food. Per Diem rates may vary by city; some rates may be higher than others. You will be told your cost per day for food prior to your travel. It is your responsibility to meet with the Student Activities & Events Business Manager prior to the organization's travel to get the Per Diem rate for the city you will be traveling to.

### Saving your Per Diem on one day for use on another day

For example, if your food allowance is \$30.00 per day, you cannot spend \$20.00 one day and \$40.00 another day. The receipts must show the date and cost of each meal eaten.

### Meals already included in conference registration

Your meals per day will be pro-rated based on how many meals the conference registration covers.

### University reimbursement of tax and gratuity of meals

The University will reimburse you for the tax and gratuity of meals. Be sure to turn in your receipts.

### Having one person in the group pay for everyone's meal

Each person traveling must pay for his or her own meals. Receipts must be broken down by each person. One person cannot pay for the entire group's meals.

### Reimbursement for lost receipts

Students will not be reimbursed for lost receipts.

### Reimbursement for alcohol and tobacco products

The University will not reimburse students for alcohol and tobacco purchases.

### LODGING

### Payment options for lodging

Once travel has been approved by all parties, the Business Manager of Student Activities & Events will work with the UHD Travel Office to make the organization's hotel arrangements.

### Deciding where to stay

The University expects students to stay at the conference hotel site even if it is more expensive than other hotels in the area. The primary reason for this is that the travel is for educational purposes. You will be better able to network and learn with other students staying at the conference site. It is also safer since you will not have to travel to and from the conference. Thirdly, you will not have to worry about additional transportation costs when traveling to and from the conference site to the hotel.

### Number of people assigned to a room

This depends on the size and bedding accommodations of the room. In order to save money, at least two students will be assigned to a room. If your group has students with disabilities, the hotel will need to know at the time of the reservation.

### Assigning students to hotel rooms and regulations on co-ed rooms

For your own safety, the University will only assign co-ed rooms to students who are married to each other.

### Long distance phone calls, room service, in-room movies and other charges to the room

The University will only pay for lodging and the taxes associated with the lodging. Additional charges are your responsibility.

### DRIVER'S LICENSE AND AUTOMOBILE INSURANCE

UHD students who will be driving their personal vehicles or rental cars to the conference site must present a valid state driver's license, copy of their automobile insurance, and department travel compliance form to the Director of Student Activities & Events prior to travel. A copy of the form can be

found on the Student Activities & Events website:  
[www.uhd.edu/sae](http://www.uhd.edu/sae) or in our office.

## TRANSPORATION

### Gasoline reimbursement when driving personal cars to conferences

You will be reimbursed .45 cents per mile regardless of how much gasoline you use. Be sure to keep all gasoline receipts.

### Determining mileage

UHD computes your mileage based on the distance to and from the conference city and Houston. The distance is set by the State of Texas.

### Additional mileage other than distance to and from conference city

You will only be reimbursed for mileage to and from Houston and the conference site.

### Paying for your gasoline

You will have to pay for the gas out of your own pocket. Remember to save all gas receipts. You will be reimbursed for the gas after you return to campus and have turned in all of your receipts.

### Flight Reservations

UHD works with the state-contracted travel agency. The Student Activities & Events Business Manager will work with you and the travel agency to find the best rates and times.

### Transportation when arriving to your destination airport and getting to the hotel

You will have to pay for your ground transportation (airport shuttles, taxis) while you are at the conference city. UHD will only reimburse you for traveling to and from the airport.

### Reimbursements when parking your car at Hobby or Intercontinental airport while at the conference

The University will not reimburse you for any fees associated with long-term airport parking. These fees are your responsibility.

**Please refer to Section 6 of this handbook for additional information on travel policies and procedures.**

## EMERGENICES

The health and safety of the students is always the first priority. Please read the following steps to be prepared in the event of an injury or illness while traveling to or while at a conference.

Medical attention for injured or sick students should be your immediate concern. Your first contact should be your faculty/staff advisor. If your advisor is not traveling with you, someone in the group will need to contact him/her immediately. The highest-ranking student member of the organization traveling should have their advisor's office and home phone numbers. If the advisor cannot be reached, UHD Police can contact a member of the Student Activities & Events staff. A Student Activities & Events staff member can also be contacted directly at 713-221-8573 during normal business hours.

