



Jindal School of Management

Student Organization Handbook

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Student Organization Handbook

This handbook is a guide for student organizations in JSOM. It provides information to navigate the management of your student organization/club.

Note: This Handbook is not a source of the institutional rules and regulations governing student organizations at The University of Texas at Dallas. Please refer to the Handbook of Operating Procedures (www.utdallas.edu/deanofstudents/policies/) for a more detailed explanation of university rules and policies.

Registered Student Organizations

Student organizations provide an environment for students to generate new ideas, participate in different events and competitions, and network with industry professionals. Such opportunities enable students to gain invaluable skills, experiential knowledge and develop leadership skills.

Affiliating with JSOM

The JSOM Academic Operations team maintains current information on each student organization affiliated with JSOM. This includes, but is not restricted to, mission/vision/purpose of the student org, constitution/by-laws, name of advisor(s), name/roles of current officers, etc.

An affiliated JSOM student organization in good standing has the following privileges:

1. Use of JSOM rooms/classrooms (if available)
2. Use of a designated bulletin board
3. Use of designated storage space
4. Visibility on the JSOM Student Org website

To affiliate a student organization with JSOM, the student organization adviser must be JSOM faculty/staff and the majority of the members must be JSOM students.

Procedure to affiliate with JSOM:

1. The advisor should send an email to the JSOM Academic Operations team (JSOM_StudentOrgs@utdallas.edu) with the following information for tracking purposes:
 - Student organization title and description
 - Faculty/Staff advisor contact information
 - Indicate if the student organization is a JSOM only organization or also a UT Dallas Student organization
 - Number of active members
 - By-laws / Constitution
2. Attend the meeting set with the adviser and officers to go over the expectations of the new JSOM Student Organizations.

Procedure to be in good standing with JSOM:

1. At the earliest available time, the organization must complete UTD risk management training. Schedules are offered regularly, posted online, and publicized.
2. Advisors **AND** at least 1 officer must attend one of the yearly JSOM audit meetings.
3. Student org information must be entered into the end of year Student Org MS Form.
4. Semester end reports must be submitted on time
5. Information files are maintained in the JSOM provided/shared SO Box folder
 - a. ByLaws and/or Constitution
 - b. FACT Sheet which contains:
 - i. Name
 - ii. Mission Statement
 - iii. Contact information of Advisor and officers (name, position, email) iv. Registration (when and how to join); website, and social media information links.
 - c. Financial year end reports and money handling procedures

Obtain University Recognition

A JSOM affiliated student org does not need to be a UT Dallas registered student org. However, it is recommended as the university provides other benefits.

University recognition is granted through the UT Dallas Student Organization Center (SOC). For specific details, visit: <http://www.utdallas.edu/soc/organizations/> .

Categories of UT Dallas Student Organizations

JSOM affiliated Student Orgs are categorized by field of interest: Accounting, Finance, General Business, IT/Analytics, Marketing, Supply Chain and Others. These categories assist potential members in finding the student org that best matches their interests.

Using the Name of The University

The University of Texas at Dallas is a trademark of The Board of Regents and can only be used by organizations that are officially sponsored by a university department.

There are two types of student organizations at UT Dallas. Officially sponsored student organizations are those that are attached to a university program or department and are advised specifically by a staff member. These organizations may use the words “The University of Texas at Dallas,” or other trademarked words in their name. If you are unsure if your group is in this category, please ask your advisor or the staff in UTD SOC.

The second type of student organizations at UT Dallas is registered student organizations. Registered student organizations are not considered “officially sponsored” by the university and, therefore, may not use the name of The University of Texas at Dallas, any abbreviation thereof, or any of the university’s trademarks or logos in the organization name. However, a registered student organization may use words such as “campus,”

“university,” or “Dallas” as part of its name. For more information on trademarks, please refer to “Copyrights and Trademarks.”

Representing UT Dallas in an Official Capacity

Officially sponsored student organizations which represent the university in intercollegiate competition, public performances, fund raising projects, printed literature, or any other endeavor must have the activities approved by the dean, the department which sponsors the organization, or a student life administrator.

