



**UNIVERSITY OF THE
INCARNATE WORD®**

SCHOOL *of* OSTEOPATHIC
MEDICINE

STUDENT ORGANIZATION HANDBOOK

2019-2020

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UNIVERSITY OF THE INCARNATE WORD
SCHOOL OF OSTEOPATHIC MEDICINE
OFFICE OF ADMISSIONS & STUDENT AFFAIRS

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INDEX

Mission of the University of the Incarnate Word	Page 4
Student Affairs Contacts	Page 5
Important Campus Contact Information	Page 5
How to Use this Handbook	Page 6
Types of Organizations at UIWSOM	Page 6
General Policies for Registered Student Organizations (RSOs)	Page 7
Benefits of Involvement in RSOs	Page 7
Starting a New Registered Student Organization	Page 7
Name Policy	Page 7
New Registered Student Organization Registration Packet	Page 7
Officer Requirements	Page 8
Advisor Appointment	Page 8
New Registered Student Organization Approval Process	Page 8
Membership Requirements and Expectations	Page 9
When Students Can Join Organizations	Page 10
Religious Registered Student Organizations	Page 10
Registered Student Organization Rights	Page 10
Constitution and/or By-laws	Page 11
RSO Orientation & Risk Management Training	Page 11
RSO Orientation	Page 11
Risk Management Training (RMT)	Page 11
University Statement on Hazing	Page 12
RSO Advisors	Page 14
The Role of an Advisor	Page 14
The Responsibilities of an Advisor	Page 14
Registered Student Organization Activities	Page 15
Event Planning	Page 15
Expectations for all UIWSOM Events	Page 15
Event Approval Process & Procedures	Page 16
Guest Speaker Policy (University-Wide or General Public)	Page 17
Travel Policy & Off-Campus Event Planning Guidelines	Page 18
Modes of Travel	Page 19
Driver Authorization	Page 19
Organization Finances, Taxes & Law	Page 20
Procedures for Deposit of Funds	Page 20
Procedure for Expenditure of Funds	Page 20
Petty Cash	Page 21
Bank Gift Card	Page 22
Checks	Page 23
Purchase Order Requisition	Page 23
University Charge	Page 24
Important Contact Numbers for Financial Procedures	Page 24
In-Kind Donations	Page 25
Sales and Solicitation	Page 25
Publicity	Page 27
On-Campus Posting Guidelines	Page 27
Requirements for Posting	Page 27

Getting Promotional Materials Approved	Page 28
Posting Guidelines (Locations & Material Usage)	Page 29
Outside Publicity for Large Scale Events	Page 31
Student Organization Services & Resources	Page 31
Disability Services	Page 31
Logos Newspaper	Page 31
What's the Word?	Page 31
Equipment	Page 31
Legal Implications	Page 31
Mailboxes	Page 32
University Facilities	Page 32
University Vehicles	Page 32
Student Graduation Stoles and Cord Guidelines	Page 32
Policies and Procedures for Requesting Alcohol	Page 33
Alcohol Policy	Page 33
Requirements for Securing an Alcohol Permit	Page 34
Further Information for Serving Alcohol at On-Campus Events	Page 35
Dispute Hearing Process	Page 37
Complaints	Page 37
Notice of a Dispute Hearing	Page 37
Dispute Hearing Preparation	Page 38
Dispute Hearing Procedures	Page 38
Final Review	Page 39

MISSION OF THE UNIVERSITY OF THE INCARNATE WORD



The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God's presence in each person, came to San Antonio in 1869 to minister to the sick and the poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the Catholic Intellectual Tradition, and [Catholic Social Teaching](#),¹ the University of the Incarnate Word aims to educate men and women who will become concerned and enlightened citizens within the global community.

The University of the Incarnate Word is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. Thus, through a [liberal education](#)² the university cultivates the development of the whole person and values of life-long learning. To that end, faculty and students support each other in the search for and communication of truth, thoughtful innovation, care of the environment, community service, and [social justice](#).³

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.



STUDENT AFFAIRS CONTACTS

GENERAL STUDENT AFFAIRS CONTACT INFORMATION		
Student Affairs Phone: 210-619-7095		
Student Organizations E-mail	SOMStudentOrgs@uiwtx.edu	
Student Affairs General E-mail	SOMOSA@uiwtx.edu	
STUDENT AFFAIRS PERSONNEL		
Name	Position	E-mail
Andrea Cyterski-Acosta	Associate Dean of Admissions and Student Affairs	cyterski@uiwtx.edu
Pamela Moreno, PhD	Director of Student Affairs	pamoreno@uiwtx.edu
Alexandra Shipley	Student Affairs Coordinator	ashipley@uiwtx.edu
Martin Timoney	Career Counselor	timoney@uiwtx.edu
Emma Gahan	Administrative Assistant	gahan@uiwtx.edu

IMPORTANT CAMPUS CONTACT INFORMATION

UIW all-campus directory: <https://incarnate-prod.modolabs.net/directory/>

IMPORTANT OFFICES	PHONE NUMBER	E-MAIL/WEB LINK
UIWSOM Security	(210) 619-6340	Alliedbartonbrooks@uiwtx.edu
UIWSOM Security Duty Phone	(210) 232-6195	Alliedbartonbrooks@uiwtx.edu
UIW Police	(210) 829-6030	http://www.uiw.edu/police/index.html
UIW Comptroller	(210) 283-6339	amoczyge@uiwtx.edu
UIW Accounts Payable	(210) 829-6031	ap@uiwtx.edu
UIW Business Office	(210) 829-6043	busad@uiwtx.edu
Sodexo (Food Services)	(210) 283-5011	catering@uiwtx.edu
UIW Facilities	(210) 829-6023	http://www.uiw.edu/facilities/
UIW Health Services	(210) 829-6017	healthsvcs@uiwtx.edu
UIW Disability Services	(210) 829-3997	beasley@uiwtx.edu
UIW Vehicle Services	(210) 829-3907	amsaldan@uiwtx.edu
UIW Mission and Ministry	(210) 829-6000	ministry@uiwtx.edu
UIW Main Campus Engagement Communications and Marketing	(210) 805-5863	peayala@uiwtx.edu
	(210) 829-6001	pr@uiwtx.edu
<i>The Logos</i> UIW Newspaper	(210) 829-6069	mercerc@uiwtx.edu
Main Campus Post Office	(210) 829-6039	dmills@uiwtx.edu
Main Campus Print Shop	(210) 829-3957	guerrero@uiwtx.edu

HOW TO USE THIS HANDBOOK

The University of the Incarnate Word School of Osteopathic Medicine's Student Affairs (SA) team has developed the UIWSOM Student Organization Handbook as a tool for student organizations, officers, advisors, and students interested in forming student groups or organizations.

Student Affairs (SA) maintains current information on each registered student organization/interest group, officers or authorized representatives, purpose, and advisor(s). It is designed as a resource for organizations, leaders, and advisors as they advance in their initiatives, cultivate membership, and promote scholarship and service.

For questions contact the Student Affairs Coordinator, Alexandra Shipley at ashipley@uiwtx.edu or set up an appointment. Appointment requests with any of the SA team may be scheduled by calling (210) 619-7051 or email SOMStudentOrgs@uiwtx.edu.

TYPES OF ORGANIZATIONS AT UIWSOM

- **Student Government Association-** SGA is organized for the purpose of advancing the interests and well-being of the medical school and its students.
- **SOM-Specific Organizations-** UIWSOM-founded or UIWSOM-specific organizations, clubs and groups.
- **Recognized Organization Chapters-** Official UIWSOM chapters of State, National and International organizations.
- **Diversity-Driven Organizations-** Organizations that foster cultural diversity and support for their members and the campus community.
- **Religious/Spiritual Organizations-** Organizations that serve as support for students of a particular religious affiliation, denomination or spiritual practice.
- **Service Organizations-** Organizations that provide volunteers for on and off-campus projects. Membership requirements generally include a commitment to work for and/or have an interest in a particular cause.
- **Specific Medical Interests-** Foster advancing a specific area of knowledge, learning or technology where members affect or produce solutions within their particular field.
- **Recreational Organizations-** Promote sports-oriented programs and/or recreational activities. Membership is based on interests.

Sometimes organizations will fit into multiple organization types (i.e. national service fraternities fit the *Recognized Organization Chapters* and *Service Organizations*), but all organizations are classified under which type is more prominent and what their registration process/renewal process requires.

GENERAL POLICIES FOR REGISTERED STUDENT ORGANIZATIONS (RSOs)

Student organizations are established and registered at the University of the Incarnate Word School of Osteopathic Medicine (UIWSOM) for the purpose of complementing and extending the educational program; and, furthering the spiritual, intellectual, cultural, social, emotional, recreational, service, professional and career development of students. All students are encouraged to enrich the UIWSOM community and their own personal development through on-campus involvement. All groups desiring the benefits of recognition at UIWSOM are required to complete registration or organization renewal paperwork at the start of each year. Registration or renewal of a student organization is essential to take advantage of designated University services, facilities, and financial support. The registration/renewal process is designed to enfranchise student organizations for inclusion in overall UIWSOM campus life. Once an organization is established, an official renewal is required with any change in officers or faculty advisor.

BENEFITS OF INVOLVEMENT IN RSOs

Research indicates involvement in student organizations:

- ✓ Improves students' interpersonal skills.
- ✓ Enhances skills in leadership, communication, teamwork, organization, decision-making, and planning.
- ✓ Contributes to greater satisfaction in the students' overall medical school experience.
- ✓ Supports students' development of lifelong values of learning, volunteerism, and service.

STARTING A NEW REGISTERED STUDENT ORGANIZATION

New registered student organizations can register in the fall from August 1st to August 31st and in the Spring from the first Monday after winter break to January 31st. If a registration is received after the time periods noted above, the registration will be considered the following semester. No registered student organization will be permitted to use resources or benefits associated with registration until all registration requirements are met and finalized.