### Determining which hospital to go to

If it is a life-threatening situation, go to the nearest hospital. In the event of an automobile accident, the emergency personnel (police, firemen, etc.) should transport or direct the injured to the appropriate hospital. If the injuries are non-life-threatening, the student's medical insurance company should direct you to the appropriate hospital or clinic.

### Insurance coverage when driving your own personal car and you are involved in an accident

The University will not pay for damage to personal vehicles or vehicles involved in the accident. Your personal insurance will be responsible for covering that damage.

#### What to do if you have an accident in your personal car

The first step is to insure the safety and well being of the students traveling. If anyone traveling is injured, the first priority is getting immediate medical attention.

#### Medical insurance coverage if you are injured or become ill while traveling

Medical insurance is your responsibility. The University is not responsible for your medical insurance coverage while traveling.

#### What to do if your personal car is disabled and cannot be driven

The University will explore the most reasonable options in order for you to complete the conference and return home.

### MISCELLANEOUS

#### Making arrangements with professors prior to travel (attending conferences, competitions, etc.)

It is your responsibility to make arrangements with your teachers if you plan to miss class, tests or assignments while traveling. In many cases, your faculty/staff advisor may want to type up a letter for you to give to your teachers explaining the purpose of your trip.

#### Inability to travel due to work or school obligations

Family emergencies such as serious illness or a death in the family are beyond your control. Not planning ahead with your work or study schedule is within your control and therefore not a valid excuse for not traveling.

#### Making substitutions for another student to travel

The approval for travel has been granted for specific students. Only the president of the organization can approve substituting another student. Since each student traveling must have his/her eligibility verified, even the substitute traveler must be verified and approved.

#### Financial responsibility when you are unable to find an approved substitute to travel

We understand that circumstances are sometimes beyond your control and that there may be instances in which you or another member of your organization may be unable to travel.

Some of these instances may include a death in the family or serious illness. If you are unable to travel due to an exam or class project and are unable to find an approved substitute, financial responsibility may lie with your organization. Depending on how much of the trip can be canceled without penalty; the amount of financial responsibility may vary. For example, if the airline tickets and conference registration are non-refundable, then UHD would have to charge your student account for these costs.

The University of Houston System Travel Policy is available in the Office of Student Activities & Events.

## Section 9: Events and Activities

The Office of Student Activities & Events hosts a number of events throughout the school year and gives UHD student organizations the opportunity to hosts various events as well. Here are a few helpful hints to keep in mind when coordinating an event on campus.

### Contracts

Any time a student organization plans to enter into an agreement with an off-campus vendor for the purchase of goods or services using University funds, that agreement must be submitted to the Office of Student Activities & Events for approval. UHD students are not authorized to enter into binding agreements on behalf of the University. The signatures of both the Director of Student Activities & Events and the Vice-President for Student Services are required for the contract to be binding. The University will not be responsible for contracts signed by the students

Students may obtain a copy of the official University contract, and guidelines for its completion from the Office of Student Activities & Events or from the University Director for Contracts and Compliance, Mary Cook. It is the student organization's responsibility to ensure that the contract is completed in full and to obtain all the required signatures.

### Guidelines for contract execution

1. At least four weeks prior to the event, obtain a copy of the official University contract relevant to the type of service being provided, Contract Coversheet, and a W-9 form from the Office of Student Activities & Events.
2. Obtain the information needed for the contract coversheet. Please see the Director or Assistant Director of Student Activities & Events (SAE) for additional help. The Contract Coversheet must be completed in order to receive a contract number from the Director of Contracts and Compliance.
3. Work with the Director or Assistant Director of SAE to complete the contract and any additional forms. Have the vendor (person or business) you are contracting sign all four copies of the contract and any necessary forms.

4. Submit all original copies of the contract to the Office of Student Activities & Events for approval and signatures.
5. Return one completed copy to the performer or lecturer.
6. If you will need to pay for the contract services with a purchase order, please see the SAE Business Manager.
7. Forward one copy of the completed contract to the Director of Contracts and Compliance, room S910.

Student Activities & Events staff will work closely with you on the contracting process. Contact a Student Activities & Events professional staff member for information and assistance at 713-221-8573.

#### Scheduling University facilities

Reservation requests can only be submitted by registered student organizations and will be accepted on a first-come, first-serve basis. Requests must have the advisor's signature and be signed by an officer of the organization. Requests by organizations that are not currently registered will not be accepted.