Constitution and Bylaws (Operations Manual)

The activities in which a student organization engages should directly stem from its organization’s mission as established in the constitution and the goals the leadership sets on a yearly basis. Every JSOM student organization is required to develop and submit a copy of its constitution and bylaws to the JSOM Academic Operations team (*JSOM_StudentOrgs@utdallas.edu*). The constitution should contain the organization’s purpose, structure, limits, goals and objectives, events and philanthropic activities, alumni, and industry connections. Bylaws are an expansion of the constitution and serve as a guide to conducting business.

The constitution and bylaws (operations manual) are created by the faculty advisor and should be a resource to the organization officers. Documents must be updated every academic year with a copy filed with the JSOM Academic Operations team (*JSOM_StudentOrgs@utdallas.edu*). The constitution and bylaws (operations manual) should contain:

- Governing documents, such as the mission statement, organization vision and goals.
- Officers’ Information, such as job descriptions, roles and responsibilities, organizational structure, procedures for transition, etc.
- Faculty advisor information, expectations, roles and responsibilities, etc.
- Standard operating procedures, such as membership standards, discipline procedures, publicity guidelines, financial plans, etc.
- Organizational history, such as past calendars, event evaluations, financial records, etc.
- Link to umbrella/national organization, if applicable.

See Sample Constitutions and Bylaws in the UT Dallas SOC site (www.utdallas.edu/soc/manual/02/#new)

Organizational Vision and Goals

The Vision Statement of a student organization specifies where your group aspires to be at some point in the future. It is the responsibility of the faculty advisor to define, review, and refine the steps necessary to achieve the defined goals.

Financials

JSOM affiliated student orgs are given the autonomy and responsibility to spend their funds (if applicable) as the student organization sees fit (providing they do not break university/JSOM policy, state, or federal law).

The University does not offer cost centers or on-campus bank accounts for student organizations. If the student org collects money in any form from its constituents, receives donations or does fund raisers, it is recommended that an off-campus bank account be established under two student officers' names with supervision from the advisor. This will provide security for the money as well as documentation for transactions. It is important to establish financial controls/budgets to limit the risk of mismanaging organization funds. UTD SOC has information of student org finances here:

<https://soc.utdallas.edu/manual/09/>

All JSOM Student organizations that manage money must provide the JSOM Academic Operations team (**JSOM_StudentOrgs@utdallas.edu**) with information on the financial institution used and the process/procedures implemented on money handling. This is done using the MS Form.

JSOM Student organizations that are recognized by the university can avail of funding from the SOC. See SOC regulations for more information (**www.utdallas.edu/soc/manual/03/#funding**).

Office and Storage Space

JSOM has allocated rooms and/or closets for each academic area to be used by their student organizations. Office space is intended as space that is consistently and regularly used by members of a student organization for activities such as regular group meetings. Student organization may also store group property temporarily depending on the needs. Table 1, shows the office and storage space information.

Table 1: JSOM Office and space storage

Area	Storage	Closet
Accounting	Offices 1.219 & 1.121	Closets A & B
Finance	Office 1.120	Closet C
Information Technology	Office 1.122 & 1.123	Closet D
Marketing	Office 1.213	Closet E
Operations Management	Office 1.215	Closet G
OSIM	Office 1.214	Closet F

Bulletin Board

JSOM affiliated Student Orgs can be assigned a bulletin board (based on availability) to provide members and potential members information. Each board must have an information sheet placed on the lower left portion of

the board, which should have the orgs pertinent information: Name, Mission Statement, contact info (Advisor and officers), Registration (when and how to join); website, and social media information links. Contact the JSOM Academic Operations team (JSOM_StudentOrgs@utdallas.edu) for assistance on the template used. The board is not intended to be a picture book. It should contain informational details on activities and upcoming events, etc. Posting a QR code to the Student Org's webpage is recommended to provide more detailed information.

