

An aerial photograph of the Tarleton State University campus. The image shows several large, multi-story brick buildings, likely academic or administrative structures, interspersed with green trees. In the foreground, there are large, multi-story brick dormitory-style buildings. A prominent white water tower with the university's name on it stands out among the buildings. The campus is surrounded by more trees and some parking areas with cars.

DIVISION OF STUDENT AFFAIRS

Recognized Student Organization Handbook



**TARLETON
STATE UNIVERSITY**

Member of The Texas A&M University System

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DIVISION OF STUDENT AFFAIRS

Recognized Student Organization Handbook

The purpose of the Registered Student Organization (RSO) Handbook is to provide guidance on university expectations, policies and procedures for student organizations officially recognized by the institution. Tarleton values the important contribution RSOs make to the student experience.

The Lance Zimmerman Department of Student Involvement & Family Relations is located in the Thompson Student Center Suite 105. The department oversees RSO recognition, provides RSO officer and advisor training, and supports overall operations for organizations. If you need assistance, please contact this office at (254) 958-9490 or email involvement@tarleton.edu

Categories of Student Organizations

All Tarleton campuses offer RSOs. This includes Ft. Worth, Midlothian, RELLIS, Stephenville, and Waco. During the recognition process, an organization must indicate on which campus the organization plans the activity. Additionally, the general purpose or focus of the requesting organization should be specified using a category below:

- Academic
- Art & Music
- Club Sports
- Cultural
- Departmental
- Fraternity
- Honor Society
- Professional/Career Development
- Religious
- Service
- Social
- Sorority

Club Sports:

A Collegiate Club is defined as a group of activity fee-paying students, voluntarily organized for furthering their common interests in a physical activity through participation and competition.

How do I participate in a Sports Club?

Membership and tryouts are open to all currently enrolled students of Tarleton State University. Each Club Sport athlete must maintain a minimum 2.0 Grade Point Average (GPA). Potential members must read and sign a release indicating that they understand the risks and responsibilities assumed in participation. Information can be requested through the [Tarleton Campus Recreation Club Sports page](#).

What is a Recognized Student Organization (RSO)?

An RSO is a group of Tarleton State University (Tarleton) students organized with a common purpose who have completed formal recognition processes and received approved status from the university.

Recognized Student Organization Benefits

- Use of university facilities, equipment, and technology
 - All equipment standard to a reserved university room or building may be used without additional cost; however, activities requiring work orders from university contractors may incur additional costs to the organization.
 - Use of university logos/branding
 - RSOs have the ability to request university branding materials. RSOs who use Tarleton branding must follow university brand standards. This information may be found at www.tarleton.edu/marketing. Any RSO using the Tarleton logo, or its likeness, for print, promotional materials, and apparel must use a [licensed vendor](#).
 - Available University Funding
 - [The Student Government Association](#) offers a process for funding reimbursements for RSO.
 - Available University Resources
 - Professional advising and event planning assistance;
 - Educational programs (offer example);
 - Leadership development programs;
 - Service opportunities;
 - TexanSync organization page;
 - Participation in campus wide organization fairs;
 - Print and design services available through the on-campus printing services, The Source; and
 - Liability insurance when needed for events
-

Expectations of Recognized Student Organizations

- Operate in a manner consistent with the mission and goals of the university and the governing documents of the organization;
 - Adhere to all municipal, state, and federal laws, and Tarleton State University rules;
 - Keep the Lance Zimmerman Department of Student Involvement & Family Relations informed of changes to governing documents, organizational leadership and advisor(s) in a timely fashion;
 - Demonstrate respect for the university community and other student organizations;
 - Consult with the appropriate university departments, offices, or representatives when planning large, unusual, or potentially complex events;
 - Establish transition plans for officer/leader transitions;
 - Maintain thorough and accurate records and materials; and
 - Membership requirements must adhere to university rules, policies, and regulations, as well as, local, state and/or federal law.
-

Recognition Requirements

Each year, recognized student organizations are expected to fulfill specific requirements in TexanSync in order to maintain their ‘recognized’ status. These include (but not limited to):

- Identification of President, Treasurer, and an Advisor
- Updated Officer and Advisor contact information
- Annual Risk Management Training Modules by identified deadline
- Updated organizational public profile on TexanSync
- An approved organization constitution

RSOs on TexanSync

All RSO information is managed through Tarleton’s approved software, TexanSync. To register or access organizational data, utilize the Tarleton homepage, follow the icon, “Login” found in the upper right corner of the page, and scrolling down to “TexanSync.” Input requested credentials which will provide access to create/maintain an organization, submit event recognition forms, and more.

Reminder: If an organization has turnover at any time throughout the year, TexanSync must be updated to reflect accurate membership and leadership roster information.

Recognition Stages

Within TexanSync, each student organization will be categorized in one of the five categories of recognition. These define the organization’s official relationship with Tarleton State University.