#### Procedures

Reservation forms for use of University facilities are available in the Office of Student Activities & Events or through the Office of Community Relations and Conference Services located in room S621.

In addition to reservation forms, all organizations must submit an Event Approval Request Form when submitting reservations for events. The Event Approval Request Form must be signed by the organization's advisor, officer and the Assistant Director or Director of Student Activities & Events. Approval request forms are also available in the Student Activities & Events office.

#### Facilities that can be reserved

The following is a list of facilities that can be reserved through the Office of Community Relations and Conference Services. Please stop by room S621 or call 713-221-8580, if you would like to request additional information on the facilities available. Your request will be confirmed upon confirmation from the Office of Community Relations and Conference Services. Keep

in mind that all table reservations must be made at least **five (5)** business days in advance. Room reservations must be reserved three weeks prior to event.

- Special Events Room
- Coffeehouse Area
- Room N1099
- Tables on 3<sup>rd</sup> Floor
- North and South Decks
- Lecture Halls

#### Classroom reservations

Please contact Chloe Tran in room N330 or at 713-222-5394 in order to reserve a classroom.

#### Setup

If your event requires special setup arrangements you must submit a diagram along with your reservation request.

#### Multimedia equipment rental

If you would like to rent multimedia equipment, please contact Nikhil Bhatt located in the TTLC (A729), phone number 713-221-8244. Keep in mind that all multimedia requests must be made at least 24 hours prior to your event. The student organization advisor must be present throughout the event in order to reserve multimedia equipment. **It is the responsibility of the organization to pay for multimedia reservation equipment.** The following is a list of multimedia equipment that can be rented and rental prices.

Equipment Type	UHD Client - Rate 2
<i>Audio Equipment</i>	
Microphone (wired hand-held or desk) w/stand	\$15.00
Microphone (Lavalier)	\$15.00
Microphone - Wireless (hand-held)	\$20.00
Microphone - Wireless (Lavalier)	\$20.00
Microphone Stand (desk)	\$3.00
Microphone Stand (floor)	\$5.00
Audio Cassette Recorder	\$15.00
Audio Cassette Player only	\$10.00
C.D. Player/Boom Box	\$15.00

4- channel audio mixer (shure M268)	\$20.00
8- channel audio mixer	\$30.00
Portable PA Sound System w/2 - speakers, 2 - stands & 1 - hand-held mic	\$30.00

*Projection Equipment*

LCD XGA Video/Data projector (1024 x 768 ) cart	\$175
LCD XGA Video/Data projector (portable )	\$175
LCD SVGA Video/Data projector ( 800 x 600 )	\$150
35mm Slide Projector	\$20
2 Projector Dissolve Control	\$20
Media Cart ( PC & LCD Projector )	\$200
Overhead Projector on cart	\$15
Document Camera ( portable )	\$30
Large Document Camera	\$50

Equipment Type

UHD Client - Rate 2

*TV Monitors and VCRs*

27 Inch TV/Monitor	\$25
27 Inch TV with VCR	\$35
27 Inch TV with DVD/VCR combo	\$50
20 Inch TV with VCR	\$20
13 Inch TV with VCR	\$15
4 head VHS VCR	\$15
DVD Player (stand alone )	\$30
DVD/VCR combo unit (stand alone )	\$30
SVHS Camcorder on stand	\$35
Digital MiniDV Camcorder on stand	\$50

*Screens*

Tripod Screen (60" x 60")	\$10
Tripod Screen (70" x 70")	\$15
Table top portable pull-up screen	\$30
Fast Fold Screen (6' x 8' )	
Front/Rear	Call for prices
Fast Fold Screen (7.5' x 10' )	Call for prices

Front/Rear Fast Fold Screen (9' x 12' )	Call for prices
Front/Rear Fast Fold Screen (10.5' x 14' )	Call for prices

*Miscilonus Items*

Laptop with case and cables	\$50
Small Boom Box with CD player	\$15
Large Boom Box with CD/Cassette player	\$20
Nikon Digital camera	\$30
Minolta Digital camera	\$30
Tripods	\$10
Computer speakers	\$2
Blank Audio Tapes - 60min.	\$1.50
Blank Audio Tapes - 90min.	\$1.75
Blank Audio Tapes - 120min.	\$2.00
VHS 30 min. video cassette	\$2.00
VHS 60 min. video cassette	\$2.75
VHS 120 min. video cassette	\$3.75
VHS 180 min. Video cassette	\$4.50
MiniDV 60 min. Video cassette	\$6.00
Blank CD	\$1
Blank DVD	\$2