JSOM Student Organization Webpage

JSOM has a landing page for JSOM affiliated Student Orgs. Each student org link opens up to show the vision/mission, and instructions on how to join. It also lists the advisor and his/her contact information, links to the student organization's webpage, Facebook page, Twitter, Instagram, etc.

Note: There are several hosts of free websites that are currently used by some student organizations. For continuity, it is a good idea for the advisor to have the login credentials. That way, when students come and go, the page is still accessible to update.

For a list of JSOM student organizations, visit the JSOM website:

<http://iindal.utdallas.edu/student-resources/student-organizations/>

Events

Room Reservation

JSOM recognizes that student organizations may need to reserve facilities such as classrooms for their events. Students are not allowed access to the room reservation system. Therefore, it is the responsibility of the advisors to review the appropriate use of space and work with the area administrative assistant/secretary to reserve rooms in JSOM. Please do NOT email JSOM Academic Operations to book rooms for Student Org events.

It is the student organization's responsibility to clean the room immediately after their use. The accountability falls on the advisors to make sure the students are aware of this. For liability purposes, a JSOM employee must be present at any event held in the buildings.

Room Use Guidelines

The following guidelines must be exercised in utilizing a room for an event:

- All trash must be placed in receptacles or removed from premises.
- Do not put trash on the loading dock of the Executive Education Center.
- All trash must be taken to the dumpster located in LOT Q

Note: UTD Facilities will charge a fee for any non-regular trash pick-up. Rate for after hours and weekends is higher. It will be the responsibility of the Student Org/Faculty adviser to make sure the fees are paid.

- Do not place furniture or any foreign objects in front of exit doors to any room or hallway.
- Locked doors may not be propped open for any reason.

- Signs, balloons, or any other objects, may not be attached (hanged, taped, pinned, etc.) to walls, doors, glass or any furniture. Instead use sign easels or glass notice boards.
- You may not use any room or area that you have not reserved.
- Executive Education rooms have to be reserved through the Executive Education Center.
- Lighted candles are NOT permitted.
- Use only the room/area you have reserved even though the adjacent room is empty and is bigger or more convenient.
- All items used for your event must be removed at the end of the event.
- You may not put any items you will be using for your event in the room until after the last event prior to yours is out of the room. Please refer to the events calendar schedule.
- All lights and projectors must be turned off after your event.
- All set up needs must be provided by Technology and Facilities Services. Work orders must be sent to Technology and Facilities Services a minimum of one week in advance.
- All weekend housekeeping needs to be arranged in advance. Rooms and areas used in JSOM buildings are requested through Technology and Facilities Services.
- If for any reason the event is cancelled, please CANCEL your reservation immediately.

Note the following guidelines for the use of **classrooms**. Remember, classes are our first priority.

- 1) No food or drinks allowed in the classrooms.
- 2) Do not rearrange furniture. Do not move furniture either into or out of the room.
- 3) Do not staple, tape, glue, tack, or otherwise affix any item to any structural component of the building
- 4) Remove excess trash from the classroom once the meeting is over
- 5) The room needs to be ready for classes when you finish.

Event Registration

All events must be reviewed and approved by the appropriate advisor. The advisor must submit all necessary forms (ex. SERA, event registration, etc.). The advisor must ensure that all events are registered with the Comet Calendar for JSOM's marketing purposes. Faculty advisors need to work with area admin. assistants to add such events to the comet calendar. See Resources for links.

Advertising and Promoting

Advertising

All advertisings for the student group activities such as guest speaker or facility visits must be planned in advance and approved by the faculty advisor. Once approved, the student organization can send the advertisement via email (or social media) to appropriate group of students.

To improve the outreach of UT Dallas-affiliated organizations and departments, students are invited to submit advertisements for Student Affairs-managed digital signage monitors. Please email samarketing@utdallas.edu

Promotion and Publicity

No posters, flyers, or announcements shall be placed on any wall, door, window, pillar, floor, chalkboard, ceiling, tree, outside building space or other space at JSOM other than a designated bulletin board or official announcement spaces. Use of general announcement (red) bulletin boards:

- Be courteous. Do not post a poster/flyer over an existing poster of another organization.
- No group or individual shall remove any poster other than their own while the advertised event is still active. Posters or flyers of events that have passed may be removed to make use of the space. Do not stack posters/flyers on top of others posters even if the event has passed.