- **Recognized:** The organization meets all requirements and can operate without restrictions.
 - **Renewing Recognition:** The organization recently switched between recognition cycles and is renewing its recognition requirements during the open Re-Registration period. During this time, the organization can operate without restriction in this phase for 60 days.
 - **Pending Recognition:** The organization is completing the New Student Organization process and is completing its recognition process for the first time. The organization can operate completely, but must complete the recognition requirements within 60 days.
 - **Recognized with Restrictions:** The organization is still considered recognized by the university, but has failed to meet all necessary organizational standards. In this phase, the organization's ability to utilize campus resources is temporarily restricted. Once all elements of the organization's TexanSync recognition checklist is completed, the organization's status will return to *Recognized*. Should an organization remain in this category for more than 60 days, status will be changed to *Not Recognized* and organization will be *Frozen* in TexanSync.
 - **Not Recognized:** The organization is no longer recognized by the university. In order to renew, it must restart the organization recognition process.
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Starting a New Organization

To initiate the recognition process, students should complete a New Student Organization Request via TexanSync. The criteria for becoming a new organization is:

- Complete the application process via TexanSync, documenting:
 - A clearly articulated organization's purpose and objectives;
 - Three (3) currently enrolled Tarleton State University students as members;
 - Officer names (outlined below in Requirements to be a Recognized Student Organization (RSO));
 - A drafted constitution and bylaws;
 - The name of a Tarleton State University full-time employee as an advisor; and
 - A proposed organization name that aligns with the mission and purpose of the organization.
- A new RSO cannot duplicate an existing RSO. Please review active RSOs in TexanSync prior to submitting organization request;
- Upon submission of the above information, schedule an appointment with the Lance Zimmerman Department of Student Involvement & Family Relations staff. (Who should attend the appointment?);
- Create organization page in TexanSync; and
- (Optional) Apply for an Employer Identification Number (EIN) and submit W-9 form;
 - EIN is required to start a student organization bank account.

The Lance Zimmerman Department of Student Involvement & Family Relations staff will review submitted materials and provide feedback to the requesting parties. Once approved, organizations must complete an annual process to maintain status.

Requirements to be a Recognized Student Organization (RSO)

Any student organization who wishes to be recognized or remain in good standing by the university must meet the following requirements for official recognition.

1. Organization name and clearly defined purpose.
 2. RSO Advisor
 - a. Advisor must be a full-time Tarleton employee
 - i. Advisor must agree to serve as an advisor
 - ii. Exception: When advisor role is appointed and is part of a job description.
 - b. Advisor agreement submitted annually
 - c. Attend annual advisor meeting hosted by the Lance Zimmerman Department of Student Involvement & Family Relations.
 - d. Must update TexanSync of any change in advisor
 3. Membership
 - a. Must have at least 3 active and currently enrolled Tarleton student members
 - b. Required officers include
 - i. Chief Student Officer (example: President)
 - ii. Chief Financial Officer (example: Treasurer)
 - iii. Risk Management Officer
 4. Constitution and Bylaws
 - a. Must maintain current version with the Department of Lance Zimmerman Student Involvement & Family Relations.
 - b. Must provide any revisions to the above department within 15 business days.
 - c. Must be resubmitted during the annual registration process.
 5. RSO Training
 - a. The president, risk management officer, and advisor must complete the annual RSO leadership training.
 6. (Optional) If the organization plans to request funds from the Student Government Association or participate in university organized fundraisers, it must register for an EIN. This information can be found at www.IRS.gov.
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Constitution and Bylaws of RSOs

In brief, an organization's constitution outlines the purpose, structure, and limits of the organization. An organization's foundation is built upon a strong constitution. Specific guidelines and samples are available via TexanSync.

Each registered student organization at Tarleton is required to have a current constitution and bylaws on file with the Lance Zimmerman Department of Student Involvement & Family Relations. If any revisions are made to the organization's constitution, an updated version must be filed with the Lance Zimmerman Department of Student Involvement & Family Relations within fifteen (15) business days.

Reminder: An organization's constitution is required to be resubmitted during the annual registration process.

The following information must be included in the constitution submitted to the Lance Zimmerman Department Student Involvement & Family Relations in order to gain approval and/or maintain recognition:

- Organization's name;
- Organization description and purpose;
- Officer descriptions and removal process (and election/appointment process?); and
- Officers must maintain a minimum GPA requirement of 2.0 and 12 credit hours (undergraduate) or 6 credit hours (graduate) per semester (Exceptions can be made from students graduating within one semester);
- General membership requirements;
- New member intake process and procedures, if applicable. (Note: Intake must be completed within 8 **weeks** or less);
- All new member plans (intake, education, etc.) must be filed within TexanSync;
- Membership discipline and removal process; and
- Required inclusion statements:
 - a. Nondiscrimination clause:
 - i. *(Insert organization) in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity or any other classification protected by federal, state or local law.*
 - b. Anti-Hazing clause:
 - i. *(Insert organization name) will not participate in, or permit to occur, any act of hazing, as defined by section 5.7 of the Tarleton Student Conduct Code and Chapter 37 of the Texas Education Code. Hazing includes any*

act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group, or University into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; or as part of any activity of a recognized student organization, student group, and university program. (Insert organization name) and its members recognize that consent is never a valid defense to hazing.

c. Accommodations Clause

- i. *(Insert Organization Name) will make reasonable accommodations in coordination with Disability Services to support participation of the members who have a documented disability. If full physical participation in some club activities is limited, this will not negatively impact the participant's membership in the organization.*

Student Organization Advisor

Who is a student organization Advisor?

An advisor is a Tarleton State University employee who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also serves as a student advocate.

An advisor agrees to be an educational resource and consultant for an organization and its members. The advisor should have a genuine interest in the organization and their activities, as well as the time and ability to provide appropriate support and guidance for the group. The chosen advisor remains an employee of the University while engaged in their advisory role, with all applicable reporting duties of University staff, including duties arising under applicable University Policies and Rules, as well as System Regulations governing potential civil rights violations.

