Texas Woman's University
University Regulation and Procedure

Regulation and Procedure Name:	**Student Organizations**
Regulation and Procedure Number:	**URP: 06.400**
Policy Owner:	**Student Life**

POLICY STATEMENT

Student organizations recognized by Texas Woman's University ("TWU" or "University") are a vital part of our University community. Student organizations sponsor activities and services which help to improve the quality of student life, provide opportunities for students to meet other students and faculty/staff of the University, and serve as a laboratory for students to practice the skills associated with leadership. All recognized student organizations, as part of the University community, join in helping to create an environment that enables all students to accomplish their educational goals while at the University.

The following guidelines have been developed to clarify the relationship between the University and a student organization, and to provide for a consistent application of the criteria for University recognition.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

DEFINITIONS

1. "Academic or administrative unit" means any office or department of the University.

2. "Authorized representative" or "officer" means a student designated to represent or speak for a registered or sponsored student organization in its relations with the University and to receive official notices, directives, or information from the University on behalf of the registered or sponsored student organization.

3. "Cancellation" means a specified period of time during which the registered or sponsored student organization is separated from the University, and during which is not granted any specified privilege as a recognized student organization.

4. “Center for Student Involvement (“CSI”)” means the administrative unit which promotes student engagement at TWU through various leadership and service opportunities. The CSI is located on the Denton campus; however, the Office of Student Life on the Dallas and Houston campuses each provide their local campus community with similar amenities, services and support.

5. “Employee” means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.

6. “Guest” means any individual not affiliated with TWU.

7. “Legislative student organization” means a student governance association. Legislative student organizations include, but are not limited to, Student Government Association and Graduate Student Council.

8. “Officially sponsored,” “sponsorship,” or “sponsored student organization” means a student organization whose purpose and activities are in accord with the mission of an academic or administrative unit, for whose actions and activities the sponsoring unit provides endorsement, support, supervision, and assumption of responsibility, and that has been officially approved by the vice president.

    a. “Endorsement” means that the sponsoring administrative or academic unit gives approval of the sponsored student organization’s status as an official extension of the unit and sanctions the mission, goals, and activities of the sponsored student organization.

    b. “Support” means to provide for or to maintain by contributing the necessary money, physical space, staff, advising, mentoring, and other resources that the sponsored student organization needs to carry out its mission, goals, and activities.

    c. “Supervision” means to monitor, oversee, and advise the sponsored student organization. Supervision includes sanctioning and approving all activities and events of the sponsored student organization; maintaining personal knowledge of the sponsored student organization’s structure, operations, and activities; and taking action as necessary to ensure that all affairs of the sponsored student organization are consistent with the mission and culture of the sponsoring administrative or academic unit and the University.

    d. “Assumption of responsibility” means to ensure endorsement, support, and supervision of all aspects of the sponsored student organization. Assumption of responsibility includes accepting financial accountability for all funds collected or spent; making sure the sponsored student

organization conducts its affairs in accordance with all applicable University rules and regulations and local, state, and federal laws; and providing the necessary physical and personnel resources, including a dedicated sponsored student organization advisor.

9. “Probation” means a pre-suspension period in which the organization’s behavior is under University review, conveying that the behavior was unacceptable and that any future violation of Student Code of Conduct may result in more severe disciplinary action, including Suspension or Expulsion.

10. “Registered student organization” means a student organization holding a valid recognition under this policy. Registered student organizations are considered private entities and are not viewed as extensions of an academic or administrative unit, or of the University. Recognition ensures privileges as outlined in this policy and allows the registered student organization to function within the institutional context.

11. “Registered student organization advisor” means a person serving in an advisory capacity to a registered student organization to provide guidance to the registered student organization and its members. A person serving as an advisor to a registered student organization affected by section 51.9361 of the Texas Education Code must be someone who:

    a. Is at least twenty-one years of age;

    b. Is not enrolled as a full-time student at the University; and

    c. Serves as a part-time or full-time employee of the University.

    d. External advisors, such as a representative of a national organization that is associated with the registered student organization, would be considered secondary advisors and would not be considered a primary advisor.

12. “Sponsored student organization advisor” means a University staff or faculty member from the sponsoring administrative or academic unit who is serving in an advisory capacity to provide guidance to the sponsored student organization and its members. A person serving as an advisor to a sponsored student organization affected by section 51.9361 of the Texas Education Code must be someone who:

    a. Is at least twenty-one years of age;

    b. Is not enrolled as a full-time student at the University; and

    c. Serves as a part-time or full-time employee of the University.