Use of Brand

The use of the UT Dallas logo, seal, and photographs in advertising and other promotional material and activities of outside organizations is PROHIBITED when such use is likely to be understood as an endorsement, even if such an endorsement is not the intention of the person or organization seeking to use UT Dallas or JSOM's name. The faculty advisor should consult with JSOM's Marketing Manager when using any JSOM or UTD branding. This includes all social media (Facebook, Instagram, LinkedIn, Twitter, Snapchat, etc.)

Reports

The JSOM Dean's Office requires an end of academic year report. SOC registered Student orgs may be asked to provide information to UTD, but for the purposes of JSOM, please fill out the end of year MS Form sent by Academic Operations. This data is crucial for AACSB reporting.

Membership, Roles and Responsibilities

Membership and Officers

The membership refers to an individual student that joins the student organization and the active members refers to an individual member that attends all the student organization events on a regular basis. Recognized JSOM student organizations may exercise merit-based membership. Organizations who limit their membership should publish eligibility, standards, and requirements in their constitution and recruiting materials. Each JSOM student organization is required to have a primary contact, typically the faculty advisor and President. Additional officer positions are subject to approval by the organization. An organization's constitution should contain a listing of all officer positions, their eligibility requirements and duties in details (this is very important).

JSOM Liaison

Faculty/staff advisors may contact JSOM Academic Operations Team (JSOM_StudentOrgs@utdallas.edu) for any inquiries or receive assistance/guidance on how to:

- Support and coordinate logistics for JSOM student orgs fair
- Create a constitution and bylaws
- Find required information to join Presence and register with UT Dallas (optional)
- Collect data in terms of leaders' names, number of active members and submitting to graduate office
- Collect data of organizational activities and send to the faculty advisor to be added into the MS Form report

JSOM Faculty/Staff Advisor Role

It is a requirement for student organizations affiliated with JSOM to have a faculty advisor. The JSOM faculty advisor is the person (full-time faculty) that can commit time and resources to the successful implementation of the mission and purpose of the student organization. In addition, the JSOM faculty advisor strives to guide the organization, support the officers with the university policies and ensure compliance, assist officer transition when needed and serve as a sounding board for ideas, strategies, and questions. The role of the JSOM faculty advisor is to:

- Be knowledgeable of policies that may affect the organization's decisions, and programs.
- Play an important role in the development of the student organization, provide support, guidance and serve as a primary contact with the academic departments and school administrators.
- Provide and maintain relationships with external communities (e.g., alumni, companies, etc.).
- Develop a clear statement of organizational goals and roles and responsibilities of each officer.
- Develop an expectation document of what is expected from each officer and active members.
- Motivate students to join the organization and encourage officers and active members to energetically recruit new students.
- Provide continuity and stability as student leadership changes and take an active role in ensuring a successful transition to new officers.
- Meet with the officers on a regular basis, particularly after an officer transition and provide honest feedback to officers and active members.
- Serve as mediator during an organizational crisis, settle internal discrepancies and resolve conflicts between active members and/or officers.
- Review and approve all marketing material before publishing or mass mailing or emailing
- Ensure that organizational information is up to date on the JSOM website.
- Recommend JSOM students who have been involved in the student organization for the Dean's Impact scholarship. These would be the active students that have demonstrated academic excellence, provided astonishing services and displayed extraordinary impact to JSOM. The Impact scholarship award is not based on student's involvement in student organization but about giving back in *extraordinary* ways in improving many aspects of the Jindal School.