All students interested in beginning a new organization or a chapter of a state, national or international organization at UIWSOM must complete a New RSO Informational Meeting Request Form: <https://uiw.campuslabs.com/engage/submitter/form/start/347190> and complete the meeting with the Director of Student Affairs (*once the meeting request is filled out, communication about where/when to meet with the Director of Student Affairs will be sent*).

NAME POLICY

Names of the organization must not violate copyrights or licensing laws, must not be defamatory in nature, and must not contain profanity, derogatory words or themes, innuendo or lewd language.

NEW REGISTERED STUDENT ORGANIZATION (RSO) REGISTRATION PACKET

After the New RSO Informational Meeting has been completed, interested students must follow these steps and submit through Engage for approval:

Complete and turn in all parts of the New RSO Registration Packet:

1. **UIWSOM New Registered Student Organization Application**
 - a. <https://uiw.campuslabs.com/engage/organizations>
 - b. Click the white “Register an Organization” button on the left side of the screen
 - c. Select “School of Osteopathic Medicine” when registering your new organization
2. **Membership roster – at least 8 individuals**
3. **Registered Student Organization Agency Account Authorization Form**
 - a. <https://uiw.campuslabs.com/engage/organization/SOM/documents/view/1504991>
4. **One (1) electronic copy (PDF) of the organization’s current mission statement**
5. **One (1) electronic copy (PDF) of the organization’s current constitution and by-laws**
 - a. See the Constitution/By-Laws Template for an outline:
<https://uiw.campuslabs.com/engage/organization/SOM/documents/view/1510083>
6. **Appoint at least one (1) advisor and have them (and the appropriate individuals as outlined on the form sign the RSO Advisor Agreement Form**
 - a. <https://uiw.campuslabs.com/engage/organization/SOM/documents/view/1510089>

Additional Documents/Tasks

1. *One (1) copy of regional and/or national constitution (if applicable)*
2. *Religious organizations requesting registration must also attain approval from University Mission and Ministry (ministry@uiwtx.edu)*

OFFICER REQUIREMENTS

- All officers must be registered full-time students of UIWSOM and must be in good academic, financial, and disciplinary standing.
- Appoint at least one member as UIWSOM Student Government Liaison; two liaisons are recommended. The second liaison may substitute as Alternate Liaison if the appointed member is unable to attend meetings. These members are required to attend all Senate and Town Hall meetings of UIWSOM Student Government Association and report back to the organization’s leadership after each meeting.

ADVISOR APPOINTMENT

Each RSO is responsible for enlisting and maintaining at least one UIWSOM faculty/administrator or qualified community advisor (i.e. preceptor) to serve as their organization advisor. The advisor supports the group’s activities and aids in the overall success and excellence of the organization and its members. For additional information visit the *Role of an Advisor* section in this handbook.

NEW REGISTERED STUDENT ORGANIZATION APPROVAL PROCESS

Student Affairs is available to assist you in the process of creating a new registered student organization. Upon receipt, the packet will be reviewed in the following order:

1. Position title
2. Vetting: Executive Council of UIWSOM Student Government Association
3. Final reviewers: Director of Student Affairs and Student Affairs Coordinator
4. Approval will be confirmed during the September and February UIWSOM SGA Senate meetings

Each reviewer will look for the following in the RSO registration packet:

- Articulation of goals of the organization to insure they are not duplicating another RSO
- Consistency with the mission of the University of the Incarnate Word and School of Osteopathic Medicine
- Democratic ideals as articulated in the organization's constitution and by-laws
- Following approval by the Director of Student Affairs, the organization will be recommended to the General Assembly of the UIWSOM Student Government Association. The General Assembly may either recommend registration or withhold its recommendation of approval. At least one member of the potential RSO must be present to give an overview and answer questions; otherwise the application will be tabled until the next scheduled General Assembly meeting

MEMBERSHIP REQUIREMENTS AND EXPECTATIONS

The University of the Incarnate Word and UIW School of Osteopathic Medicine policies supersede policies set forth by national headquarters or sponsoring entities for all organizations. The Director of Student Affairs may consider exceptions as long as it does not conflict with University policies.

RSOs are afforded privileges and resources at UIWSOM and are required to adhere to and fulfill the following requirements and expectations as conditions of registration and recognition.

RSOs shall:

- Successfully renew their organizations on an annual basis via Engage: <https://uiw.campuslabs.com/engage/register>
- Have membership that is open to any UIWSOM students, faculty and staff and, may not be restricted on the basis of race, creed, religion, sex, gender identity, sexual orientation, national origin, age or disability, and shall adhere to the rules and procedures set forth in the organization constitution, including the non-discrimination requirements for membership
- Have a minimum of eight (8) students in good academic, financial and disciplinary standing is required to form an RSO
- Once established, the RSO must maintain an active membership at a minimum of eight (8) members. Failure to do so may result in loss of recognition per discretion of the Director of Student Affairs
- Be led by UIWSOM student officers elected or appointed by the organization who are in good academic, financial, and disciplinary standing
- Remain in good standing with all aspects of UIWSOM, UIW and conduct personal behavior in a manner that is consistent with the mission of the University and the School of Osteopathic Medicine
- Have at least one (1) faculty/administrator/qualified advisor. The advisor must be a UIWSOM employee, unless otherwise approved by Student Affairs (i.e. qualified community advisor – preceptor)
- Obtain Student Affairs approval for all events on a timely basis (see Event Approval Procedures for event approval requirements)
- Create and maintain RSO Organization Agency Account through the UIW Business Office SOM support
- Not use “University of the Incarnate Word,” “School of Osteopathic Medicine”, “UIW” or “UIWSOM”, including the UIW or UIWSOM address, on any outside financial documents including checking accounts or signature cards
- Update their organization officer and advisor information (with terms) as appropriate, including an updated constitution and by-laws annually, by April 1st ; shall complete its annual renewal process with

SA by submitting all required information, actively participating in training opportunities and making timely updates to registration information (officers, constitution, etc.) as changes occur

- Be responsible for reading and abiding by all policies in the UIWSOM Student Organization Handbook; and, follow and abide by all federal, state, and local laws and regulations, and all policies and procedures of UIW, UIWSOM, including the Student Code of Conduct, regarding misconduct, violations, hazing, fire safety, alcohol, drugs, sexual misconduct, Title IX policies, student travel policy, and shall not participate in any hazing activities or any activities that would fall under the guidelines of hazing
- Ensure proper planning and execution of organization events and consult with SA to help with event policies, including proper use of campus resources, including meeting and event space, office, space, and all afforded benefits and resources to the organization
- Provide appropriate orientation, education and communication throughout the officer transition process; and, shall maintain consistent communication with their advisor and keep the advisor informed of the organization's activities and decisions
- Members of any RSO may request that their names and/or directory information be withheld from public information under the Family Rights and Privacy Act (FERPA). This should be noted on the registration documents
- Provide representatives to participate in all mandatory RSO workshops instructed by SA, or designated agencies or offices. Student leaders and advisors will receive information regarding updates to University policies and procedures, leadership development opportunities, and state-mandated risk management training

WHEN STUDENTS CAN JOIN ORGANIZATIONS

Osteopathic Medical Students can participate in meetings as general members at any time, however first-year students (OMS-I) cannot officially join ANY student organization until Unit 2 exams have concluded.

RELIGIOUS REGISTERED STUDENT ORGANIZATIONS

The University of the Incarnate Word School of Osteopathic Medicine is committed to encouraging the personal faith life of all its members and affirms the spirituality of its faculty, students, and staff members of varying religious backgrounds and persuasions. All religious groups on UIWSOM campus must operate within the guidelines of University Mission and Ministry; however, it must also register with Student Affairs. The basic guidelines include:

- All religious groups and activities are to be pre-approved by University Mission and Ministry.
- Every religious group must identify the particular church or denomination with which they are affiliated and make this clear in all advertising on campus.
- All advertising materials must be approved by University Mission and Ministry and submitted to Student Affairs.

Groups must promote respect for others' religious beliefs and practices. To this end, no group or individual member of a group may proselytize (seek to make converts of) or promote anti-Catholicism doctrine in any way.

REGISTERED STUDENT ORGANIZATION RIGHTS

All RSOs are granted the following rights to:

- Register your student organization, consistent with University policies, regulations, mission, and local, state, and federal law
- Use the name of the University of the Incarnate Word in all information, publicity, and references in a manner consistent with the policies contained in the style guide and the UIWSOM Student Handbook
- Establish an agency account with the Business Office for use in organizational financial transactions and purchases
- Use services and assistance of Student Affairs in planning, executing and evaluating programs and activities
- Use available campus facilities and equipment
- Use campus publicity consistent with University regulations and policies
- Recruit members from the UIWSOM student body
- Request financial assistance from the UIWSOM Student Government Association to further the goals and objectives of the organization and University

CONSTITUTION AND/OR BY-LAWS

RSOs are expected to have an up-to-date constitution and/or by-laws on file with the Office of Admissions and Student Affairs. The document should be uploaded to Engage. A template can be found at <https://uiw.campuslabs.com/engage/organization/SOM/documents/view/1510083>. These documents are required to contain the following:

- Name of organization (and any national or state affiliation).
- Concise statement of purpose, goals, etc.
- Clear definition of membership requirements
- List of officers, their duties, and requirements
- Removal of officer positions
- Meetings and quorums to conduct business
- Process for the assessment of dues and other finances
- Amendments to the constitution
- Statement of dissolution

RSO ORIENTATION & RISK MANAGEMENT TRAINING

The purpose of RSO Orientation and Risk Management Training is to help educate student organization leaders on the benefits of becoming a registered student organization, the process of getting involved on campus, and how to conduct business appropriately. Student Affairs advises organization officers on risk management annually.