Advisor Eligibility

All advisors of recognized student organizations must be Tarleton State University employees, or local Tarleton State University System employees, employed at levels consistent with the organization's classification:

- **Registered:** Faculty member, professional or associate staff member, or graduate assistant.



- **Affiliated:** Full-time university employee (faculty or staff) with the skills and/or training necessary to advise the organization.
- **Sponsored:** Full-time professional staff member whose job description designates them as the primary advisor to the sponsored organization.

Advisor Eligibility Checks

Advisor eligibility checks will be conducted annually by the Department of Student Activities, in coordination with the Division of Human Resources & Organizational Effectiveness. Should an advisor not meet the employment requirements for the organization they advise, both the chief student leader and advisor will be notified via email and given 30 days to address the issue before being placed in “Restricted” status.

Advisors may apply for an exemption from the employment requirement by completing the Advisor Employment Exemption Application on TexanSync. These situations will be reviewed on a case-by-case basis by the Department of Student Activities to determine advisor eligibility

RSO Branding/Marketing Guidelines

Use of Symbols, Insignia, & Marks:

Tarleton prohibits the use of any of its symbols, insignias, or other identifying marks in association with any activity that involves the endorsement, support, or promotion of political candidates or partisan political activities. This prohibition includes any university sponsored or recognized organizations that officially represent the institution, such as the Corps of Cadets, Purple Poo, and athletic teams. University sponsored or recognized organizations will be reviewed by Student Affairs Media and final approval by Vice President of Student Affairs.

Student Organization Logo Use Guidelines

Governing Policy:

In accordance with [Texas A&M University System Policy 09.02](#) (Use of System Names and Indicia) and [Tarleton Standard Administrative Procedure SAP No. 09.02.99.T0.01](#), Licensing and Use of university Names, Logos, and Trademarks, Tarleton State University has strict guidelines in place that govern the use of its name, logos, trademarks, seals and other identifying marks. The use of these marks requires prior approval from the university's Office of Trademarks and Licensing. Any items bearing university indicia should be produced by a [licensed vendor](#).

Any questions regarding these guidelines or receiving approval should be directed to the trademarks and licensing manager at licensing@tarleton.edu.

Student Organization Ordering Process:

All organizations and student groups must use a licensed vendor to produce any product bearing the university name and/or logos, or other trademarks. This applies to the following:

- Organizational items (team shirts, gear, competition shirts)
- Items given away for promotional purposes
- Items to be sold for fundraising

How to Obtain Approval for Student Organization Merchandise

Step 1: Create your design or choose a university logo.

The Student Affairs Student Media department is available to organizations in need of design assistance. All licensed vendors have access to the correct university logos. Student groups should adhere to Student Organization Logo Guidelines. Please see section below. All logo/design questions should be directed to licensing@tarleton.edu.

Step 2: Submit a campus merchandise request [form](#). The form may also be found on the [licensing website](#).

Step 3: Submit the final order through a licensed vendor.

Once the campus merchandise request has been approved, faculty, staff, and students may work with a preferred vendor for purchasing items.

Student Organization Logo Guidelines

- The use of the university seal is prohibited. The university seal is reserved for official university documents and communication originating from the Office of the President.
- It is impermissible to alter a logo or university trademark in any way
- University trademarks and names should not be used in conjunction with other marks unless prior permission has been granted. For example, co-branding with another organization is not permitted unless permission has been granted by the Office of Licensing and Trademarks. To obtain permission, please contact the office at licensing@tarleton.edu.
 - Reminder: University trademarks and names should not be used to promote political parties, illicit or illegal activities or any other action/group that does not uphold the mission and values of an institution of higher education.

Student Organization Identity Guidelines

Student organizations are able to identify with Tarleton State University subject to the following guidelines:

- The student organization has RSO status. The RSO should not be confused with a university department, program or initiative; and
- The student organization identity does not interfere with the integrity of Tarleton State University's trademarks or intellectual property

Student Organization Names

Student organizations should utilize wording that appropriately identifies the entity as a student-level organization. This will identify the organization as a student-based organization, and not a



Tarleton State University department, program or initiative. Possible word choices include “Club,” “Association,” “Chapter,” “Society,” “Students for...,” “Students,” “Student Organization,” “Fraternity,” “Sorority,” etc. Examples of acceptable student organization names are Bass Club, International Student Organization and Athletic Training Student Association.

If student organizations wish to use the words Tarleton, Tarleton State and/or University in their name, the club name should come before the university and be clear that the group is a student organization. For example: “American Red Cross Club at Tarleton State University” is permissible but “Tarleton State University American Red Cross Club” or “Tarleton Red Cross Club” is not.

Student organizations may use the word “Texan(s)” in their organization name, but it may not be formed in a way that could be construed that the university has taken an official position. For example, “Texan Republican Club” is permissible but “Texans for Thompson” is not. “Knitting Texans Organization” is acceptable but “Knitting Texans” is not.

Student Organization Logos & Visual Identity

Student organizations are encouraged to create their own unique logo and design to brand their organization. Logo options are outlined below.

- Option 1: Create an original student organization logo;
- Option 2: Create a student organization logo with the main university mark; and
- Option 3: Create a student organization logo with the help of Student Media.

Option 1: Create an original student organization logo.

- Purple and white are encouraged but not required;
- Texan imagery and horse and rider imagery should be approved by Student Affairs Marketing and the Assistant Director of Student Organizations and Risk Management;
- The words “Tarleton,” “Tarleton State,” or “Tarleton State University” are allowed if coming at the end of the club name; and
- All logos must be approved by the manager of licensing and trademarks, the Assistant Director of Student Organizations and Risk Management, and the organization’s advisor prior to use.