President Role

The president of a student organization/club is a primary contact acting as a spokesperson for the organization and the school's officials while continuously interacting and promoting the welfare of the organization. President makes decision for matters related to the organization and its members while planning all meetings and gatherings. The high-level duties include but not limited to:

- Develop a strategic plan with the faculty advisor based on the organizational vision and goals.
- Develop an operational plan with the faculty advisor on a regular basis including internal and external events (e.g., poster/case competition) and ensuring resource availability to execute such plans.
- Consult with the faculty advisor before any changes in the structure or policies of the organization are made or any major projects are undertaken.
- Maintain appropriate level of communications with officers and other key stakeholders and outlining their roles and responsibilities clearly for the duration of their appointments.
- Collaborate with the faculty advisor to enhance the organizational constitution as required. If applicable, coordinate with the UT Dallas SOC (Student Organization Center) over funds approval and maintain required paper work related to fund raising.
- Define agenda, facilitate organizational meetings, assign tasks to officers and members, and inform every one of all current and future activities.
- Develop succession plans and processes for appointing new leaders and handover activities and duties.
- Update student organization's constitution and policies.
- Engage with planning, recruitment, PR, events and improve the functioning of the student organization.
- Mentor team members and guide them on how to achieve the organizational objectives.
- Provide data to faculty advisor for updating the organization's information on JSOM website.
- Accommodate speakers before they arrive with a parking permit, map to campus and escort speakers when they arrive with the help of VP.
- Perform other duties as required.

Vice President Role

The Vice President (VP) of a student organization is a key person responsible for efficient implementation of all plans in the organization. Typically, VP assumes responsibilities as a president when the president is out of office and acts as an advisor to the president regarding the key organizational matters. Overall, VP's responsibilities include but not limited to:

- Preside over student organization's matters in the absence of the President such as facilitating meetings, sessions and discussions, etc.
- Assist the president and the faculty advisor in defining roles and responsibilities of the key members/officers (secretary, alumni relations office, etc.).
- Manage the progress of related projects, assist the president on several key initiatives (e.g., fundraising, event planning, internal/external competitions, etc.), and mentor team members and guide them on how to achieve the student organization/club objectives.
- Maintain communications with students for the purpose of networking and training of members.
- Conduct internal audits for officers to ensure overall adherence to bylaws.
- Develop and allocate budget for the internal organizational activities thereby prioritizing.
- Act as a co-signer for the organization's bank account (if applicable) for the purpose of security, bill payment and deposits.

- Develop ways to recruit new members.
- Provide data to faculty advisor for updating the organization's information on JSOM website.
- Prepare and maintain fiscal report based on organizational activities and forward to the faculty advisor for inputting into the Impact and Engagement (I&E) application.
- Perform other duties as required.

Secretary Role

Secretary is one of the key officers in the organization who takes care of organizational membership, logistics and sometimes, external communications. The primary duty includes maintaining appropriate documentations such as meeting minutes and promoting the organization for gaining new members. Secretary responsibilities include but not limited to:

- Maintain accurate records of proceedings of organizational activities and an updated list of members.
- Process the general correspondence including the notice and agenda for meetings and mass mailing/emailing flyers and meeting invites to attendees and dignitaries.
- Manage the design, production and distribution of marketing content (e.g., posters, brochures, newsletters).
- Communicate the president's message, important announcements and election results to members, and sending the meeting minutes to key members/officers and the faculty advisor.
- Maintain a database of members (e.g., an Excel file) and develop ways to recruit new members.
- Perform other duties as required.

Treasurer Role

A treasurer/financial officer manages the organizational finances and assists with events such as fundraising and acting as a custodian of money and financial accounts. The treasurer prepares the budget with the VP. The responsibilities include but not limited to:

- Collaborate with the faculty advisor and president to prepare annual budget for approval process.
- Plan, monitor and control the organizational expenses and maintain accurate and up to date financial record of all transactions (e.g., deposits, debits, transfers, refunds) and prepare reports for the faculty advisor.
- Developing ways to recruit new members.
- Perform other duties as required.