RSO ORIENTATION

RSOs are required to send representatives to the RSO Orientation held during the beginning of each semester. Representatives should include, but are not limited to, the organization president (or equivalent), the treasurer, the risk management officer (can be assigned to any leadership position within the organization), and the organization advisor(s). The officers in attendance will be the responsible officer(s) to take all discussed information back to their organization, and any officers elected or appointed throughout the year. Officers will only receive credit for attending the event by having their ID card scanned in at the beginning of the session.

RISK MANAGEMENT TRAINING (RMT)

The UIWSOM Risk Management Program requires the president and all organization advisors of each student organization to complete the training and submit necessary paperwork. However, the training is open to all students and is strongly recommended to all officers of all RSOs. The information provided in this mandatory training ensures that organizations plan and host safe events that all students may enjoy, as well as, to inform them of the potential risks involved in organization activities, forms utilized to submit for proposed events and their potential and/or perceived level of risk, and how to take proactive steps to minimize accidents. Student Affairs reserves the right to request a written Risk Management plan for and to decline and/or change any event to ensure the safety of all students and the community.

Risk Management Training and document completion is required for:

- The president of every RSO at UIWSOM – renewed annually
- All advisor(s) for each RSO – renewed every ten (10) years

How to complete the RMT:

- The Risk Management Training (RMT) for UIWSOM can be accessed at the following link:
 - <https://uiw.campuslabs.com/engage/organization/SOM/documents/view/1520152>
- The Risk Management Compliance Worksheet MUST be completed in order to receive compliance for your organization
 - <https://uiw.campuslabs.com/engage/organization/SOM/documents/view/1520148>
 - The supplemental guide is useful in helping you fill out the worksheet and can be accessed here:
 - <https://uiw.campuslabs.com/engage/organization/SOM/documents/view/1520150>
- **When you are finished with the worksheet and acknowledgement form, please submit it here:**
 - <https://uiw.campuslabs.com/engage/submitter/form/start/349925>

UNIVERSITY STATEMENT ON HAZING

A new member program should offer personal development, education, and enriching experiences. Hazing is a destructive and harassing activity that violates state and national laws. In turn, the University of the Incarnate Word regards any form of physical or mental hazing as an unproductive and hazardous custom contrary to the Mission of UIW. The University of the Incarnate Word issues the following extension of the State of Texas law. Under the current law, individuals or organizations could be subject to fines and charged with a criminal offense for hazing.

Hazing is a violation of the both state law and university regulations. According to the law, a person can commit a hazing offense by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding, or attempting another in hazing by knowingly or recklessly allowing hazing to occur or by failing to report in writing to the appropriate university official firsthand knowledge that a hazing incident has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under state law.

[See Texas Hazing Laws: Title 2, G, Chapter 37, Subchapter F, 37.151.](#)

This law includes:

- Sec. 37.151. DEFINITIONS.
- Sec. 37.152. PERSONAL HAZING OFFENSE Sec. 37.153. ORGANIZATION HAZING OFFENSE
- Sec. 37.154. CONSENT NOT A DEFENSE
- Sec. 37.155. IMMUNITY FROM PROSECUTION AVAILABLE

- Sec. 37.156. OFFENSES IN ADDITION TO OTHER PENAL PROVISIONS Sec. 37.157. REPORTING BY MEDICAL AUTHORITIES

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the Dean of Students or other appropriate university official, and that person is immunized from participation in any judicial proceeding resulting from that report. The penalty for failing to report a hazing incident is a fine of up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary accordingly to the severity of the injury, which results. These penalties range from \$500 to \$10,000 in fines and/or up to two years confinement.

This law does not affect or in any way limit the right of the University of the Incarnate Word to enforce its own rules against hazing. The Campus Engagement office will address hazing incidents involving university student organizations or groups, with all individual referrals made.

The law defines hazing as any intentional, knowing, or reckless act occurring on or off campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the physical and mental health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or group whose members are or include students at an educational institution.

Because of our dedication to the highest ideals of education and society at the University of the Incarnate Word, participation in hazing related activities is not consistent with membership in any university organization or group and will not be tolerated, whether the participation is as an instigator or as a victim. It is the responsibility of all organization officers or groups to ensure that this information is distributed, read and understood by all members of their organization or group.

Ignorance of this information is not a defense to university disciplinary procedures, civil, or criminal liability.

Hazing may be physical or mental. Physical and mental hazing includes, but is not limited to, the following examples:

Physical Hazing

- Paddling & Beating
- Branding
- Electric shock
- Sleep deprivation
- Whipping
- Exposure to the elements
- Confinement to an area that is either uncomfortable or dangerous Running
- Personal servitude
- Treasure hunts
- Road trips
- Line-ups
- Consumption of a substance (food, liquid, alcohol, drugs, or other substance) either by peer pressure or threats
- Placing of a harmful substance in or on the body or similar act
- Calisthenics

Mental Hazing

- Long pledge periods - Shame or humiliation
- Activities that induce, cause, or require students to perform a duty or task that violates Penal Code
- Mental stress
- Activities that adversely affect mental health or dignity of students that will discourage entering or remaining registered at UIW, or leaving the organization or group
- Verbal harassment
- Lack of study time during pledge periods
- Yelling or screaming Activities that intimidate or threaten with ostracism
- “Hell weeks” or sessions

To report an incident, go to: <https://cm.maxient.com/reportingform.php?UnivoftheIncarnateWord>

RSO ADVISORS

THE ROLE OF AN ADVISOR

Registered Student Organizations (RSOs) are required to have a minimum of one faculty member or administrator employed at the University or, if approved by the Associate Dean of Admissions and Student Affairs, a qualified community member (i.e. preceptor) to serve as an advisor.

The RSOs advisor’s role is as follows:

- The critical role of the advisor is to serve as a valuable resource to the organization, and help provide continuity through their ability to assist in designing and evaluating organizational goals and activities, and serve as a signatory on official forms
- Advisors should be trained and knowledgeable about the student rules related to registered student organizations, and are great resources about policies and procedures
- Advisors should have access to the guiding documents and policies for the student organization. *Organization leaders must ensure their advisor has an updated copy of the organization’s constitution and/or by-laws.*
- Advisors are trained to report and follow up on any discipline issues for the organization and/or its members.
- Advisors are here to support and guide the organization, empowering the organization’s leaders and members to make fair, intelligent, and reasonable decisions.

Source: Bickel, R.D. & Lake, P.F. (1999). The rights and responsibilities of the modern university: Who assumes the risks of college life? Durham, NC: Carolina Academic Press.

Organizations may require different styles of advising depending on the mission of the organization, its stage of development, and its leadership. Below is a listing to provide some indication of what may be required of an advisor.

THE RESPONSIBILITIES OF AN ADVISOR:

- Attend and understand information provided in the annual RSO Advisor Informational Meeting (details will be distributed for dates, times and locations once all student organizations submit their Registration Renewals)

- The faculty member, administrator or approved, qualified community member should agree to serve as an advisor only if there is a willingness to participate in the work of the RSO
- Schedule and meet with the RSO for organizational orientation by organization officers
- Receive notices of all organization meetings. Organization should plan meetings that are convenient for the advisor to attend
- Advisors should develop close working relationships with the officers and as many members as possible
- RSO should discuss activity ideas with their advisor and notify/invite their advisor to all organization events
- Advisor(s) should explain their thoughts or concerns regarding anything the group may be doing or planning. This may be done through meetings with the officers, or it may be necessary to discuss during a general meeting at the time the proposal is made
- If situation(s) arise(s) that may cause problems for the organization or any member of the organization, the advisor or Student Affairs should be informed immediately
- The organization should update the advisor(s) with the financial condition of the organization
- Advisors must sign all financial approval documents when organizations are ordering food, materials, supplies, or requesting services, but it is the organization's responsibility to bring forms to the advisor for their signature/approval
- Minutes of meetings as well as other materials from the organization should be submitted to the advisor(s) as these materials are made available to the members
- An advisor can help identify resources outside the group. The advisor should be sensitive to help the organization become more productive, effective or successful
- Advisors should be aware of University policies, attitudes of the faculty and administration, and help the organization understand limits, restrictions, and avenues for achieving its objectives
- Advisors should be aware of officer's academic status and intervene when necessary
- The organization should confirm the appointment of the advisor(s) each year before submitting their renewal documents and be certain the advisor is still interested in serving

Source: Student Organization Advisors: Facilitators of student learning. Presented by Stansberry, D, Hall, T. & Broeck, N.T. (1999).

REGISTERED STUDENT ORGANIZATION ACTIVITIES

EVENT PLANNING

All events and activities scheduled on or off campus, such as general meetings (not including private organization/officer meetings), speakers, parties, field trips and fund-raising activities, must be coordinated and approved by Student Affairs. This approval allows the event to be publicized on campus. In addition, when five (5) or more members of a registered student organization participate in an activity, it is considered an official organization event and must be approved by Student Affairs. An Event Approval form is not required for the following:

- Private organization/officer meetings (unless there is an outside speaker)
- Participation in SGA events
- Participation in Student Affairs events

EXPECTATIONS FOR ALL UIWSOM EVENTS

- Events should be true to the University Mission.
- Events should use resources effectively to achieve organizational missions and goals.

- Events should help students develop coherent values and ethical standards. Events should engage students in active learning.
- Events should build supportive and inclusive communities.

Activities that are controversial or advocate values averse to the civic or university community will not be approved. An event not approved by the University will not be conducted in the name of the student organization or in the name of the University of the Incarnate Word or University of the Incarnate Word School of Osteopathic Medicine. No funds from the organization may be used for its support and the activity may not be advertised on campus. Organizations that wish to appeal the decisions concerning organizational events may do so to the Associate Dean of Admissions and Student Affairs.