13. “Staff” means each classified, administrative, and professional employee who is appointed to work at least 20 hours each week for a period of four and one-half months, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching or research positions classified as faculty.

14. “Student” means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.

15. “Suspension” means a specified period of time during which the registered or sponsored student organization is prohibited from utilizing specified privileges accorded to recognized student organizations and is required to comply with specified terms and conditions to address the behavior that led to the violation. Further violations may result in a minimum of cancellation for the organization.

16. “University” means Texas Woman’s University. For the purposes of this chapter, “University” also includes all activities and programs sponsored by or affiliated with Texas Woman’s University regardless of the actual location where such activities or programs occur.

17. “Vice President” means the Vice President of Student Life at Texas Woman’s University, or his or her designee.

REGULATION AND PROCEDURE

I. Relationship

A. University recognition of a student organization means that the student organization has completed the requirements for University recognition and is eligible for the privileges extended to recognized student organizations (outlined later in this document). University recognition, therefore, does not imply University endorsement of the activities of the student organization. University recognition also does not imply that the student organization has been granted agency status by the State of Texas or Texas Woman’s University. While faculty and staff members of the University serve in advisory capacities to student organizations, it is presumed that students of legal adult age are adults and, therefore, make and are accountable for their decisions and behavior as individuals and as members of organizations.

B. A current listing of recognized (both sponsored and registered) student organizations may be obtained from the CSI on the Denton campus or on *myTWU*, and current listings of student organizations on the Dallas and Houston campuses may be obtained through their respective Offices of Student Life or on their web pages.

II. Eligibility

A student organization is eligible for recognition if:

A. Five (5) or more students sign its application for recognition;

B. It limits membership to students, faculty members, and staff members of the University;

C. It does not deny membership on the basis of race, color, religion, national or ethnic origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, gender expression, genetic information, or against qualified individuals with disabilities except that:

1. A registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and

2. A registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

D. There are no known restrictions, including financial, against the registered or sponsored student organization;

E. It is not under a disciplinary sanction prohibiting recognition; and

F. It conducts its affairs in accordance with local, state, and federal laws, University regulations, and administrative rules.

III. New Student Organization Recognition Process

A. A group of students that wants to become a recognized registered or sponsored student organization must apply through the CSI and *myTWU*. The information needed will include:

1. The name of the proposed registered student or sponsored student organization;

2. The name, e-mail address, and telephone listing of at least five (5) students and any required signatures;

3. An official statement of the proposed registered student or sponsored student organization's purpose and activities;

4. A description of membership requirements;

5. The student organization's governing documents (constitution, by-laws, etc.);

6. The constitution or by-laws of the national or international organization with which the student organization is affiliated (if applicable);

7. Identification of a full-time or part-time University employee who has agreed to serve as the primary student organization advisor to the student organization;

8. A signed Recognition Agreement by both the Advisor and President/Leader; and

9. Any other information reasonably required by the CSI.

B. Action on Application

1. In considering a completed application, the CSI will not pass on the merits of the proposed registered or sponsored student organization's purpose, but will recognize the applicant unless it does not meet eligibility criteria listed above.

2. The CSI approves the recognition of a registered student or sponsored student organization by signing the application form and placing it on file.

3. If a registered student or sponsored student organization is refused recognition, the CSI will provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the Vice President of Student Life.

IV. Recognized Student Organization Renewal Process

A. All recognized student organizations (registered or sponsored) must annually complete mandated renewal registration to remain in good standing with the CSI, the Office of Student Life in Dallas or Houston, and Texas Woman's University. The requirements and process of obtaining and maintaining University Recognition are as follows:

1. During the annual recognition period, every registered and sponsored student organization will furnish the CSI with a list of at least five (5) authorized representatives. Each list will be kept current and accurate throughout the academic year by the registered or sponsored student organization.

2. The list of authorized representatives will include each person's name, e-mail address, and other information as requested by the CSI.

3. During the recognition period, each registered and sponsored student organization must file with the CSI a statement that the registered student or sponsored student organization does not, and will not during the academic year:

    a. Have as a member any person who is neither a student nor a member of the faculty or staff of the University;

    b. Deny membership on any basis prohibited by the University non-discrimination policy or student organization eligibility standards described above;

    c. Engage in activities that involve the subjection of a probationary member of the group to dangerous, harmful, or degrading acts as defined in University policies on hazing and/or sexual misconduct; and

    d. Violate the Student Organization Fundraising policy.

    e. If the CSI determines that the statement is or has become false, disciplinary proceedings may be initiated by the Student Accountability and Growth Education (“SAGE”) Center as per the Student Code of Conduct.