Alumni/Industry Relations Role

The Alumni and/or industry relations officer develops plans with collaboration of the JSOM faculty advisor for building relationships with alumni and industry professionals. The responsibilities include but not limited to:

- Plan industry or facility visits and networking sessions for members to learn from experts and alumni.
- Maintain an up-to-date list of alumni with their talent release form and plan several speaker sessions/guests lecturing for members and students.
- Collaborate with the faculty advisor in developing relationships with industry experts.
- Maintain appropriate communications and/or recent organizational development with alumni.
- Mentor team members and guide them on how to achieve the team's objectives.

- Develop ways to recruit new members and initiate email outreach program with former members.
- Perform other duties as required.

Marketing/Social Media/Communication Role

The marketing, social media and communication officer maintains an online presence for the organization; notify the faculty advisor of all meetings while promoting the organizational events internally/externally through various outreach opportunities. The responsibilities include but not limited to:

- Create social media profiles and pages (e.g., Facebook, Twitter, YouTube, etc. if applicable), write blogs/posts, and reply to comments, messages, etc.
- Design marketing plans and promoting the events for outreach purposes.
- Manage social media content and communicating with online followers regarding the important events.
- Inform the members of all current and future activities.
- Develop advertising campaigns (e.g., speaker sessions, guest lecturing, networking events and other significant events) hosted by the organization and advertise on social media on a timely manner.
- Expand the reach of organization using social media and traditional marketing techniques such as posters, flyers and brochures.
- Student organizations are responsible for the creation of their marketing collateral.
See Resources below for Specific resources that can help.
- Develop ways to recruit new members.
- Perform other duties as required.

Event Planner Role

The event planner develops plans of events on a monthly basis and communicates the plans to faculty advisor, officers, and members. The responsibilities include but not limited to:

- Plan events (at least one event per month).
- Conduct internal meetings for the events planning and execution.
- Communicate all activities that need to be done with other teams such as PR, case competition team, etc.
- Set up booths, auditoriums, conference rooms, etc. when applicable.
- Accommodate speakers before they arrive with a parking permit, map to campus and escort speakers with they arrive with the help of President/VP.

Resources

Contacts

JSOM Academic Operations Team

- ***JSOM_StudentOrgs@utdallas.edu***
- Kent Seaver, Director (972- 883-5127)

Student Affairs Marketing

- ***<https://signage.utdallas.edu/>***

JSOM Links

- JSOM student organizations: <http://jindal.utdallas.edu/student-resources/student-organizations/>

UT Dallas Links

- UT Dallas Student Organizations: <https://soc.utdallas.edu/organizations/>
- UT Dallas SOC (Student Organization Center): <https://www.utdallas.edu/soc/>
- UT Dallas Student Organization Manual* (see outline below): <https://www.utdallas.edu/soc/manual/>
- UT Dallas Special Events Risk Assessment (SERA): <https://legal.utdallas.edu/special-events-risk-assessment/>
- UTD Event Registration: <https://police.utdallas.edu/forms/event-registration/>

Travel Guidelines

- UT Dallas Dean of Students': <https://www.utdallas.edu/deanofstudents/travel/>
- UTD Travel-Related Risk: <https://www.utdallas.edu/ehs/rm/insurance/travel-related-risk/>

Ad-Hoc Important University Information

This section provides ad-hoc information that we received from UT Dallas.

SOC External Funding Policy

The University does not have any official processes for student organization receiving funding from corporations or outside entities. There are some cases where the donating organization would like to use the donation as a tax write off and the student organization may not be equipped to provide the necessary documents. In those cases, the student organization can work with the University Development office to receive the funds. In this situation, there is a process that the organization will have to use to get the money that has been donated to them. This is how it works:

- The money is donated to the organization through the Development office.
- The development office works with Student Affairs fiscal officers to verify that the organization is registered with the SOC office.
- Once it is confirmed that the organization is registered, the money will be put into the SOC gift funds cost center and allocated to the specific organization.
- In order to receive the money, the organization will have to spend money and provide itemized receipts and the reimbursement form to the SOC office in order to receive a reimbursement from the allocated money.

UTD SOC is not permitted to issue a check for the organization up front; it has to be a reimbursement process.