EVENT APPROVAL PROCESS & PROCEDURES

Student Affairs can approve activities only if at least the president, treasurer and all advisors of the organization have completed the Risk Management Training (RMT) and submitted the appropriate RMT documents.

1. An Event Approval Form must be submitted on Engage a minimum of two weeks prior (10 business days) to the event. This allows enough time to publicize the event, secure a specific campus location, order food and materials, etc. To access the Event Approval Form for the organization, refer to the Engage Student Administrator Guide.
2. Student Affairs will notify the submitting officer who submitted the request of the final decision within one working week. If the event is approved the submitter will receive a notification from Engage that it was approved along with any notes from the approver (i.e. “Ensure the attendees fill out waiver forms”). If the event is not approved, the submitting officer may schedule an appointment with Student Affairs to discuss the reason(s) why it has not been approved. The organization must not sign any contracts for purchases, invitations, guest speaker confirmations, etc., until given final approval from Student Affairs. Organizations will not be able to reserve space until the Event Approval Form has been approved.
3. The Student Affairs Coordinator will approve/deny on-campus events that do not have guest speakers, outside vendors/participation, certifications or trainings. The Director of Student Affairs will approve/deny on-campus with guest speakers, outside vendors/participants, certifications and trainings. The Director of Student Affairs will also approve/deny all off-campus events and activities. In some cases, the Associate Dean of Admissions and Student Affairs will be the final approver.
4. Guests: Guest speakers and vendors outside UIWSOM are allowed and encouraged at organization events/meetings to expand the knowledge and community connections of an organization. If an organization would like to invite a guest to an event, after the Event Approval Form is submitted a [UIWSOM Event Guest Request Form](#) & [Guest Parking Pass](#) must also be submitted. For guest speakers or any individuals outside UIWSOM who will be presenting, resumes or CVs of the guest are required to be uploaded to the UIWSOM Event Guest Request Form. If the event is publicized as university-wide or open to the general public, the organization must follow the separate *Guest Speaker Policy* as outlined by university.
5. Events or activities involving alcohol require the approval of the Associate Dean of Admissions and Student Affairs and have further coordination requirements. For these events, the organization must submit the Event Approval Form on Engage at least thirty (30) days in advance to successfully complete the process.
6. Events must not be publicized until the Event Approval Form has been approved.

7. Travel off-campus requires a [Request for Excursion Approval](#). All participants must also file [liability waiver forms](#) with Student Affairs prior to departure. *See the section on Travel Policy below.*
8. Week or Month of Activities (i.e. Mental Health Awareness Month): If the organization is planning a week or month of activities, an Event Approval Form must be submitted for each event separately, and each event will be approved separately. Failure to do so may result in the event(s) being cancelled. If the organization is holding the same, recurring event for the entire week or month, only one event approval form is required but it must be specified in the submission (i.e. month-long fundraiser, week-long food drive).
9. Fundraisers: All fundraisers must be submitted as an Event Approval Request under the organization the fundraiser is for. The “event” will be approved in Engage once the ordering details are finalized (submit a Change Request once more information is available). You will need to identify a fixed location for the sales; “door-to-door” solicitations are not permitted. For apparel fundraisers, organizations must submit T-shirt, clothing designs, and/or any marketing item that has UIW/UIWSOM or the UIW/UIWSOM logo on them to the Director of Student Affairs prior to ordering and purchasing items. Failure to do so may result in a fine and/or sanction including but not limited to inactive status for the remainder of the semester or the academic year.
10. High Risk events might require an additional Risk Management Plan (RMP) for the event being requested that details how the group will manage each risk at the discretion of the Director of Student Affairs. If it will be required, the Director of Student Affairs will reach out to you to schedule a meeting to review the RMP. Even after the RMP is approved, the UIWSOM has the right to request additional modifications to the RMP to ensure the safety of all participants.
11. Room and Equipment Reservations: When events are approved by Student Affairs (once the Engage approval is sent), it is the responsibility of the student organization to reserve the space/location with the Administrative Assistant for Student Affairs. *The contact information for the Administrative Assistant of Student Affairs can be found at the beginning of this handbook.* You can either contact them via e-mail or in person, although in-person if preferred. This includes the set-up of tables and chairs and media services. Once a space (and equipment, if applicable) is officially reserved, it is the responsibility of the individual who requested the Event Approval Form to submit a “Change Request” and update the location/details. An e-mail notification will be sent to the submitter once the changes have been approved in Engage.

If your organization fails to meet the approval procedures, please refer to the out-of-pocket fines below:

Fine Description	*Fine Amount
Event publicized before approved	\$25.00
Liability form not filled out for the event	\$25.00 per member, amount not to exceed \$300.00
Failure to complete an off-campus event form	\$50.00
Event held at a different location than approval form	\$75.00
Failure to complete proper travel documentation	\$100.00
Event without approval	\$100.00

*not to be paid through organizational fund or monies raised

GUEST SPEAKER POLICY (UNIVERSITY-WIDE OR GENERAL PUBLIC)

The University of the Incarnate Word recognizes that freedom of speech and academic freedom are an integral part of the university community.

This policy on public speakers refers to presentations or performances that are intended for or open to the entire university or to the general public. It does not refer to or diminish the right of student organization advisors to invite guest speakers to a student organization meeting. As stated in the Faculty Handbook, “Instructors may schedule off-campus speakers to appear before classes. However, the instructor in charge of the class is completely responsible for the acceptability of such a speaker and his or her relevance to the course.” This policy likewise recognizes the right of student organizations to hear presentations that reflect the interests for which the group was established.

The University of the Incarnate Word is committed to its role as an academic institution in which a variety of ideas can be responsibly presented and critically examined. As the mission of our institution states: “The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.” Because the university is a teaching/learning community, it provides a forum for speakers and performances that will be of interest and benefit primarily to our students, the leaders of tomorrow, and faculty, and in some cases, the general public.

The goal is to encourage reasoned and respectful discussion about serious issues of the day, without the expectation of total agreement in the end.

The University of the Incarnate Word, as a not-for-profit institution, is obliged to comply with federal and state regulations which prohibit the support of political candidates, political parties or political positions pending before legislative bodies. The university does not sponsor programs designed to raise funds for political candidates, parties, or positions. UIW provides equal access to candidates and political opinions to stimulate the kind of debate that will educate our students about political agendas and issues that are important in the electoral process.

The university values its identity as a Catholic university sponsored by the Sisters of Charity of the Incarnate Word. It seeks to balance diverse theological opinions within the Catholic community but does not provide a platform for attack or derision directed to the Catholic Church, its governance or doctrine or any other religions, beliefs or practices. It does provide the space and opportunity to address difficult contemporary questions and does this in a way that advances understanding and does not silence contrary opinion.

Procedures:

1. When an invitation to a speaker or performance group is being seriously considered, and before an invitation or contract is initiated, the student organization will give Student Affairs the information about the speaker, topic, etc.
2. If the Associate Dean of Admissions and Student Affairs in discussion with the Director of Student Affairs and organization advisor sees no connection to or conflict with the UIW Speakers Policy, the event is cleared, and the student organization may proceed
3. If the Associate Dean of Admissions and Student Affairs in discussion with the Director of Student Affairs and organization advisor has concerns about the speakers or presenters involved or the content or topic being addressed, the next step will be to discuss the matter with the provost, who in turn will seek guidance from knowledgeable experts on campus
4. In light of the UIW Speakers Policy, and after sufficient dialogue, the provost will decide about whether or not an invitation should be extended

TRAVEL POLICY & OFF-CAMPUS EVENT PLANNING GUIDELINES

To obtain approval, student organizations must upload the following information into their Event Approval Form at least three (3) weeks prior to the scheduled event:

- A trip itinerary with expected times of actual travel to and from site. This must be signed by the submitter, the organization advisor, Director of Student Affairs, and the organization president or treasurer
- Copies of driver's licenses and proof of liability insurance for each driver (when applicable)
- A detailed Risk Management Plan (if requested)

A designated advisor is highly encouraged to accompany each student travel group. The advisor overseeing the off-campus activity shall be identified as the Responsible University Official (RUO). The RUO is responsible for compliance with these procedures. In the event the RUO cannot attend the function with the student group, the RUO can appoint a student(s) leader to oversee the student group.

The RUO is responsible for meeting with the trip attendees before departure. Attendees should be informed of as much detail about the trip as possible, including any known risks. Expected behavior and provisions for transportation accommodations will be clearly expressed.

The UIWSOM Field Trip Release, Waiver of Liability, & Hold Harmless Forms must be completed by each participant and retained by the student organization for two years.

Travel utilizing personal vehicles or University owned vehicles shall only drive to destinations within a 300-mile radius of the UIW Main Campus. Rented vehicles shall be used for trips within the continental US and within 300 miles radius of the campus. Only an authorized University driver is permitted to drive personal vehicles, University vehicles, and rented vehicles. Rented vehicles shall only be rented through Vehicle Services and cannot be independently rented by the RUO or a student(s).

Travel beyond a 300-mile radius requires the use of a University vehicle/shuttle/bus or rented vehicle with a driver employed by the University.