Exception: Student organizations must use the main university mark on all official apparel worn during competitions on behalf of the university. For example, the Meat Judging Team must use the main university mark with Meat Judging Team underneath on all official apparel worn during judging competitions.

Option 2: Create a student organization logo with the main university mark.

Student organizations who choose to use the main university mark will need to follow the guidelines listed below when using the mark:

- Must be an officially registered student organization in order to use the main university mark.



- Must adhere to [University Guidelines](#) for logo use.
- When using the mark, please maintain a border or clear space around the perimeter of the mark. No other graphic elements shall enter the clear space around the logo. The mark cannot be stretched or altered in any way.
- The university mark should not be placed over photography or a patterned background that will interfere with the readability of the mark.



Logo and wording FAQs

When, and in what format, can student organizations use the following logos and words?

WORDS (in any font)

Trademarks	Marketing or Websites	Club Logo	T-shirts/Merchandise
Tarleton State University	Yes	Yes	Yes
Tarleton State	Yes	No	Yes
Tarleton	No	Yes	Yes
Tarleton Texans	Yes	Yes	Yes
Texans	No	Yes	No
TSU	No	No	No

UNIVERSITY MARKS/LOGOS

Trademarks	Marketing or Websites	Club Logo	T-shirts/Merchandise
Vintage or Old University Marks	No	No	No
University Signature Mark 	Yes, with permission from Marketing & Communications	No	Yes, with prior permission from Marketing & Communications
University Mark 	Yes	Yes	Yes

Publicity & Solicitation Policy:

Summary

These guidelines provide for the use of university space or property to advertise, promote, distribute, or sell any goods, services, activities, programs, or printed materials. These guidelines apply to any individual, organization, group, or administrative department who wishes to solicit and/or post or distribute printed materials.

For additional information, please visit the [Publicity & Solicitation Policy](#).

Expressive Activity on Campus 8.99.99.T1

I. General Expressive Information

In 2019, the 86th Texas Legislature passed Senate Bill 18, addressing the protection of campus expressive activities. This law adds Texas Education Code Section 51.935, which requires that each public institution of higher education “adopt a policy detailing students’ rights and responsibilities regarding expressive activities” on its campus.

As stated in the Preamble to the bill: Freedom of expression is of critical importance and requires each public institution of higher education to ensure free, robust, and uninhibited debate and deliberations by students enrolled at the institution, regardless of whether the students are on or off campus. It is a matter of statewide concern that all public institutions of higher education officially recognize freedom of speech as a fundamental right. Freedom of speech and assembly is central to the mission of institutions of higher education and persons should be permitted to assemble peaceably on the campuses of institutions of higher education for expressive activities, including listening to or observing the expressive activities of others.

For additional information, please visit the [Expressive Activity on Campus](#).

Events:

All RSO events are required to be submitted for review in TexanSync at least five (5) business days before the event (not including meetings). This includes events that require the use of University facilities or held off campus at another venue.

An organizational event is defined as an event if it meets any of the following qualifications:

- The event relates to the student organization;
- The attendance will consist of the student organization members and/or utilization of organization resources
- Advertisements indicate it as an organization sponsored event
- The public perceives the event to be associated with your organization

Prior to hosting events, individuals within the organizations should develop an event plan and review it with the organization's advisor. An organization hosting an event meeting one or more of the event review criteria must schedule a meeting with a professional staff member from the Lance Zimmerman Department of Student Involvement & Family Relations no less than five (5) business days prior to the event. The purpose of the review is to audit risks associated with the event.

Event Review Criteria

- Requires a contract with a third-party vendor;
- Alcohol will be served (If yes, also see the Social Host Policy [event check list](#));
- Additional insurance required;
- Fundraiser that will potentially generate \$1,000+; and
- Open to the public

Restricted Activities:

A restricted activities period is enforced each long semester, beginning prior to the start of final examinations and continuing through the last day of final examinations. During the restricted activities period, no examinations may be administered other than finals, no major assignments may be due, and no student events may be scheduled through the University.

TexanSync Event Requests:

- Log into <https://texansync.tarleton.edu> (needed credentials: Texan ID and password);
- On the main page, select appropriate organization under memberships;
- In top right-hand corner, select manage organization;
- On the left-hand side, click menu and select Events;



- On the right-hand side, click Create Event;
- Create a title for the event and complete the necessary details fields; and
- Please be as detailed as possible in all explanations

If unable to access the organization page or the events section of the page, please contact the Lance Zimmerman Department of Student Involvement & Family Relations at 254-968-9490 or email involvement@tarleton.edu

Room Use Policy:

1. Restore all rooms to original condition prior to leaving the building.
 - a. This means the white boards need to be cleaned.
2. Trash must be collected and disposed of in designated area after meeting/event
 - a. The organization may use one of the trash bags in the room, but cannot leave any trash in your meeting space.
 - b. Once all the trash is collected, please take the trash to the receptacles outside of the building.
3. Restrooms need to be left in good condition.
4. Registered Student Organizations should log out of all computers, sound, and projectors need to be turned off, and the screen needs to be put up.
5. Student should adhere to the [Smoking and Tobacco Use Policy 34.05.99T1](#).

Fundraising:

Raffles

According to state law, raffle means the awarding of one or more prizes by chance at a single occasion amount a single pool or group of persons who have paid or promised an item of value for a ticket that represents a chance to win a prize.