In any case, it is recommended that the organization and the donating corporation/organization are very clear regarding how the donated money is to be used and what if any expectations the donating organization has for providing the donation. For example, does the donating corporation/organization expect to receive anything in return like access to events, membership lists, speaking opportunities, marketing or branding on any of the student organization items?

Regarding the advisor role, the advisor is encouraged to work closely with the organization in the process to be sure that receiving the funding is in the best interest of the organization.

Student Union Reservations and Scheduling Guidelines

Student Union Reservations and Scheduling Guidelines email below from UTD SOC:

Albeit, there are student organizations that are affiliated with a specific UTD School, in this case, The Naveen Jindal School of Management, the scheduling and use of facilities & services campus-wide for registered student organization driven activities, is regulated by UT Dallas Title 5, Chapter – 45: Registered Student Organizations, and The University of Texas System Board of Regents Rules, respectively.

<http://www.utdallas.edu/conduct/docs/UT-Dallas-Title-V-Chapter-45.pdf>

<https://policy.utdallas.edu/utdpp1049>

UTD does not permit individual students to reserve rooms or utilize services for student organization activities. Registered student organizations, however, are permitted to do so as long as they remain compliant with the policy directives mentioned. The department of Student Engagement administers, manages, and provides support and services for all registered student groups. Their oversight includes, but is not limited to, monitoring, reporting, risk assessment for events, meetings, and organizational activities that occur on campus.

Additionally, they provide financial assistance, facilities and operations support, and assume liability, with regard to the same. If a student group fails to meet the state eligibility requirements to be recognized as a registered student organization, does not complete registration renewal by the stated deadline, or chooses to become inactive with the Student Organization Center, the group is prohibited from utilizing facilities and room reservation services.

In order to provide registered student organization with a “one stop” shop process to request rooms across campus, Student Affairs incorporated software for them to do so: <https://reserve.utdallas.edu/VirtualEms/>.

When a student group requests a room that is not included in our (Student Union) inventory, the SU Facilities and Operations staff submits a request for outside rooms on their behalf. Student Engagement also makes media service and room setup arrangements, and pays the fees for applicable services. If a space that is within the Student Union inventory is reserved without utilizing the EMS room reservation system, the Student Organization Center is not required to assist with securing and or paying for media services, facilities services, or any additional services required for the event.

In the event that it is necessary, the Student Organization Center submits a UTD PD request.

We appreciate that you feel that this process is time consuming and has the potential of inflicting a hardship on the student organization community; however, the department of Student Affairs is responsible for the successful oversight of student events, and the welfare of the entire campus.

The Student Organization Center (SOC), currently supports more than 400 registered student groups campus-wide. I would imagine that your scheduling staff would feel overwhelmed very quickly if each registered student group were to contact you, the registrar office, and/or other UTD scheduling entities for support directly.

That said, and this is covered with the student groups during their required bi-semester, risk assessment and renewal process; if a UTD department, faculty or staff person takes it upon themselves to schedule room reservations for a student group, they inadvertently agree to assume responsibility for the room usage, all fees, risk assessment, services, and any liability that may apply. Contact the Student Organization Center, 972-883-6551, for additional information.

SOC Student Manual Outline Info*
(<https://soc.utdallas.edu/manual/>)

Chapter 1: Student Organization Center (SOC)

- Description
- Staff Members
- Categories of UT Dallas Student Organizations
- Resources and Services

Chapter 2: Rights and Responsibilities

- Relationship Statement
- Benefits for Registered Student Organizations
- Awards
- Starting a New Organization
- Sample Constitution and Bylaws
- Reminders for Organizations

- Authorized Representatives
- Using the Name of The University
- Representing UT Dallas in an Official Capacity
- Single Sex Organizations

Chapter 3: Student Center Coordinators & Organization Resources

- SOC Student Coordinators
 - Requirements
 - Qualifications
 - Job Description
- SOC Meetings
- Student Organization Funding
- Eligibility
- Other Benefits
- Process for Reimbursement
- SOC Special Events