MODES OF TRAVEL

Listed below are the basic means of travel for students:

- **Personal Vehicle:** Students driving privately owned vehicles for organized student travel within the United States must have a valid Texas or other state driver's license and possess personal automobile insurance coverage as mandated by the State of Texas, and their vehicles must have a current state inspection and registration. Students must also be on the Authorized University Driver roster.
- **Vehicle owned, leased or rented by the University:** Only University employees and students on the Authorized University Driver roster are authorized to drive University owned, leased, or rented vehicles. The use of University owned, leased, or rented vehicles is the preferred mode of transportation for off-campus travel.
- **Air Travel:** Students traveling by air transportation must comply with all federal laws regulating air travel and the rules of the specific airline. This includes rules regulating carry-on baggage and baggage weight restrictions. Air travel must be made through the University's authorized travel agency, CTP/Rennert Travel Group. **EXCEPTION: ALL AIR TRAVEL IS REQUIRED TO BE BOOKED ONE MONTH (4 WEEKS) IN ADVANCE.**

For individual travel requests or travel for a group of 9 or less, please email or call:

uiw@ctptravelservices.com

833-708-0728

For group reservations of 10 or more (to include study abroad or athletic travel), please contact the groups department at:

groups@ctptravelservices.com

800-810-2695

For after-hours emergencies (anything outside of normal business hours of 8:30am-5:30pm CST) on nights and weekends, please call the following for assistance:

800-823-6582

DRIVER AUTHORIZATION

To become an authorized driver, a vehicle operator must possess a valid Texas Vehicle Operator's License and be added to the approved driver's list maintained by the University's Transportation Director. Before being placed on the approved drivers' list, the Transportation Director will verify the individual's driving record through the Texas Department of Public Safety.

Driving records will be checked on an annual basis. A good driving record must be maintained. Authorized drivers must be 21 years of age or older.

ORGANIZATION FINANCES, TAXES & LAW

Every registered student organization at UIW is required to maintain an agency account through the Business Office. The Business Office will set up an agency account for new registered student organizations upon receipt of the Organizational Agency Account Authorization by the Director of Student Affairs and approval by SGA. Organizations are responsible for all charges and deposits made to their accounts. Outstanding balances to the University must be cleared before the end of the semester. When the account is closed, the organization is still responsible for any outstanding charges payable to the University; any balance is distributed according to the group's instructions on the Agency Account Authorization form. A student organization must operate its financial affairs in an orderly and responsible manner. The University oversees financial operations and assists organizational leaders in accomplishing their goals. Organizations have income, expenses, and often make agreements with third parties. Each of these operations requires record keeping and careful accounting. The University assumes no responsibility for the financial transactions of a given student organization, and it strongly recommends that each organization establish whatever controls it deems necessary via the organization's constitution and bylaws.

Agency accounts, established through the Comptroller's Office, provide the following benefits:

- The ability to use the University's purchasing system, thereby avoiding state sales tax
- Coverage of funds against registered theft Continuity of account when officers change

Exemption from Sales Tax

- Your registered organization is only exempt from sales tax when submitting a university purchase order. For information on how to generate a purchase order, please contact Student Affairs for assistance. The Comptroller's Office will not reimburse you for any sales tax paid.

PROCEDURES FOR DEPOSIT OF FUNDS

- All monies collected for deposit will be deposited with UIW Business Office.
- All deposits must be accompanied by the Deposit Form and must be approved by the Comptroller.
- All checks deposited MUST have the account number written on the check. If a check is returned for insufficient funds, then your student organization will be assessed with the NSF fee. Cash must be contained in an envelope with the RSO name and deposit account written on it.
- Do not seal the envelope until the Director of Student Affairs has signed off on the amount.
- A receipt will be generated. You should keep the receipt for your records and compare this to your monthly budget report.

**Please stop by the Comptroller’s office before any deposit is made to ensure that the correct account number is being used.

When DEPOSITING monies, the following account should be used: 7xxxx - 6106 - 5918 – 50000

PROCEDURE FOR EXPENDITURE OF FUNDS

Funds can be EXPENDED five ways using the following account:
7xxxx - 6106 - 6851 - 18000

TYPE OF DISBURSEMENT	WHEN TO USE	ADDITIONAL COMMENTS
PETTY CASH	For incidental expenses	Limit of \$200. Please return all receipts and remaining cash to the Business Office within 48 hours of withdrawal of these funds. If any receipts or money are lost, the amount will be charged to the account of the student who withdrew the cash.
CHECK REQUESTS	When product or service has already been received	Also, for payments in advance when dollar amount is known, such as dues.
PURCHASE ORDERS	For organizational purposes	Purchase Orders are required to purchase items and should be the primary way of purchasing goods for your organization.
UNIVERSITY CHARGES	Automatically applied to account for certain on- campus services	Includes mailing, copying and printing services

Before securing the services of an individual person, it is wise to meet with your advisor and/or the Director of Student Affairs. Professional fees from individuals may require additional information and paperwork between the vendor and Accounts Payable before the disbursement request will be processed. The following information describes the typical process involved with each expenditure type.

PETTY CASH

Petty cash expenditures may not exceed \$200. In order to obtain a petty cash withdrawal, the organization must pick up a petty cash withdrawal voucher from Student Affairs or from Amy DeAtley (UIWSOM Building 1, A239 or Main Campus Administration Building Room 180) and submit it at least one (5) business days prior to needing it. Special circumstances require approval from the Director of Student Affairs and the Comptroller.

The petty cash voucher must be filled out and signed by the student organization's President or Treasurer AND the organization's Advisor. If one of the persons is unable to sign, they may submit an email from an UIW email account to Amy DeAtley at amoczyge@uiwtx.edu which states what it is for and how much the person will be receiving.

Along with your voucher, you need to attach an email, flyer, or specific documentation to support the event that you're requesting money for.

The petty cash voucher is then taken to Amy DeAtley, Accountant in the Comptroller's Office DeAtley (UIWSOM Building 1, A239 or Main Campus Administration Building Room 180) for approval. Once approved, the organization's representative presents the voucher to the UIW Business Office for the disbursement of funds. A receipt will be generated. You should keep the receipts for your records and compare this to your monthly budget report.

The following rules apply to petty cash requests. Violation of these rules will result in suspension of petty cash privileges:

1. There is a limit of \$200 which must be carefully tracked by the Treasurer and Advisor.
2. Only one petty cash or bank gift card request may be made at any given time. If a student organization has an outstanding voucher, another will not be issued until the outstanding one is cleared.
3. If a student organization is overspent, neither petty cash nor a bank gift card will be distributed until the deficit is cleared.
4. Designated officer or officers (President or Treasurer) can sign for the petty cash. The form must be signed by the President or Treasurer of the student organization AND the Advisor for approval. It is then initialed by the Comptroller's Office.
5. Purchases can be made only after approvals are obtained. The University does not reimburse sales tax. Remember to take the sales tax exemption form with you when making purchases. The sales tax exemption form can only be used with on-campus accounts and for organization expenses. The exemption does not cover personal expenditures.
6. Turn in ORIGINAL RECEIPTS and any change to the Business Office within ten days of issuance. You will need to tape all receipts to an 8 1/2 x 11 sheet of paper.
7. Include a copy of the flyer or an email for the event.
8. If food is provided, you will need to turn in a sign in sheet for everyone who attended.

Note of High Importance

Student Organizations should not have a "petty cash money box". Funds should always be deposited to your organization by taking the cash to the Business Office.

BANK GIFT CARD

Bank gift cards can be obtained in any denomination from \$25 to \$500. The business office keeps on hand \$25, \$50, \$100, \$200, \$300, \$400, and \$500 gift cards. If you want a different denomination, please contact Amy DeAtley in the Comptroller's Office. In order to obtain a gift card, the organization must pick up a bank gift card form from Student Affairs.

Along with your form, you need to attach the printed APPROVED event form from Engage as documentation to support the event that you're requesting money for.

The bank gift card form must be filled out and signed by the student organization's President or Treasurer and the organization's Advisor. If one of the persons is unable to sign, the person may submit an email from an UIW email account to Amy DeAtley at amoczyge@uiwtx.edu which states the amount and what is being bought. The bank gift card form is then taken to Amy DeAtley, Accountant in the Comptroller's Office (Room AD182) for approval. Once approved, the organization's representative presents the form to the UIW Business Office for the gift card. A receipt will be generated. You should keep the receipt for your records and compare this to your monthly budget report.

The following rules apply to bank gift card requests: Violation of these rules will result in suspension of petty cash and bank gift card request privileges.

1. Only one petty cash or bank gift card request may be made at any given time. If a student organization has an outstanding gift card, another will not be issued until the outstanding one is cleared.
2. If a student organization is overspent, neither petty cash nor a bank gift card request will be distributed until the deficit is cleared.
3. Designated officer or officers (President or Treasurer) can sign the bank gift card form. The form must be signed by the President or Treasurer of the student organization AND the Advisor for approval. It is then initialed by the Comptroller's office.
4. Purchases can be made only after approvals are obtained. The University does not reimburse sales tax. Remember to take the sales tax exemption form with you when making purchases. The sales tax exemption form can only be used with on-campus accounts and for organization expenses. The exemption does not cover personal expenditures.
5. Turn in ORIGINAL RECEIPTS and any unspent gift card amounts to the Business Office within ten days after the expenditures has occurred. You will need to tape all receipts to an 8 ½ x 11 sheet of paper.
6. Include a copy of the flyer or an email for the event.
7. If food is provided, you will need to turn in a sign in sheet for everyone who attended.

CHECKS

When a disbursement exceeds \$200 but is less than \$500, a Check Requisition Form completed. This form is filled out and signed by the organization's representative (President or Treasurer) AND the organization's Advisor. If one of them is unable to sign, they may submit an email from an UIW email account to Amy DeAtley at amoczyge@uiwtx.edu which states who the check is for and the amount. The check Requisition Form is submitted to Amy DeAtley in the Comptroller's Office for approval. Along with your check request, you need to attach an email, flyer, or specific documentation to support your request for funds.

Example: Paying membership dues must include the list of members

Example: Reimbursement - requires original receipt; however, you should refrain from paying out of your own pocket so you are not fronting expenditures for the organization and make sure the expenditures are allowable.

Once approved, the requisition is submitted to the Accounts Payable Department for processing. Checks are picked up in the Accounts Payable Department. Checks are cut on Tuesdays and Thursdays each week and can be picked up on Wednesdays and Fridays.