Texas Law (Occupation Code, Title 13. Sports, Amusements, and Entertainment; Subtitle A. Gaming, Chapter 2002. Charitable Raffles; Subchapter A. General Provisions) **allows only certain charitable and nonprofit organizations to conduct raffles** to support their charitable causes. Only the following entities which meet certain qualifications are permitted to hold raffles:

- Religious societies (this doesn't include religious student organizations);
- Volunteer emergency medical service providers;
- Volunteer fire departments; and
- Qualified nonprofit organizations in existence for three preceding years (student organizations are not a qualified nonprofit like a 501(c) 3).

Please reference the [Texas Attorney General](#) website for any questions concerning requirements to conduct an authorized raffle.

Bingo

Texas Law (Occupation Code, Title 13. Sports, Amusements, and Entertainment; Subtitle A. Gaming, Chapter 2001. Bingo; Subchapter A. General Provisions) allows only certain charitable and nonprofit organizations to conduct bingo games to support their charitable causes. Only the following entities which meet the certain qualifications are permitted to hold bingo events:

- Religious societies (this doesn't include religious student organizations);
- Volunteer emergency medical service providers;
- Volunteer fire departments; and
- Qualified nonprofit organizations in existence for three preceding years (student organizations are not a qualified nonprofit like a 501(c) 3.)

Please reference the [Texas Lottery Commission website](#) for any questions concerning the requirements to conduct an authorized Bingo event.

For other fundraising opportunities, please contact the Lance Zimmerman Department of Student Involvement & Family Relations office.

Off-Campus Speakers

All student organizations should identify any off-campus speakers (speakers from outside the University community) when requesting events in TexanSync.

Political Campaign Events

As a state institution of higher education, Tarleton State University is required to remain neutral in partisan political activities. Individual faculty, staff, and students enjoy all constitutional rights and privileges concerning freedom of speech and participation in political events. Such events, however, on the Tarleton campus are subject to reasonable time, place and safety restrictions.

Use of Facilities

Any individual, university organization, or political party desiring to use Tarleton facilities for campaign or related political events must make a formal request to the Office of the President or designee. The use of Tarleton facilities may require a rental fee.

Applications for use of facilities under this rule by student, faculty, or staff organizations that have been officially recognized and/or approved by Tarleton State University will be processed as specified in [Tarleton SAP 51.99.99.T0.01](#), Facility Use Fee. These groups are eligible to request the use of facilities.



Should Tarleton property or facilities be approved for use by political candidates or parties, a sign with the words that follow must be displayed near the event.

“By policy, Tarleton State University is required to remain neutral in political activities. The use of Tarleton facilities and property by candidates and political organizations does not imply or indicate support for any candidate or political party.”

Alcohol

Tarleton State University recognizes that high risk or dangerous alcohol consumption, and associated conduct, undermine the intellectual climate of the university. Moreover, high risk or dangerous alcohol use inhibits the opportunity for maximum intellectual development, respect for the rights of others, and a sense of community and citizenship. Therefore, student organizations must submit an Event Notification Form for review when alcohol is involved.

Student Organization Event Policy

It is the expectation of Tarleton State University that all student organizations will conduct all events, meetings, and interactions in alignment with the university’s mission and goals and (sponsored, authorized, sanctioned, and/or financed) reviewed by the group’s advisor. Depending on the magnitude of the event, additional reviews may be required. The student organization is responsible for assuring that alcohol consumption does not detrimentally affect the health and well-being of those directly or indirectly involved in the event.

Any activity or event sponsored or endorsed by a student organization, regardless of location, must comply with the following:

1. Texas A&M System, Tarleton State University, and any organization national affiliation policies/rules when applicable. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.
2. Alcoholic beverages must be:
 - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - b. Brought by individual members and guests through a “bring your own beverage” (“BYOB”) system. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited at any organization’s event, except when served by a licensed and insured third-party vendor.
3. The use and/or dispensing of alcohol from sources of bulk quantities (i.e. kegs), which are not being served by a licensed and insured third party vendor, are prohibited.
4. Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
5. An organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
6. An organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor.
7. Any student organizational event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be

present if the event, activity, ritual, or ceremony is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/little” events or activities or “family” events or activities.

8. The organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
9. University Advertisement Rules Regarding Student Organization-Sponsored Events with Alcoholic Beverages must be consistent with the educational philosophy of Tarleton and follow the Publicity and Solicitation Policy:
 - Promotion/Marketing is not permitted to advertise or promote the use of alcohol, tobacco, firearms, or illegal substances. (This includes images, drink specials, liquor/beer logos, etc.).
 - Advertisement for such events may not be publicly posted outside of the university community.
 - The messages conveyed in the promotion of any event must not encourage any form of misuse of alcohol.
 - The message may not promote discriminatory, subversive, or unlawful behavior.
 - Publicity must not convey that consumption of alcohol is the purpose or reason for the event.
 - Promotion must not refer to the amount/quantity of alcohol.
 - Advertisements for events must not portray drinking as a solution to personal or academic problems nor as necessary to social, sexual, or academic success.
 - Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals, or campus organizations.
 - Publicity must include the individual or organization name, date of event, and contact information.
 - Promotions must be reviewed and approved by Student Affairs Marketing & Communications prior to display or distribution. Additional approvals may be required.
10. Non-alcoholic beverages must be available at the same place as the alcoholic beverages. Food and non-alcoholic beverages must be featured as prominently as the alcoholic beverages.
11. Sober Monitor Guideline: At a minimum per 50 people estimated to attend, two members from each sponsoring organization must be sober monitors and must complete the Social Host Responsibility Training session coordinated by the Lance Zimmerman Department of Student Involvement & Family Relations along with personnel in Substance Abuse and Violence Prevention Office. For every additional 25 attendees, one additional sober monitor from each sponsoring organization is expected.
 - i. Sober monitors shall refrain from the consumption of alcohol until the completion of all duties as set out in the below subsection (iv).