*Lecture Hall Multimedia*

*Equipment*

*Option 1*

Includes: Podium with sound	\$150
PC Computer with internet connection	
VCR/DVD combo	
Document Camera	
LCD Projector -	

Data/Video

*Option 2*

Includes: Items from Option 1 plus	\$175
Slide projector	
Wireless mic	
CD Player	
Audio Cassette recorder	

*Auditorium Equipment*



(40 computer workstations with ITV capability) TTLC - Classroom B	\$80/hr.
(34 computer workstations with ITV capability) TTLC - Classroom C	\$70/hr.
(40 computer workstations) TTLC - Classroom D	\$70/hr.
(40 computer workstations) TTLC - Training/Video Conference Room	\$50/hr.
(seats 30 w/audio and video recording capability) TTLC - Studio	Call for pricing
(Multi-video camera recording capability)	

### Security

UHD police services are available through the UHD Police Department. Organizations requesting police services are responsible for payment. A request for services can be made through the Office of Community Relations and Conference Services.

### Food & Food Sanitation Guidelines

If your organization would like to cater an event, there are a number of options available. Aramark serves as the food service for UHD. Contact Frank Blanchard at 713-221-8462 or via e-mail at [blanchard-frank@aramark.com](mailto:blanchard-frank@aramark.com) for information on catering possibilities. Food may also be catered from off-campus, but all food must be from an established restaurant. Food that is not from a restaurant may not be catered or sold.

Any student organization that plans to cater or sell food at an event shall now be considered a Temporary Food Dealer. This will require your organization to obtain a temporary license to buy or serve food. The organization must also follow the rules set forth by the UHD Safety Officer.

The UHD Safety Officer, Edward Arias may be contacted directly at 713-221-8040 in room S101. A complete copy of the UHD Food Sanitation Manual may be obtained in the Office of Student Activities & Events.

The following is an excerpt from the UHD Food Sanitation Manual

### TEMPORARY FOOD DEALERS POLICIES AND PROCEDURES

1. All outside caterers or contractors providing food for sale at the University of Houston-Downtown must be in possession of a valid Food Permit issued by the City of Houston, Harris County or the State of Texas and must also employ a Certified Food Service Manager.
2. Faculty, staff or students intending to use a caterer or an outside contractor to cater an event on campus must follow all rules and regulations mandated by the UHD Safety Department.
3. Faculty, staff or students shall submit a request for a Temporary Food Dealer's Permit at least 5 working days prior to the proposed event.
4. Temporary Food Dealer's Permits expire upon completion of the event.  
\*If the event is forced to be postponed, please contact the UHD Safety office for a permit extension.
5. Faculty, staff or students providing temporary food service establishments on campus, shall comply with the requirements of the Texas Department of Health, Rules on Food Service Sanitation, Section 229.170 and the City of Houston Food Ordinance, Article II Chapter 20. Failure to comply with these rules and regulations will result in the revocation of the Temporary Food Dealer's Permit.
6. There are some restricted operations and the University may impose additional requirements to protect against health hazards related to the conduct of the temporary food dealer. The University may also prohibit the sale of some or all potentially hazardous foods.
7. Those temporary food establishments planning to use barbecue pits, reheating or hot holding devices that require and open flame, must obtain a Burn Permit from the UHD Safety Department.

### REQUIREMENTS FOR TEMPORARY FOOD DEALERS

Each food stand or booth temporarily selling food at the University of Houston-Downtown requires a Temporary

Food Dealer's Permit. Permits are issued by the Safety Inspector of the UHD Safety Department.

The following list identifies guidelines that must be met while operating a temporary food establishment. If you have any questions, contact the Safety Inspector, UHD Safety Department at 713-221-8040.