4. During the academic year there may be changes in officers, advisors, or constitutions of student organizations. It is the responsibility of each student organization to update their student organization's information in *myTWU* and with the CSI for any and all changes.

    a. No registered or sponsored student organization may re-register or use the facilities of the University as long as it owes a monetary debt to the University and the debt is considered delinquent by the crediting University agency.

    b. Sponsored student organizations must comply with all applicable fiscal and accounting procedures of Texas Woman's University.

    c. Recognized registered or sponsored student organizations who are affiliates with an off-campus organization are required to indicate off-campus affiliation status on their recognition form.

d. Recognized student organizations are expected to exercise reasonable precaution to ensure that their events, services, and programs are safe to all participants and do not cause damage to property or persons.

e. Recognized student organizations are expected to conduct their activities in a manner that adheres to all University rules and regulations.

f. All student organization leaders are considered aware and informed of the inherent risk and liability to which they expose themselves, their organization, and the University. All reasonable steps to reduce risk and limit liability should be taken.

g. The University may establish additional requirements for recognition consistent with this policy.

B. Notification of University Recognition and Annual Renewal

Once a student organization has completed the University Recognition Process, the organization's request for recognition will be reviewed by staff in the CSI. If the membership requirements for the organization adhere to the URP 05.100: Non-Discrimination, Equal Opportunity, and Diversity, if the organization has no outstanding bills with the University, and the student organization is in good standing with the CSI, the organization will be granted or extended the privileges of University recognition. At this time, contact will be made with the student contact person and the advisor(s) indicating that the organization is in good standing and is extended the privileges of University recognition.

C. Notification of Advisor Appointment

1. Faculty or staff members serving as student organization advisors to recognized registered and sponsored student organizations will receive a letter from the CSI. The letter acknowledges the official capacity in which that faculty or staff member will serve as the advisor to a student organization.

2. For specific guidelines related to the organizational renewal process, refer to the Student Organization Handbook.

V. Recognized Student Organization Privileges

A registered student or a sponsored student organization is entitled to:

A. Be listed as a registered or sponsored student organization;

B. Utilize the following services or engage in the following activities while following University regulations, policies, and procedures:

1. Reserve the use of University grounds and facilities and corresponding audio-visual and technical services;

2. Raise funds or make other permissible solicitations on University property in accordance with URP 06.410: Student Organizations Fundraising;

3. Engage in free speech and expression in accordance with URP 01.200: Speech, Expression, and Assembly and URP 04.580: Temporary Signage for University Business;

4. Access and use *myTWU*;

5. Apply for storage (if available); and

6. Apply for funding through the Pioneer Involvement Team Programming Funds

C. Apply for recognition and awards; and

D. Access event coordination consultations, event advertising services, and other programs developed and offered to recognized student organizations through the CSI.

VI. Requirements for Elected and Appointed Officers of Student Organizations

A. Student organizations or their governing bodies may set eligibility standards that exceed these minimum standards, as long as such eligibility standards comply with the URP 05.100: Non-Discrimination, Equal Opportunity, and Diversity.

B. Academic and social standards for membership and service as officers of student organizations are stipulated in the respective constitutions and bylaws of each organization. In some cases, such requirements may be above the general University requirements. In order to qualify for elected or appointed posts, a student must be in good academic and conduct standing with the University.

VII. University Sponsorship of Student Organization and Use of University Name

A. Only a sponsored student organization may use the name of the University or an abbreviation of the name of the University or any of the University's trademarks or service marks as part of or in conjunction with its student organization name.

B. Sponsorship will not be extended to registered student organizations involved in political, religious, or cultural activities.

C. Legislative student organizations must be officially sponsored by the University.

D. No organization may use the name of the University or an abbreviation of the name of the University as part of its name. A student, group, or organization may use terms such as “campus” or “Texas campus” or “[name of organization] at Texas Woman’s University” as part of its name.

E. No organization may advertise or promote any event or activity in a manner that falsely suggests that the event or activity is sponsored by the University.

VIII. Financial Management

A. Texas Woman’s University does not require, nor does it provide, student organizations with an on-campus financial solution in regards to banking accounts. Student organizations are recommended and encouraged to open checking and saving accounts at a local bank which will require the acquisition of a Federal Tax ID Number.

B. Student organizations may select any bank of their choosing. The University does not endorse any particular bank. Information regarding banks and establishing bank accounts can be found in the CSI.