- ii. At least half (50%) of the sober monitors from each sponsoring organization must be in an officer/executive position or have been a member for over one academic year.
 - iii. At least one sober monitor from each sponsoring organization must be at or above the minimum legal drinking age.
 - iv. The Sober Monitor's duties shall be:
 1. To be present at all times during which alcoholic beverages are served or consumed;
 2. To provide a safe social environment by following risk management policy;
 3. To notify hired security (if applicable) if they see a situation that requires attention; and notify organization advisor for any and all alcohol related incidents followed by UPD for emergencies and subsequently the Lance Zimmerman Department of Student Involvement & Family Relations.
 4. To check identification cards and guestlist upon entry to the event and use some identifiable system for members and guests who are over the legal drinking age (i.e. 21 + years old).
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Food Distribution

Student organization events should note if food will be served on the event request form on TexanSync. After which, a representative from Risk Management and/or the Lance Zimmerman Department of Student Involvement & Family Relations will contact the event coordinator for next steps.

External Food Vendor Protocol

Requests to bring external food vendors to campus requires the approval from the Lance Zimmerman Department of Student Involvement & Family Relation:

1. The organization must file for review of the proposed event via Texan Sync at least 10 business days prior to the event.
2. The event must be sponsored by an RSO or University Department
3. The requestor must provide the following information
 - a. Event description (stand alone or in conjunction with larger event)
 - b. Date(s) of event
 - c. Requested location
 - d. Times
 - e. Type of food to be provided (food cannot be sold)

4. The Lance Zimmerman Department of Student Involvement & Family Relations will notify the University's Food Service Provider that the request has been made.
5. The Food Service Provider has the right of first refusal. (An allotment of three (3) business days shall be allowed for response from vendor.)
6. If the Food Service Provider approves the external vendor, the Lance Zimmerman Department of Student Involvement & Family Relations will confirm:
 - a. That the event location and times as approved by the Food Service Provider;
 - b. The vendor meets all licensing and insurance requirements prescribed by the Office of Risk Management; and
 - c. That the vendor adheres to all food safety procedures established by the Office of Risk Management.

External Food Vendor Restrictions

- No operation on campus between 7am-1pm Monday-Thursday;
- No operation near the Thompson Student Center 7 AM-8 PM Monday-Saturday (Special permission can be requested for street dances or other events that start prior to 7 PM);
- No operation near the dining hall 7 AM-8 PM Monday-Friday or 10 AM-6 PM on weekends;
- The event must be a closed event (not open to the public); and
- In the event of inclement weather, food vendors will NOT be allowed to relocate into facilities where there would be direct competition with the current food service provider unless permission was obtained prior to booking the external food vendor.

NFPA-1, Section 50.7 Requirements for Food Trucks

- **Vehicle Safety:** Wheel chocks must be used to prevent mobile and temporary cooking units from moving.
- **Separation:** Mobile or temporary cooking operations are required to be separated from buildings or structures, combustible materials, vehicles, and other cooking operations by a minimum of 10 feet.
- **Tent:** Mobile or temporary cooking cannot not take place within tents occupied by the public.
- **Seating:** Seating for the public shall not be located within any mobile or temporary cooking vehicle.
- **Fire Department Access:** Mobile or temporary cooking operations cannot block fire department access roads, fire lanes, fire hydrants, or other fire protection devices and equipment.
- **Fryers:** All fat fryers shall have a lid over the oil vat that can be secured to prevent the spillage of cooking oil during transit. This lid shall be secured at all times when the vehicle is in motion.

Fire Safety

Open Flame

A fire extinguisher of at least a 3A:40B rating is required on site for events using an open flame or grill on campus.

No open flames and outdoor grills shall be located within 25 foot of a structure or combustible material.

Open flames and outdoor grills shall be constantly attended by a competent person until the fire is completely extinguished.

Tarleton State University shall have the authority to prohibit any or all open flames, candles, cooking fires or other sources of ignition or establish regulations on use where circumstances make such conditions hazardous.

Fire Extinguishers

Most fire extinguishers provide operating instructions on their label; however, the time to learn about fire extinguishers is not during a fire. Registered Student Organization representatives must know how to operate a fire extinguisher.

NOTE:

Portable fire extinguishers are located throughout all university facilities. They are mounted in readily accessible locations such as hallways, near exit doors, and areas containing fire hazards. When using a fire extinguisher to fight or control a fire, aim the spray nozzle at the base of the fire. Because most extinguishers only work for a short time, employ a sweeping motion and work quickly to control the fire.

IMPORTANT:

Do not attempt to fight a fire unless it is small and controllable. Use good judgment to determine your capability to fight a fire. When fighting a fire, always maintain an escape route. Never allow a fire to block your egress.

Student Travel

Tarleton State University (Tarleton or university) travel involving students participating in a university sanctioned activity or event that is located more than 25 miles from the originating [campus location, center, institute, or facility](#) (student travel) requires all travelers to follow all established laws and system and university policies, regulations, rules and procedures when the travel is:

- Funded by the university; or
- In a university-owned, leased or rented vehicle; or
- Organized and/or sponsored by a Tarleton student organization; or
- Organized and/or sponsored by a university employee and/or under the scope, direction, or election of a college, department, university office, learning community, study abroad program, etc.