### *FOOD AND PREPARATION*

- 1. Food shall be obtained from approved sources and be in sound condition. 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, cubed ice or ice intended for human consumption.*
- 2. Meat and poultry products shall be cooked to the following minimum internal temperatures: poultry=165° F, ground meats and pork= 155°F and other meats=145°F.*
- 3. Potentially hazardous foods (e.g. foods which consist in whole or in part of meat poultry, seafood, dairy, cooked beans, rice, potatoes or pasta, etc.) must be maintained at one hundred forty (140°) degrees F or greater or forty-one (41°) degrees F or below.*
- 4. A properly scaled, metal stem-type thermometer shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods.*
- 5. Potentially hazardous foods needing to be reheated prior to the start of the event must be done rapidly to one hundred (165°) F or above for at least 15 seconds. Microwave oven, conventional oven, stove or electric skillet may be used. Crockpots, chafing dishes or food warmers cannot be used to rapidly reheat foods.*
- 6. Store all food, utensils, plates, cups and napkins at least 6 inches above the ground.*

### *EQUIPMENT*

- 1. Food contact surfaces of equipment shall be protected from contamination by consumers using separating counters, tables, sneeze guards, etc.*
- 2. Provide only single-service articles (e.g. plastic knives, forks and spoons) to consumers.*

3. *Provide three containers (large enough to completely immerse the largest utensil) for utensil washing with the following contents:*
  - *Container number one- potable water and soap mixture*
  - *Container number two- clean potable water*
  - *Container number three- sanitation solution: 2 caps full of bleach to 1 gallon of water.*
4. *Utensils, including ice scoops, shall be provided to minimize handling of foods.*

#### *PERSONAL HYGIENE*

1. *Provide potable water, soap and paper towels for hand washing. Potable water must be kept in a clean gravity type dispenser (e.g. ice chest with spigot or five gallon water jug with spigot). Provide a catch basin for falling wastewater.*
2. *Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections, which may transmit food borne illness.*
3. *Hands must be washed after using toilet facilities, eating, drinking or smoking.*
4. *All individuals working in the booth shall wear an effective hair restraint (e.g., ball cap, hairnet, scarf, etc.) In addition, those individuals with hair past their shoulders shall pull it back or wear it up under the hair restraint.*
5. *Do not eat, drink or smoke inside the food preparation area.*

#### *BOOTH CONSTRUCTION*

1. *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 potential contaminating agents).*
2. *Dust shall be controlled. Floors shall be constructed of concrete, asphalt, tight wood, tarps, outdoor carpet or other cleanable material approved by the health authority.*
3. *Pests (flies, roaches or rodents) shall be controlled. Doors, walls, screening and other measures may be required when necessary to restrict the entrance of flying insects.*

### Checklist for Events

Please allow for at least 24 hours for paperwork to be signed by the Assistant Director of Student Activities & Events. All paperwork for the Office of Community Relations and Conference Services as well as Temporary Food Dealer Permits must be submitted according to deadlines (see page 40).

For ANY event hosted on campus

Student Activities & Events Student Organization Event Approval Request Form

- Signed by Student Organization Advisor
- Signed by Assistant Director of Student Activities & Events (SAE)

Events making table requests only

Student Activities & Events Student Organization Event Approval Request Form

- Signed by Student Organization Advisor
- Signed by Assistant Director of Student Activities & Events
- Original copy kept on file by SAE
- Copy taken to S621, Office of Community Relations and Conference Services

Request for Table/Display Area

- Signed by Student Organization Advisor
- Signed by Assistant Director of Student Activities & Events
- Copies made for SAE files and your records
- Original taken to S621, Office of Community Relations and Conference Services

Special Event- i.e., use of Special Events Room, Auditorium, N1099, North or South Deck, Coffeehouse, etc.

Student Activities & Events Student Organization Event Approval Request Form

- Signed by Student Organization Advisor
- Signed by Assistant Director of Student Activities & Events
- Copy taken to S621, Office of Community Relations and Conference Services

Event Request Form

- Signed by Student Organization Advisor

- Signed by Assistant Director of Student Activities & Events
- Original copy kept for SAE files
- Copy taken to S621, Office of Community Relations and Conference Services

When serving food at an event

Temporary Food Dealer's Permit Request Form

- Signed by Assistant Director of Student Activities & Events
- Taken to S101
- Signed by UHD Safety Officer
- Copies made (1 for SAE, 1 for UHD Safety Officer, 1 for your records)

If your organization would like to request the SAE popcorn machine the organization must submit the Popcorn Machine Request Reservation Form.

## Section 10: Advisor Information

Although the Office of Student Activities & Events serves in an advisory capacity to student organizations, UHD also requires each student organization to have a full-time UHD faculty or staff advisor. The following information is designed to help you in selecting an advisor; as well as understanding his/her function in your organization.