ALL check disbursements are charged to account: 7XXXX - 6106 - 6851- 18000 (Please keep copies of what you submit to Accounts Payable)

PURCHASE ORDER REQUISITION

Vendors may accept a Purchase Order for their services or goods. Purchase orders (PO) are required for all purchases of goods or services shipped on credit over \$500. The Purchase Requisition Form may be obtained on Engage in the Organization Financial Documents file folder. Once the Purchase Requisition form is approved by the President or Treasurer and the organization's Advisor/Director of Student Affairs, it then must be submitted to Amy DeAtley in the Comptroller's Office (UIWSOM Building 1, A239 or Main Campus Administration Building Room 180) for final approval. If one of them is unable to sign, they may submit an email from an UIW email account to Amy DeAtley at amoczyge@uiwtx.edu which states who the purchase order is for, what is being bought and the amount.

Student organizations are required to comply with the University purchasing guidelines; which require an approved Purchase Order Requisition. PO's must be obtained in advance of ordering any merchandise such as t-shirts.

Please note that submission of the Purchase Order Requisition is not an authorization to place on order. The required authorization is an approved, computer-generated PO with the assigned PO number. Please allow at least 48 hours for the Purchase Requisition to be processed. The process involves:

1. Log and time stamp your completed Purchase Requisition as part of its submission to the Purchasing Department. Be sure handwritten forms are legible. The signatures of President or Treasurer AND the organization's Advisor are required. It must be initialed by Amy DeAtley, the Accountant in the Comptroller's Office (UIWSOM Building 1, A239 or Main Campus Administration Building Room 180).
2. The organization picks up the approved PO from the Purchasing Department. The organization is responsible for mailing or faxing the white original copy to the vendor to confirm the order and give invoicing instructions. Invoices must be sent directly to Accounts Payable at 4301 Broadway, CPO 287, San Antonio, TX 78209.

UNIVERSITY CHARGE

Different departments will allow charges for their services. This includes the mail room, university printing, etc. When such services are needed, the organization must submit a University Charge form. The signatures of the organization's Advisor AND President or Treasurer are required. This form is submitted to Amy DeAtley in the Comptroller's Office (UIWSOM Building 1, A239 or Main Campus Administration Building Room 180) for approval and is then submitted to the necessary department for processing. Charges will be applied directly to the agency account the month following the charge.

Food Services for On-Campus Events

The University contracts with Sodexo for the exclusive right and license to sell and manually dispense food and beverages, including alcoholic beverages on campus. Sodexo has the right of first refusal to the bid on the provision of food services at on-campus events excluding general meetings. (Additional details provided in the next section.)

Use of University Name or Logo

Organizations must submit t-shirt, clothing designs, and/or any marketing item that has UIW or the UIW logo on them to the Campus Life Office prior to ordering and purchasing items. Failure to do so may result in a fine and/or sanction, including but not limited, to inactive status for the remainder of the semester or the academic year.

IMPORTANT CONTACT NUMBERS FOR FINANCIAL PROCEDURES

Amy DeAtley

Accountant, Comptroller's Office

UIWSOM: Building 1, A239

Main Campus: Administration Building Rm 182 (210) 283-6339

amoczyge@uiwtx.edu

Melba Huerta

Accounts Payable Manage

Main Campus: Administration Building Rm 82 (210) 829-6089

mghuerta@uiwtx.edu

Armando Villarreal

Financial Systems Analyst CASHNET - Storefront

Main Campus: Administration Building Rm 175 (210) 832-2167

arvillal@uiwtx.edu

Sam Wages

Director of Purchasing

Main Campus: Administration Building Rm 83 (210) 805-5836

wages@uiwtx.edu

Printing Services- Administration Building Rm 43 (210) 829-3957

Post Office- Administration Building Rm 50 (210) 829-3963

IN-KIND DONATIONS

In-kind donations are non-cash gifts of merchandise or service. Prior to soliciting monetary or in-kind donations, consult the Development Office for an approved list of vendors to approach. Any in-kind donations received by student organizations should be recorded on the form "In-Kind Donations" (Form G). These forms are available in the Organization Financial Documents folder on Engage. The completed form should be returned to the Development Office, which will then send the donor a letter acknowledging receipt of the gift.

To comply with the IRS Tax Code, the letter will verify that the donor did not receive anything (gift or service) in consideration of their gift to the organization. The following sentence will be used in the letter: In compliance with IRS Code Section 170(f) (8), this letter also serves as verification that you received no goods or services from the University of the Incarnate Word in consideration for your gift. In addition, an organization leader should always write a thank you note to the donor.

SALES AND SOLICITATION

Sodexo

The University contracts with Sodexo for the exclusive right and license to sell and manually dispense food and beverages, including alcoholic beverages, on campus. Sodexo has the contractual right to bid on the provision of food services at all on-campus events.

Using Sodexo

The organization must state fully what food items will be served in a request to use Sodexo. Sodexo is under no obligation to partially cater an event (i.e., coffee served by Sodexo and cookies baked by the organization).

Outside Caterers

The University contracts with Sodexo for the exclusive right and license to sell and manually dispense food and beverages, including alcoholic beverages, on campus. Sodexo has the contractual right to bid on the provision of food services at all main campus events and any event where the amount would exceed \$500.00 at UIWSOM.

Organizations obtain catering bids from Sodexo and outside vendors when considering third-party services. Written verification of all bids should be provided to the Sodexo Manager. If the Sodexo bid is higher than a bid from an outside firm with comparable service, the Sodexo Manager may give permission to use the outside firm. Use of outside catering is authorized if Sodexo waives its right to service.

Fundraising

Fundraisers can be a great source of income and may be conducted by registered student organizations only. All fundraisers must be approved by submitting an Event Approval Request via Engage. You will need to identify a fixed location for the event; “door-to-door” solicitations are not permitted.

For apparel fundraisers, organizations must submit T-shirt, clothing designs, and/or any marketing item that has UIW/UIWSOM or the UIW/UIWSOM logo on them to the Director of Student Affairs prior to ordering and purchasing items. Failure to do so may result in a fine and/or sanction including but not limited to inactive status for the remainder of the semester or the academic year.

Sale of Food on Campus

Registered and University Sponsored student organizations are allowed to provide their own food and beverage for a campus event. This means that the organization must actually prepare its own food products.

1. Food may only be sold in predetermined locations as approved by Student Affairs.
2. Signs indicating the name of the selling organization must be posted at the site of the food sale activity.
3. The ingredients for each item are available, should there be an inquiry.
4. Generally limited to non-commercially produced cookies, candies, cakes, donuts not presently being sold by Sodexo. Foods that require heating may be sold only if requirements of [San Antonio Metropolitan Health District](#) are met.
5. Guidelines of the [San Antonio Metropolitan Health District](#) must be followed.
6. All litter resulting from the sale must be cleaned by the organization.

Bake Sales

Generally, only one organization may conduct a bake sale at any given time. Check with Student Affairs for date availability before planning your event and submitting your approval forms. Dates are reserved on a first come, first serve basis and approval is granted only when your group has filed all necessary forms. Foods that require heating and cooling may not be sold unless such sales meet the requirements of the San Antonio Metropolitan Health District.

Item Sales

The sale of items must be approved as an organization activity. Be sure to check with Student Affairs as you plan your sale since the sale of certain items may be limited or prohibited.

Off-Campus Sales/Solicitation

Individuals or organizations may not sell or solicit donations off-campus in the name of the University unless prior authorization is given by the Director of Student Affairs and the Vice President of the Institutional Advancement Office. Student organizations cannot approach anyone without permission. Once you have made contact with a potential sponsor, you must provide the details of sponsorship, which means what you are offering the sponsor, and what the sponsor is offering your student organization.

Raffle Information

In accordance with Texas law and IRS requirements, invitations, reply cards, tickets, letters, and other printed materials produced for any fundraising event sponsored by any unit of the university must clearly reflect fair market value of any good or service available to the donor. Fair market value should be determined by the donating entity. Student organizations may hold raffles to raise funds to enhance their opportunities for educational advancement. A raffle is defined as: “the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of 26 value for a ticket that represents a chance to win a prize.”

University of the Incarnate Word has established guidelines in accordance with Texas law:

The following information must be printed on each raffle ticket sold:

1. Name of the organization conducting the raffle
 - Address, phone number and contact person for the organization
 - Ticket price
 - General description of each prize
 - Date the prizes will be awarded
 - Fair market value of the prizes to be awarded
2. An organization may not hold more than two raffles per calendar year.
3. An organization may not sell or offer to sell tickets for more than one raffle concurrently.
4. An organization must award prizes on the date advertised.
5. All proceeds from the sale of raffle tickets must directly benefit the student organization and must be deposited in their account.
6. When promoting the sale of raffle tickets, organizations may not pay for advertising in mass media such as television, radio or newspaper.
7. The value of each prize should not exceed \$50,000. The value of the prize is determined by the purchase price or donating entity.
8. There is a limit of one prize per person per raffle.

In order to protect the integrity of auctions, raffles or similar events, a plan needs to be in place to ensure that the fundraiser is fair to all participants. Student Affairs must approve any plan and verify that the organization’s advisor understands his or her role in the fundraiser.

PUBLICITY

ON-CAMPUS POSTING GUIDELINES

Creating and Distributing Printed Materials

UIW supports the freedom to publicize activities and distribute materials that benefit the University community and are consistent with the values of the University. However, approval must be obtained prior to the promotion, posting or distribution of any type of material around campus.

One original sample of the flyer must be submitted to Student Affairs for stamped approval. Approved flyers may be copied as necessary for distribution. Please allow 24 hours' turnaround time for approval. The following posting guidelines are shared by the entire university community to include students, faculty, and administration.