In addition to applicable international, federal and/or state laws and using sound judgment when traveling, student travel participants must follow all provisions of system policies and regulations and provisions outlined in [Tarleton Rule 13.04.99.T1, Student Travel](#), [Tarleton's student travel webpage](#), [Tarleton's Foreign Travel Procedure](#) and [Study Abroad webpage](#).

Travel Registration

Prior to Trip

1. Develop a detailed itinerary. Information needed:
 - a. Purpose and destination
 - b. Date and time for departure and arrival
 - c. Primary route with alternate in case of unforeseen circumstances
 - d. Planned stops (if any)
 - e. Designated driver(s) - verify drivers have current license, registration, and insurance
 - f. Establish seating assignments within identified vehicles
 - g. If traveling by means other than vehicle, have flight number or other identification number
 - h. Hotel contact information and address
 - i. Trip coordinator name, email, work and cell phone numbers
 - j. Traveler name(s), UIN, emergency contact information
2. Tarleton release form (waiver, identification, and medical treatment authorization form) for each participant. Take a copy on the trip and leave provide a copy in the sponsoring department and to organization advisor.

Examples of Trips to Register:

- Class field trip or service learning project;
- Trip associated with an academic course;
- Recognized student organization activities such as socials, service, and conferences
- Trip associated with your membership in a student organization;
- Individual Student Travel;
- Trip associated with an internship, student teaching, research and conferences beyond academic course requirements;
- Other university-affiliated group; and
- University travel that falls outside the above categories.

Travel Safety

Safety Requirements

Drivers and passengers must act responsibly and use sound judgment when traveling. Further, drivers must:

- Obey all traffic laws and regulations, including posted speed limits;
- Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms, or other types of weapons;
- Wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts (may not be applicable in some foreign destinations);
- Not exceed the vehicle manufacturer's recommended load capacity (see owner operating manual for specific instructions); and
- Avoid horseplay, racing, or other distracting or aggressive behavior.

Safety Recommendations

Drivers are encouraged to follow the safe driving practices provide below:

- Begin the trip well rested;
- Notify a designated contact person upon departure and arrival;
- Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant;
- Plan routes in advance, and carpool and caravan when possible;
- Divide the trip into segments, stopping for rest proactively;
- Carry at least one cellular telephone or other two-way communication devices in each vehicle for emergency purposes. Driver should not use a cell phone while driving;
- Establish a reasonable departure and arrival time to and from the activity or event;
- Avoid driving between midnight and 6 am;
- Whenever possible, on extended trips using university owned or leased vehicles, have at least one other approved university driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness;
- Carry a flashlight, medical supply kit, and approved fire extinguisher; and
- Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication.

Risk Management

Education

Mandatory risk management education is required as part of an organization's recognized status. President, Vice President and/or Risk Management Chair and Advisor will receive training through the Lance Zimmerman Department of Student Involvement & Family Relations or their supervisory department. Identified officers will present the training to all members of the organization and provide report of attendance sheet by identified deadline to their supervisory department. Failure to meet the deadline of completion of Risk Management Training will result in suspension of student organization for the remainder of the semester until training requirements are met in the following semester.

Additional training may be offered throughout the year and will be announced through council meetings, TexanSync alerts, or Student Organization Newsletters. Tarleton Student University reserves the right to make additional training mandatory, especially if a significant change in law, state requirements, university rules, or policies takes place or such a meeting is deemed necessary. Failure to complete required trainings and/or present information to entire organization membership

Organizations that are planning large-scale events or those where additional risks may be present are strongly encouraged to meet with their advisor and the Lance Zimmerman Department of Student Involvement & Family Relations or Campus Recreation to review potential risks and to develop a plan of action to address those risks.

Risk Management Plan

While student organizations are advised to plan activities and events in such a way as to mitigate risks, it is important to proactively plan how to respond to a crisis should one occur. Intentional development of a risk management plan, prior to an event or activity, will empower the organization to effectively respond. Educating members prior to a crisis is crucial. All organization members must know who is in charge and must be prepared to follow the plan.

General Risk Management Planning

1. Asses the possible risks related to your organization and/or event: Student organizations must consider risks in the following five categories:
 - a. **Physical risks** – these involve harm or injuries to the physical body;
 - b. **Reputation risks** – these apply to the reputation of the individual officers and members present, the reputation of the student organization, and the reputation of the university as a whole;
 - c. **Emotional risks** – these pertain to the thoughts and feelings of the organization's members, participants or attendees, and any other constituents of the event or activity;



- d. **Financial risks** – these involve both the budget for the specific event and the overall financial health of the student organization; and
- e. **Facilities risks** – these include both the safety of the facilities used for your members/participants and the maintenance of the facilities used by your members/participants.

2. Develop a crisis response strategy based on the risks already identified for the organization's event, prior to the event or program.
3. Create a step-by-step process for what to do in case of each risk.
4. Designate organizational officers and crisis team who can take charge if a crisis does occur.
5. Review your risk management plan on a regular basis and update the plan as needed.
6. Inform and/or educate organizational members of your risk management plan at least once per semester.

Discrimination

Tarleton State University in accordance with applicable federal and state law, prohibits discrimination, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity or any other classification protected by federal, state or local law. No individual will, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity or any other classification protected by federal, state or local law be excluded from participation in, or be denied the benefit of or be subjected to discrimination under any University program or activity.