### The role of an advisor

Advisors are consultants that help your organization grow and develop. It is an advisor's duty to familiarize him/herself with the policies and procedures of Student Activities & Events in order to have a thorough understanding of both. This also gives your advisor the ability to convey information to you and your organization. The advisor should be available for advice, to help with group motivation and to make the organization aware of other alternatives.

An advisor adds to the continuity of your organization by making sure that successive officers of the organization understand the responsibility they share with the Office of Student Activities & Events. It is important that your advisor meet with the organization's officers to explain policies and regulations established for student organizations. Advisors aid in the area of program content and purpose by helping students use their best judgment in selecting programs.

### Duties of an advisor

Advisors should be aware of and have an understanding of the rules and regulations affecting UHD student organizations. The ideal advisor should also be available to the officers of the organization on a regular basis for advisement and consultation and should attend organization meetings whenever possible.

### Tips on recruiting an advisor

- Before selecting an advisor, the group should try to find someone who will have the time to devote to the organization and who will take on the role willingly and seriously.
- When approaching a potential advisor for the first time, make sure that he/she has a clear understanding of the organization's purposes and the duties and time commitment involved.
- The organization should then allow the person a reasonable length of time to consider the decision

- If possible, choose someone who seems to share some of the same interests as the organization
- It is helpful to select an advisor with whom someone in the group is familiar and has contact
- When starting a departmental or academic club, the organization may want to invite a faculty member from the department as an advisor

#### How to work with an advisor

An advisor can be most effective when he/she is kept informed of what is happening within the organization. It is best to meet with the advisor at least one day before meetings to review the agenda and the topics to be discussed. The organization should always be open to suggestions and criticisms from the advisor. Their knowledge and background experience will be helpful in developing solutions and organizational procedures. If an advisor cannot attend meetings, be sure to brief him/her on what was discussed.

# Section 11: Publicity

Registered student organizations may post advertisements on UHD sponsored bulletin boards and in the elevators on a first-come, first-serve basis. A copy of the UHD posting procedures is available in S204 and is outlined below.

## Posting Procedures

UHD provides various areas where programs, events and services of interest to the University community may be advertised. The Office of Student Activities & Events is responsible for these procedures in accordance with UHD PS 09.B.01.

### I. General Regulations

#### A. UHD Community

All materials must be sponsored or co-sponsored by a registered student organization or a University department. All materials including but not limited to flyers, posters and table tents must be date stamped for posting by the Office of Student Activities & Events, room S204. On-campus materials may be stamped for a period not to exceed one month and must include the name and contact information of the sponsoring organization, the date of the meeting or event and an English translation if applicable.

Materials from other campuses, non-profit organizations, or those not affiliated with the university which advertise student, university or community programs and are co-sponsored with a university department or student organization may be posted after being stamped.

#### Posting Areas and Dimensions

All materials must be posted on fixtures designed for that purpose. Only one posting is permitted per location.

All flyers posted in classrooms must be stamped by the Office of Student Activities & Events.

Maximum posting size for all bulletin boards is 11x17 inches. Maximum posting size for elevators is 8 1/2x11 inches. Table tents may be no larger than 8 1/2x6 inches and must be approved by Aramark staff prior to posting. Only one group at a time may post table tents in the food court, on a first-come, first-serve basis.

#### Event Directional Signs

Event advertisements and directional signs to events that are expected to draw a large number of visitors to the campus may be posted outside the posting area no earlier than the night before the event and must be removed no later than two hours after the conclusion of the event. The directional signs must have the date, time, name of the event and location.

#### Easels and Free Standing Signs

For safety reasons, only approved easels or free standing signs may be used. Easels and sign holders may be checked out through the Office of Community Relations and Conference Services. Please contact Janet Heitmiller at 713-221-8678.

#### Student Life Center Postings

All postings in the Student Life Center must be approved by the Student Life Center staff.

#### Other Areas

All bulletin boards not previously mentioned are controlled and maintained by other campus departments and

organizations and should not be used for general advertising without their permission.

#### Special Cases

Events-Advertisements may not cover or block exit signs or previously posted materials. Sponsoring organizations must remove their advertisements by 8:00 a.m. the day after the advertised event. The university does not assume any responsibility for the loss or destruction of advertising materials.

Elections-Student election materials are subject to these same general posting regulations.