REQUIREMENTS FOR POSTING

Permitted Forms of Promotion

- Digital announcements made through the messaging feature on Engage
- Digital flyers circulated on the UIWSOM campus promotional screens
- Digital flyers or announcements made on the UIWSOM Facebook Groups
 - UIWSOM Campus Group
 - Class Cohort Groups (Class of 2021, Class of 2022, etc.)
 - Organization Facebook Pages/Groups
- Printed flyers measuring 8.5" x 11" (letter size)

Non-Permitted Forms of Promotion

- Posters any larger than 8.5" x 11"
 - *Posters are not permitted unless special circumstance approval is obtained from the Director of Student Affairs*
- Yard signs or any other items (i.e. flags) that interfere with landscaping
- Sidewalk chalk, sidewalk paint, etc.
- Stickers, decals, magnets, or other small promotional items promoting an event or organization (this does not include items given away at events as take-aways – this is ONLY non-permitted for promotional reasons)

Promotion Expiration Policy

- All signage will only be approved for 30 days
- After your event is over, you must take down all marketing materials within 24 hours. If that does not occur, we will impose a fine on the offending student organization of \$25 per poster removed with a total fine up to \$250. Future posters from your group/organization will not be approved until the fine is paid.

GETTING PROMOTIONAL MATERIALS APPROVED

All flyers MUST be officially approved by the Student Affairs Coordinator before distribution. To submit a digital or printed flyer for approval:

- Submit a [UIWSOM Promotional Flyer Approval Form](#) online ONLY if the event and room requests have been approved and solidified

- If there is a change to location or date/time, re-submit the flyer for approval using the [UIWSOM Promotional Flyer Approval Form](#) (there is an option to mark if you are re-submitting a flyer for approval)

Digital Approval

PROMOTIONAL SCREEN FLYERS

Responsible party for posting/removing promotional screen flyers: Student Affairs

Promotional screen flyers MUST:

- Be in a landscape orientation (i.e. PowerPoint slide size, 16:9, etc.)
- Be original files – photocopies of flyers will not be approved for the screens due to screen quality standards
- Be uploaded in the JPEG or PNG format (PDFs will not be approved for digital flyers)
- Include the name of the organization sponsoring the event, meeting or activity somewhere on the flyer
 - i.e. “Sponsored by _____” in small print towards the bottom of the flyer or incorporated into the name of the event

SOCIAL MEDIA OR OTHER DIGITAL USE FLYER

Responsible party for posting social media or other digital use flyers: Student Affairs

Social media and other digital flyers MUST:

- Be uploaded as JPEGs or PNGs (PDFs will not be approved for digital flyers)
- Be original files – photocopies of flyers will not be approved for the screens due to screen quality standards
- Include the name of the organization sponsoring the event, meeting or activity somewhere on the flyer
 - i.e. “Sponsored by _____” in small print towards the bottom of the flyer or incorporated into the name of the event

Printed Approval

PRINTED FLYER APPROVAL (PDFs ONLY)

Responsible party for posting/removing printed flyers: The organization responsible for the event

Printed flyers MUST:

- Be uploaded as PDFs (any other file format will not be approved for printed flyers)
- Include the name of the organization sponsoring the event, meeting or activity somewhere on the flyer
 - i.e. “Sponsored by _____” in small print towards the bottom of the flyer or incorporated into the name of the event

After your printed flyer is approved:

1. Once your printed flyer is approved via the online form, you will receive a notification that your printed and signed copy is ready for pickup in the Student Affairs office (this notification will be sent via Engage).
2. Copies can then be made by the organization of the approved flyer ONLY. Any flyers posted without the approval signature/stamp will be taken down and the responsible organization fined. NOTE: Student Affairs is not responsible for printing or making copies of flyers for any student organization nor posting or removing printed flyers from the posting locations.
3. You have 24 hours after the event to take down printed flyers or fines will incur.

Engage Messaging Announcement Approval

UIWSOM Student Organizations are allowed to use the platform, Engage, as a tool to promote their events or activities. When using the Engage Messaging feature on Engage the following steps must be taken:

1. Messages/announcements need to be approved by the organization's advisor
2. Once your message/announcement is approved, it can be posted and sent to the intended individuals

POSTING GUIDELINES (LOCATIONS & MATERIAL USAGE)

Approved Printed Flyer Posting Areas

- Buildings 2 & 4: Designated Bulletin Boards. *No items may be taped to the painted pillars, walls or to the windows.*
- Building 1: Bulletin boards or cork strips only. *No walls.*
- Building 3: Bulletin boards in Formal and Informal Reading Rooms and other designated bulletin boards. *Posters are not allowed on the exterior of the library.*

Note: If you are utilizing a bulletin board for posting your flyers, you must bring your own push pins.

Non-Permitted Printed Flyer Posting Areas

- Glass doors, windows, painted and/or varnished surfaces
- No posters/flyers allowed on the ground
- Distribution on cars on-campus
- Lamp poles and other fixed structures

Non-Permitted Posting Usage

- Use of two-sided, electrical or duct-tape
- Covering another announcement or impairing an individual's line of sight
- Posters with alcohol as the primary emphasis

Literature Distribution for Mass Distribution

Any publication (newsletters, e-newsletters, brochures, etc.) created for mass distribution and/or distribution to the general public that use the University or UIWSOM name and/or name of your registered student organization must be approved by the Office of Communications and Marketing.

Each sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant. A student member of the sponsoring registered organization must supervise literature distribution. Non-students may not distribute literature on campus without specific approval by Student Affairs.

Distribution must be made only at the designated area. "Hawking" of the literature is not permitted. Absolutely no printed materials may be placed on automobiles parked on the UIW or UIWSOM campuses. Posting or distribution of materials at an off-campus location requires permission of the proprietor.

Surveys or Polls

Student organizations interested in conducting surveys or polls from the student population must request approval from the Director of Student Affairs. A formal request may be sent via Engage using the Event Approval Form.

Use of University Name or Logo

Organizations must submit T-shirt, clothing designs, and/or any marketing item that has UIW/UIWSOM or the UIW/UIWSOM logo on them to the Director of Student Affairs prior to ordering and purchasing items. Failure to do so may result in a fine and/or sanction including but not limited to inactive status for the remainder of the semester or the academic year.

OUTSIDE PUBLICITY FOR LARGE SCALE EVENTS

The Office of Communications and Marketing can assist student organizations plan and implement publicity outside of the University for Large Scale Events. Press releases, articles and advertising in newspapers, radio, and TV must be coordinated with the Office of Communications and Marketing.

Student organizations should not contact media outlets directly, but rather work with Office of Communications and Marketing to distribute information about their event to the San Antonio community. This office should be approached during the planning stages of the publicity scheme, usually at least 6-8 weeks in advance. For more information or questions concerning how, when, and why, organizations should contact the Office of Communications and Marketing at 829-6001 or email at pr@uiwtx.edu

STUDENT ORGANIZATION SERVICES & RESOURCES

DISABILITY SERVICES

When members of your RSO require accommodations and/or need transportation to an event, please contact the Student Disability Services Office (210-829-3997). They will assist you in determining who might be able to fund this need. With adequate notice of at least one week (five business days before the event), an office should provide an accessible van to transport our student(s). Please know that a van will not be reserved unless the Engage Event Approval Form for the event has been submitted and approved.

LOGOS NEWSPAPER

The campus newspaper, *Logos*, is distributed several times each Fall and Spring semester. You can request *Logos* staff to cover special events, but schedules do not always permit their attendance. The *Logos* welcomes contributions from student organizations and makes every effort to publish submitted material received by the copy deadline date. Publication dates and copy deadlines for contributors are available from the *Logos* office at 210-829-3964.

WHAT'S THE WORD?

This electronic newsletter is posted weekly on Engage and all UIWSOM social media accounts. To submit announcements about your organizations upcoming events, send to the Coordinator of Student Affairs. Any items approved for *What's the Word* will be forwarded to the Director of Campus Engagement for inclusion in the electronic newsletter.

EQUIPMENT

Tables, chairs, coolers, popcorn machine, and poster making materials can be reserved through Student Affairs. Submit a form via Engage to reserve space or to reserve equipment to use at your event.

LEGAL IMPLICATIONS

Registered student organizations are an important part of the co-curricular program at University of the Incarnate Word School of Osteopathic Medicine. In an increasingly litigious society, registered student organizations must be aware of how litigation can affect their operation. At the University, the registration process provides the organization the opportunity to use the services provided. Inherent in this recognition is a responsibility to keep advisors and other student leadership professionals informed of organization activities. In this process of communication, issues related to liability of individuals, the organization, the advisor and the University can be discussed. It is important that all participants follow the guidelines in the UIWSOM Student Handbook and Student Code of Conduct and act prudently at every event; as the law describes, act as a “reasonable person” to avoid accident or injury. When you are planning an activity, trip or program, Student Affairs staff is available to discuss any concerns you may have regarding legal liability.

MAILBOXES

Registered organizations are provided a mailbox at the Campus Post Office upon request. The organization is issued a mailbox key by the Postmaster. If the key is lost, the replacement fee is \$10.00. It is recommended that you check your box at least weekly for information and important messages. If your organization uses the University as its mailing address, be sure your address is as follows:
(Name of your organization) (Your campus box number) University of the Incarnate Word 4301 Broadway

San Antonio, TX 78209

Items may also be mailed to the UIWSOM Campus via Student Affairs. Organizations must make Student Affairs aware of any items that are expected.

(Name of your organization)
c/o UIWSOM Office of Admissions and Student Affairs
University of the Incarnate Word School of Osteopathic Medicine
7615 Kennedy Hill
San Antonio, TX 78235

UNIVERSITY FACILITIES

Organizations should use their completed Event Approval Request to coordinate with appropriate offices and reserve University facilities for your events. All registered groups may rent these facilities at no charge. Several weeks’ notice is recommended for the most popular venues.

UNIVERSITY SUPPORT

Student Affairs serves as the liaison between student organizations and the University. The staff provides a number of support services that can simplify the operational procedures of running a successful organization.