Chapter 4: Creating and Sustaining an Effective Organization

- Benefits of Having an Advisor
- Running an Effective Meeting
- Program and Event Planning
- Food
- Preparing a Budget
- Leadership Transition
- Accessibility to All
- Retaining Members
- Considering Community Service

Chapter 5: Advisors

- Selecting an Advisor
- The Role of the Advisor
- The Organization's Responsibilities to the Advisor
- Suggestions for Effective Advising

Chapter 6: Publicity

- Event Publications Disclaimer
- Distribution of Literature
- Signs
- Bulletin Boards
- Removal of Signs
- Booths
- Blue Boards
- Use of Campus Mail

- Advertising and News Outlets
- Web Services for Student Organizations

Chapter 7: Events and Activities

- Responsibilities Before, During, and After Campus Events
- Room Reservations
- Co-sponsorship
- Guest Speakers
- Film Policy
- Campus Police

Chapter 8: Risk Management

- Philosophy
- Student Organization Travel
- Fire Prevention and Awareness
- The Law, Rules, and Information on Hazing
- Alcoholic Beverages
- Campus Carry
- Date and Slave Auctions
- Crisis Response
- Internet Security and Online Social Networking

Chapter 9: Fundraising and Finances

- Fiscal Responsibilities
- Off-campus Bank Accounts for Student Organizations
- SOC Funds Revisited
- Fundraisers
- Donations
- Booth Fundraising Procedures
- State Sales Tax
- University Ticket Procedure
- Raffles

Chapter 10: Student Leadership Opportunities

- Club Sports
- Student Leadership Programs
- Fraternity and Sorority Life
- International Peer Advocate
- Living Learning Community
- Multicultural Peer Advocates
- Orientation Leaders
- Peer Advisors

- Student Ambassadors
- Student Employment
- Student Government
- Office of Student Volunteerism
- Gender Center

Chapter 11: Non-discrimination Policy

- Definitions
- Reporting

Chapter 12: Useful Contacts

- Student Affairs Contacts
- General University Contacts

Sample Constitution and Bylaws

UTD Student Organization Manual Chapter 2: <https://www.utdallas.edu/soc/manual/02/index.html#sample>

Sample Constitution:

Constitutions should be as detailed or as simple as your organization requires for smooth operation. Remember that the constitution will give continuity to your organization.

Sample Constitution

Date

Constitution of (insert organization name)

Article I. Name of Organization:

Article II. Statement of Purpose: A short statement about the purpose of your organization, or a definition of what the organization is about.

Article III. Membership: A short statement about membership.

Section 1. Membership shall be open to students of The University of Texas at Dallas regardless of sex (unless specifically exempt by law), race, color, religion, age, national origin, disability, or veteran status.

Section 2. Membership must be limited to UT Dallas students, faculty and staff.

Article IV. Administration: Include the officer/governing structure for the organization, and duties and responsibilities of officers.

Article V. Advisers: Information about adviser selection procedures, and your advisers' responsibilities.

Sample Bylaws

By-laws are the general procedures of your organization (its “working rules”) and are not required.

Date

By-Laws of (insert organization name)

Article I. Membership

Section 1. Type of members (active/inactive, etc.)

Section 2. Provision for expulsion of members.

Article II. New Membership: Further explanation of process.

Article III. Dues: Statement about collection and amount.

Article IV. Officers:

Section 1. Powers and duties of elected officers.

Section 2. Policy for filling vacancies.

Section 3. Special committees (appointment/approval)

Section 4. Recall of officers (when applicable).

Article V. Committees:

Section 1. Standing committees and duties.

Section 2. Special committees (appointment/approval)

Article VI. Elections: Time of elections, votes necessary for election, qualification of voters, method of balloting (secret or open).

Article VII. Quorum: Minimum number of members who must be present to conduct business (percentage of voting membership).

Article VIII. Parliamentary Authority: Source of authority (Robert’s Rules of Order, etc.)

(Additional articles and/or sections may be added, if needed.)