#### II. Public community

Advertisements not affiliated with a university department or registered student organization is limited to bulletin boards on the 2<sup>nd</sup> floor and does not require approval by the Office of Student Activities & Events. These bulletin boards will be cleared twice a week.

Except for newspapers, the distribution or posting of commercial literature and/or other items for personal gain is prohibited. Individuals or agencies posting materials are solely responsible for the content. By permitting materials to be posted, the University in no way endorses or approves the materials, programs or services they promote.

#### III. Sanctions

Sponsoring organizations violating these procedures will first receive a written warning. After three warnings the sponsor will be prohibited from posting for a period of two months. If the sponsor receives another written warning it will result in the loss of posting privileges for the remainder of the academic year. Organizations will be held financially liable for damages to real or personal property whenever damage occurs as a result of posting.

IV. Use of the University Logo

The University of Houston-Downtown logo may not be used without prior authorization from the Office of Communications and Marketing.

Campus Information Board

The UHD Campus Information Board ([www.uhd.edu/cib](http://www.uhd.edu/cib)) serves as another tool in advertising and promoting student organization events. Only events that will be taking place on campus may be submitted and approved. Contact Jerry Nevarez at 713-221-8512 or at [NevarezG@uhd.edu](mailto:NevarezG@uhd.edu) for more information.

# Section 12: Student Organization Hearing Board

## Rules and Regulations

### Purpose

The Student Organization Hearing Board views student organization discipline as an educational process. When an organization disregards a regulation or policy of the State or the University, the focus of the process turns to education. The purpose of education through discipline is to uncover the reason for violation, demonstrate why the behavior is inconsistent with the expectations of the University, and aid the student organization in understanding that certain rules and regulations are necessary for the existence of the University community.

It is the purpose of education through discipline to help the student organization understand that as a member of the UHD community it must abide by these regulations, accept the consequences that may result from violating these regulations or find the necessary channels through which to change them.

### When a hearing can be called

The Student Organization Hearing Board may only be called to hear a case when an organization has allegedly violated a University or Student Activities & Events policy or regulation. If an organization fails to request a hearing, it may be deemed necessary and requested by the Office of Student Activities & Events to call a hearing. University policies and regulations for the student organization can be found in previous sections of this handbook. An organization violates a University policy or regulation when:

- A. One or more of its officers or representatives acting in the scope of their organization capacities commits the violation;
- B. One or more of its members commits the violation after the action that constitutes the violation was approved by majority vote

- or consensus of those members of the organization present;
- C. One or more members of a committee of the organization commits the violation while acting in the scope of the committee's assignment;
  - D. A member of an organization acting with apparent authority of the organization commits the violation;
  - E. One or more members of an organization or its officers, under circumstances where such a person knew or should have known that an action constituting a violation was occurring or about to occur, fails to prevent the action or;
  - F. One or more members of an organization fails to report to the appropriate University authorities their knowledge or any reasonable information about a violation in a prompt manner;
  - G. One or more members commits or fails to report a hazing incident;
  - H. One or more members violate local, state or federal law or posted Student Activities & Events regulation, policy or procedures.

#### Initiating the Process

When the Director of Student Activities & Events, in concert with the Hearing Board Chair, shall discuss the case and determine whether disciplinary charges should be initiated. In some cases, it may be necessary to summon the president and/or members of the executive committee for a conference with the Hearing Board Chair and the Director of Student Activities & Events.

Upon completing the investigation of the alleged violation the Director of Student Activities & Events may:

- A. Dismiss the allegations as unfounded; or
- B. Prepare a complaint and proceed administratively under "**Notice**".

In certain instances, it may be necessary for the University to take an interim disciplinary action by suspending the organization's registration pending a

hearing. This may be necessary, when in the opinion of the University; the continued operations of the organization may constitute a threat or disruption to the normal academic process of the institution. In such cases, the Hearing Board Chair may take said action with the approval of the Director of Student Activities & Events.

### Notice

The organization must be notified by letter of the date, time and place for the hearing. The letter shall be sent by mail or e-mail to the president and advisor of the organization.

- A. The letter shall specify a hearing date at least seven (7) calendar days after the date of the letter and shall direct the organization to appear at the hearing;
- B. The letter shall also:
  1. Describe the alleged violation;
  2. Advise the organization of its rights.