C. Using the name of Texas Woman’s University, any abbreviation thereof, or any of the University’s trademarks or logos is strictly prohibited, including on the name of a student organization’s bank account.

D. The CSI offers student organizations support, guidance, and assistance in regards to the handling of a group’s individual finances. Student organizations are advised to consult with their individual advisors or departments for guidance on financial solutions.

E. Funds received and/or collected by the organization are the responsibility of the organization.

F. Recognized student organizations are solely responsible for any contract they enter into with third-party vendors. The University will not be held liable for these contracts.

IX. Sorority and Fraternity Life

A. Fraternities and sororities have special privileges and responsibilities, above and beyond the privileges and responsibilities of other student organizations. In addition to the other responsibilities listed above, social fraternities and sororities must be members of the Interfraternity Council,

Panhellenic Council, Multicultural Greek Council, National Pan-Hellenic Council, or another University-recognized representative council. The University establishes rules and regulations governing special social fraternity and sorority activities, housing, recruitment, and system policies, through these councils, with final approval residing in the University administration through the CSI.

B. Specific University expectations for Sorority or Fraternity organizations include, but are not limited to:

1. Sororities and fraternities must agree to follow University student organization regulations and are also subject to the TWU Student Code of Conduct.

2. The national organization must have risk management regulations that have been approved by the University through the Expansion/Extension Policy.

3. Each chapter shall submit a roster of current members to the CSI each semester.

4. Each fraternity and sorority will receive a list of semester grades for members of the group who have completed the TWU grade release form.

5. The CSI will provide the required faculty or staff advisor upon request.

C. Enforcement of these rules and regulations may be carried out through the councils, with final approval residing in the University administration through the CSI. Alleged violations of the Student Code of Conduct by Greek organizations will be subject to sanctions including probation or suspension of student organization status by utilizing the Student Code of Conduct process enforced by the SAGE Center.

X. Sports and Recreation Organizations

A. Recognized student organizations identified by the University as sports and recreation organizations have special privileges and responsibilities, above and beyond the privileges and responsibilities of other recognized student organizations.

B. Specific University expectations for sports and recreation organizations include:

1. All members must be TWU students. Undergraduate members must be registered for a minimum of six credit hours per

semester. Graduate and professional student members must be registered for a minimum of three credit hours per semester.

2. Sports and recreation organizations must agree to follow all policies and regulations as contained in the TWU Fitness & Recreation Sports Club Handbook.

3. Sports and recreation organizations will be classified by Fitness & Recreation as either competitive, recreational, or instructional.

   a. Competitive – Organization competes against other teams at the local, regional, or national level.

   b. Recreational – Organization holds practice sessions in which members compete with other members of the same club to develop and refine existing skills and enjoy the recreational and social fellowship of sport and recreation.

   c. Instructional – Main purpose of this organization is to teach members basic skills and develop interest in that sport or fitness activity.

4. Sport and recreation organizations will have access to specialized training for American Red Cross First Aid, CPR, and Preventing Disease Transmission.

5. Fitness & Recreation will provide assistance in chartering, funding requests, facility reservations, recruitment, equipment requests, promotion, and advisement.

6. Sport and recreation organizations will be given consideration for storage space in the Fitness & Recreation Center for sports equipment purchased with University funds.

XI. How the Student Code of Conduct Applies to Student Organizations

A. Recognized student organizations are expected to comply with all University Policies as well as Local, State, and Federal laws. Those that do not comply will be held accountable via the Student Code of Conduct.

B. Student organizations are collectively responsible for any action committed by members on behalf of the organization that violates University policy. Disciplinary action against student organizations is separate from action taken against individuals. Facts of an incident may necessitate action against both a student organization and the individual members of that organization who were found to have violated University policy.

C. Members of an organization that are being investigated and adjudicated for alleged violation of University policy are expected to fully cooperate with University officials. Failure to cooperate may result in revocation of University Recognition.

D. The University has the rights and responsibility to place organizations on probation or suspension or take interim actions when deemed appropriate.

E. The University reserves the right to contact the international headquarters of any sponsored or registered student organization with international affiliations as needed.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

URP 01.200: Speech, Expression, and Assembly

URP 01.225: Prohibition of Sexual Misconduct

URP 05.100: Non-Discrimination, Equal Opportunity, and Diversity

URP 06.200: Student Code of Conduct

URP 06.240: Hazing

URP 06.410: Student Organizations Fundraising

FORMS AND TOOLS

None

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