Hazing

Tarleton State University is a community committed to the pursuit of our Texan Core Values of Integrity, Excellence, and Respect. **Hazing** is a violation of each of these values, as well as a violation of the Tarleton State University Student Code of Conduct, student organization policies, and Texas State law. As a part of its efforts to end hazing in our community, and in accordance with requirements of the Texas Education Code §51.936(c), Tarleton State University is hereby distributing a summary of the provisions of Chapter 37, Subchapter F (§§ 37.151-157) of the Texas Education Code, which prohibits hazing in Texas public or private high schools. Texas Education Code §51.936 applies the Chapter 37, Subchapter F prohibition on hazing to institutions of higher education.

Disciplined Organizations

Texas Education Code §51.936(c) also requires the distribution of a copy of, or an electronic link to, a report on hazing committed on or off campus by any organization recognized by the university. This report, which includes information regarding each university disciplinary action or court conviction against an organization within the past three years, may be found on the [Dean of Students Administrative Office website](#).

Summary of Chapter 37, Subchapter F

Hazing is a criminal violation under Texas law. The Texas Education Code defines hazing as “any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.” The statute contains a list of conduct which constitutes hazing, and also specifies that it is not a defense to prosecution that the person hazed consented to the hazing activity.

A person may be found guilty of criminal conduct for engaging in hazing, encouraging, directing, aiding in, or permitting hazing, or having knowledge of the planning of or occurrence of hazing incidents and failing to report in writing their knowledge to the Dean of Students. Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor, while hazing resulting in a death is a state jail felony.

An organization may be found guilty of a hazing offense if the organization condones or encourages hazing, or if an officer or any combination of members, pledges, or alumni commits or assists in the commission of hazing. Organizations may be fined \$5,000 to \$10,000 or, for incidents causing personal injury, property damage, or other loss, up to an amount double the loss or expenses incurred because of the hazing incident.

Any person reporting a specific hazing incident to the Dean of Students or other appropriate university official is immune from civil and criminal liability if the person reports the incident before being contacted by the university concerning the incident and cooperates in good faith throughout the university’s process regarding the incident. A person is not immune under the law if the person reports their own act of hazing, or reports an incident of hazing in bad faith or with malice.

Texas state law does not limit or affect the university’s right to enforce its own penalties against hazing.

Hazing Resources

For information about hazing awareness, prevention, and campus resources, please visit the [Hazing Resources Website](#)



Report Hazing:

To report suspected incidents of hazing, please submit using the online confidential [Incident Reporting Form](#).

Reports of hazing can also be made by contacting:

- Dean of Students Administrative Office: 254-968-9080
- University Police: 254-968-9002

Organization Hazing Offense:

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of member, potential new member, or alumni of the organization commits or assists in the commission of hazing.

According to state law, an offense under this section is punishable by:

- A fine of not less than \$5,000 nor more than \$10,000; or
- If the court finds that the offense cause personal injury, property damage, or other loss, a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

For additional information, please reference the [Texas Education Code](#) Sec 37.152 concerning personal hazing and Code Sec 37.153 concerning organization hazing.

Title IX

By federal law, resources are available for both the victim and the suspect of sexual violence, sexual harassment, dating violence, domestic violence and/or stalking from many offices across campus.

How to Report Title IX Issues

If you believe that you or someone else has been subjected to sexual harassment by a university faculty or staff member, student, or Tarleton State University visitor or any other form of sex-based discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Coordinator or the official contact for each situation.

Campus Survivor Advocate

An important resource is the Campus Survivor Advocate. The availability of an advocate allows survivors to seek confidential support if they have been harmed. The advocate can make changes in housing or classes, assist students with seeking accommodations including academic extensions or grades of incomplete if necessary, help students understand formal reporting options (Title IX and law enforcement) and support students through those processes if a student chooses to engage in them. The Campus Survivor Advocate may be contacted at 254-968-9044.



Tarleton State University's Definition of Consent

Consent is clear, voluntary, positive, and ongoing agreement to engage in a specific sexual act. Persons need not verbalize their consent to engage in a sexual act for there to be permission. Permission to engage in a sexual act may be indicated through physical actions rather than words. A person who was asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or whose agreement was made under duress or by threat, coercion, or force, cannot give consent. Incapacitation means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, sleep, unconsciousness, and brownouts and blackouts (where an individual is awake but is not forming memories). Where alcohol or other drugs are involved, incapacitation is defined with respect to how the substance consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments.

Inquiries or complaints about discrimination may also be directed to the [United States Equal Opportunity Commission](#) at 800-669-4000 or the [United States Department of Education Office of Civil Rights](#) at 214-661-9600.

To file a [complaint](#) please visit the Tarleton Title IX page.

Title IX and Compliance Coordinator:

Department of Risk Management and
Compliance Admin

Admin Annex 1 Rm 112
(254) 968-9754
dkeith@tarleton.edu

RSO Conduct Review Process

Recognized student organizations have a responsibility to abide by all conditions of these rules and the university's Student Conduct Code. Actions of all recognized student organizations are subject to review by the Dean of Students or his/her designate. Failure to comply with the rules and/or University Student Conduct Code may lead to the revocation of recognition privileges, probation, suspension, expulsion or any lesser sanction.

Contact Information

For more information, call the Lance Zimmerman Department of Student Involvement & Family Relations at 254-968-9490.