### Organization's Rights in the Hearing Process

- A. Right to be informed in writing of all charges at least seven (7) calendar days before any hearing may proceed.
- B. Right to remain silent.
- C. It should be noted that relevant witnesses can only be requested to participate in the process. They cannot be required to do so. In certain circumstances where confidentiality is paramount an incident report will substitute. The accused organization may question facts in the report.
- D. Right to review all information brought against the accused.
- E. Right to present information, provide witnesses and argue on its own behalf. Statements from character witnesses must be in written format rather than personal presentation.
- F. Right to appear at the hearing with the organization's advisor. (The advisor may not actively participate in the hearing. The advisor cannot serve as the organization's representative, but can only serve in an advisory capacity.) In the case of groups that have more than one advisor,

they may select only one (1) advisor to attend the hearing.

- G. Right to a written statement of the findings of the hearing within at least seven (7) calendar days of the hearing.
- H. Right to appeal the decision to the Executive Director of Student Affairs for Student Services within seven (7) calendar days of receiving notification of the findings.

### Hearing

- A. The Student Organizations Hearing Board is the hearing body for the complaint. The Student Organizations Hearing Board is made up of the Hearing Board Chair (appointed by the Director of Student Activities & Events), Division of Student Affairs staff members and 1-2 student representatives selected by the Office of Student Activities & Events in conjunction with the Executive Director of Student Affairs. There shall be at least four (4) Hearing Board members present, not including the Hearing Board Chair, in order to conduct a hearing. At least one of the four Hearing Board members present must be a student.
- B. All Student Organizations Board Hearings shall be closed.
- C. The jurisdiction of the Hearing Board is limited to student organization discipline. However, if an offense by an individual student is revealed during the course of an organization hearing, this information will be provided to the Executive Director of Student Affairs. The Executive Director of Student Affairs shall determine if individual disciplinary action will be taken against the student.
- D. The focus of inquiry in the hearing proceedings shall be determined if a violation of University regulations has occurred. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceedings unless significant prejudice to the organization or University may result.

- E. In all proceedings, the accused organization shall be presumed innocent until proven that a violation of the University regulations occurred.
- F. In all proceedings, the burden of proof remains on the accused organization.
- G. The Student Organization Hearing Board chair shall be appointed by the Director of Student Activities & Events and shall serve as the spokesperson and moderator for the Hearing Board. The Hearing Board Chair shall also be responsible for informing any member of the Hearing Board about judicial process upon request.
- H. A Hearing Board member should disqualify himself/herself from cases where he/she may be prejudiced either for or against the accused organization or the issue/regulation in question.
  - 1. If an organization's representative(s) fails to appear at the hearing, the Student Organization Hearing Board will render a decision based on the available information.
- I. The organization(s) involved in the hearing shall be sent written notification of the results of the hearing within seven (7) days of the hearing by the Board. The decision letter shall also contain information about the results of the hearing sanctions if appropriate.
- J. A tape recording of the Board's proceeding (excluding the Board's deliberations) may be made. This tape will be kept by the Office of Student Activities & Events for a period of one year.

### Sanctions

The Student Organization Hearing Board may impose one or more of the following sanctions for violation of a University policy or rule:

- A. Documented or verbal or written reprimand;
- B. Place the organization on probation for at least one calendar year;
- C. Suspend for not more than one calendar year organization's rights to do one or more of the following:
  - 1. Publicly post signs,

2. Sponsor or present a public performance or exhibition,
3. Publicly raise funds or make a solicitation,
4. Reserve the use of University facilities, and/or

- D. Require restitution, educational seminars and/or community service;
- E. Revoke the organization's recognition indefinitely;
- F. Other penalties as deemed appropriate.

### Right to Appeal

- A. In limited circumstances, an organization has the right to appeal a decision of the Student Organization Hearing Board to the Director of Student Activities & Events. This appeal must be made in writing within seven (7) calendar days of being notified of the decision of the Board. Appeals must be based on one or more of the following criteria:
  1. Severity of the sanction(s)
  2. Ability to introduce new evidence
  3. Improper hearing procedures
- B. Notice of appeal suspends impositions of the sanction until the appeal is heard, but interim action may be taken as specified in "**Initiating the Process**" on page 51.
- C. The Executive Director of Student Affairs may approve, reject or modify the decision in question or may require that the original decision be re-opened for the introduction of additional evidence and reconsideration of the decision. The decision of the Executive Director of Student Affairs shall be the final appellate review.