UNIVERSITY VEHICLES

Registered student organizations can request the use of University vehicles for approved events, as vehicles are available. There is a charge for this service. The driver must be 21 or older and be a registered driver with the UIW. To check on availability and make reservations for a vehicle, call Vehicle Services at 210-829-3907. Vehicle request forms are also available at on Engage in the Organization Resources file folder.

STUDENT GRADUATION STOLES AND CORD GUIDELINES

The Student Graduation Stole Guidelines are applicable to registered honors, community service, academic, leadership, and professional student organizations as well as specific service programs recognized by the university. Student organizations that fall into one of these categories are permitted to wear stoles at graduation. Before a stole is worn at graduation, the graduation stole committee must approve the stole design.

Stole Design Submittals

- The student organization should design the stole or obtain a picture of the organization stole recommended by the national and/or parent organization.
- Submit the design for approval to the graduation regalia committee. Email designs to Paul Ayala, Director of Campus Engagement, at peayala@uiwtx.edu.

Stole Criteria

The following criteria will be considered when approving a design:

- Name of the organization is designated on the stole
- Design is in accordance with the Mission of UIW
- Design is in accordance with the Mission of the Organization
- Design is tactful and does not distract from the decorum and the significance of the event

Stole Approval

The committee will review the design and either disapprove, approve, or make recommendations to alter the design within five business days. An organization who receives recommendations to alter the design, must submit the revised design to the committee for approval. All approved designs may be utilized in subsequent graduation ceremonies, unless notified by the graduation stole committee.

Stole Redesigns/Modifications

If an organization wishes to submit a redesign and/or modification to an approved stole, the new design must be submitted to the graduation stole committee following the process outlined above.

Graduation Cords

National academic honor societies and the UIW Honors Program are the only organizations permitted to wear graduation cords.

POLICIES AND PROCEDURES FOR REQUESTING ALCOHOL

ALCOHOL POLICY

Failure to comply with the regulations or any component of the UIW Student Code of Conduct will result in cancellation or termination of the event. Additional sanctions or conditions may be imposed by the Director of

Student Affairs, Chief of Campus Police, or the Dean of Students or designee. Consistent with Texas State law, the following policy has been endorsed by the University of the Incarnate Word Board of Trustees:

- Students who are 21 years of age or older are permitted to have alcohol in their residence hall rooms. Students who are of legal drinking age may not share or provide alcohol to any student, employee or guest who is under 21 years of age.
- Students under legal drinking age (21 years) are not permitted to possess or consume alcohol or provide alcoholic beverages to others. Those under 21 are not permitted to have alcohol in their residence hall rooms.
- The University will not sell, serve or permit the sale of alcohol on campus except in specifically designated buildings or facilities named by the president of the University. The Director of Student Affairs will maintain a current list of those facilities authorized for an alcohol permit on a permanent or temporary basis.
- Alcoholic beverages may not be possessed or consumed in classrooms, hallways, residence hall lounges, on athletic grounds, in the pool area, or in campus public areas including parking lots, streets and sidewalks or any other area unless designated by the president of the University. Any area on the campus can be designated for "temporary use" at the discretion of the President or the Director of Student Affairs.
- Alcoholic beverages may be sold, served, or consumed in special use facilities only if the activity is (1) in compliance with law, and (2) occurs at social gatherings approved by the Director of Student Affairs or the president of the University.
- Any sponsoring person or organization must obtain prior written approval from the Director of Student Affairs for the sale, service or consumption of alcoholic beverages for a specific event. The Director of Student Affairs reserves the right to deny the sale or consumption of alcoholic beverages at any event with sound reason.

The Director of Student Affairs may approve alcoholic beverages at social gatherings meeting all of the following conditions:

- The event is held in a special-use location, facility or building;
- The event is requested by an administrator, faculty or staff member, department, division or student organization;
- The event will have a majority of individuals over 21 years of age in attendance;
- The advisor will be present for the duration of the event;
- Food is served, and alternate non-alcoholic beverages are provided;
- The sale and serving of alcoholic beverages will discontinue at least one hour before the event ends; and
- Proper security for the event is provided at ticket booths and distribution areas where alcohol is sold/served, and officers patrol the event locations. *
- *The Director of Student Affairs and the Chief of Campus Police will determine the adequate number of police officers for the event.

REQUIREMENTS FOR SECURING AN ALCOHOL PERMIT

Organizations desiring to request approval for the serving and consumption of alcoholic beverages at an event must obtain approval of their event at least 30 days prior to the event. The student organization should submit

an "Alcoholic Beverage Activity Permit" on Engage. The Student Organization must also submit a Risk Management Plan. The student organization representative must set-up a meeting with the Director of Student Affairs and/or his/her designee to have the list, event, and permit approved.

- When submitting the form, the Director of Student Affairs will inform the student organizations of any specific policy or procedure or limitations regarding their event.
- The student organizations should then contact the Chief of the Campus Police. The Chief of the Campus Police will assign the number of officers and assess the costs to be incurred by the student group.
- The student organizations will request approval from the Director of Student Affairs. If the Director approves the event, he or she will sign the form, notify the student organization, and Student Affairs will send copies to the offices involved in the coordination of the event.
- After the Director of Student Affairs approves the event, the Director of Student Affairs will place the event on the University calendar.
- Sodexo will serve all alcoholic beverages on campus. The student organizations must contact Sodexo at least 15 working days prior to the proposed event. Sodexo should inform the student organization of all requirements for service on the proposed date and will coordinate TABC permits if necessary.
- The University will ensure that all permits required by the Texas Alcoholic Beverage Commission are approved prior to the activity.
- If a planned event is canceled, the student organization is responsible for immediately notifying the Director of Student Affairs, the Directors of Campus Police, Special Events and Campus Dining.

FURTHER INFORMATION FOR SERVING ALCOHOL AT ON-CAMPUS EVENTS

Failure to comply with the following regulations or any component of the UIW Student Code of Conduct will result in cancellation or termination of the event. Additional sanctions or conditions may be imposed by the Director of Student Affairs or Dean of Students or designee.

Planning

Event coordinators/planners are required to schedule a meeting with the Director of Student Affairs no later than fourteen (14) working days prior to the event in order to review applicable policies, regulations and publicity. Failure to schedule and/or keep this appointment will result in cancellation of the event. All events must end no later than midnight Sunday through Thursday; and no later than 2 a.m. for Friday and Saturday events.

Laws and Rules

- State law prohibits the sale of hard liquor.
- A temporary 14-day permit is required in order to sell beer and wine in all areas of the University except areas with a TABC license. This license is obtained from the Texas Alcoholic Beverage Commission (TABC) in conjunction with Campus Dining. A minimum of two weeks preparation is necessary.
- TABC regulations require that two types of beer must be provided and that it be purchased through two distributors. Wine may be purchased through a retailer.

- Signs describing the designated driver program and the laws pertaining to alcohol distribution and consumption must be posted at the entrance of the event and at the location where the beverages are served.
- Non-alcoholic beverages and free food must be available for the duration of the event. The types of food and the non-alcoholic beverages must be approved in advance by the Director of Student Affairs; unsalted food is encouraged to avoid increased alcohol consumption. If the food or non-alcoholic beverages run out, servers must stop serving alcohol until more food or non-alcoholic beverages arrive.
- All requirements are subject to revision in compliance with TABC regulations.

Pricing

- The cost per drink of the non-alcoholic beverages may not exceed the cost of the alcoholic beverages.
- Non-alcoholic beverages are free of charge to designated drivers
- The event admission charge must be the same for all guests.

Customer

- All persons of legal drinking age will be issued a wristband, or each person must be carded each time an alcoholic beverage is requested. All designated drivers will be issued a distinctively identifiable wristband, hand ID, or other non-transferable means of identification.
- A valid state identification and a student identification card, where applicable, are required of all participants of the event and specifically for those who purchase or consume alcohol. The beverage vendor is required to verify the age of all attendants by examining a state issue identification card.
- Students and guests must surrender identification cards to University police and/or any other University staff member upon request.
- Presenting false or altered identification is a serious crime and will result in disciplinary action.

Serving

- Alcohol may not be served until the event coordinator, advisor and University police officer(s) are present and the non-alcoholic beverage and food are readily accessible to attendees.
- Alcohol may not be served before 4 p.m. Monday through Friday. Alcohol distribution must end one hour before the scheduled ending time of the event.
- Beverages may not be served in glass containers. Only clear plastic 12 ounce or smaller containers may be used.
- Alcoholic beverages cannot be carried into or out of the licensed area. Designated drivers may not be served alcoholic beverages.

Supervision

- UIW police officers are required at all student events where alcohol is served.
- The advisor of the organization must be present for the duration of the event. Faculty or staff member substitutes are permitted with written notification to the Director of Student Affairs.
- The Director of Student Affairs reserves the right to deny a request for a substitute.

Liability

The condition of the facility/area used is the sole responsibility of event sponsors. Sponsors will be assessed the cost of cleaning and/or repairing any and all damages that occur during the event unless the responsible person(s) can be identified.

Requirements for Serving Alcohol at Off-Campus Events

In addition to the requirements cited for on-campus events, off-campus activities must fulfill these additional requirements:

- *Attendees*
 - Off-campus events must be closed to all but UIW students and their guests. The ratio of guests to students must be no greater than one to one.
 - The organization must provide a list of guests before the event begins. A person can gain admission only if they are on the guest list or have a current UIW ID card.
 - A designated driver program must be in place before the event begins and a list of names of those that will be designated drivers needs to be submitted to Student Affairs. Failure to comply with the following regulations or any component of the UIW Student Code of Conduct will result in cancellation or termination of the event. The Director of Student Affairs encourages the use of a taxi service to provide attendees transportation.
- *Supervision*
 - The organization's advisor, or approved University employee substitute, must have the guest list in advance and monitor attendance. A police officer(s) must be present during the entire event.
- *Serving*
 - A third-party vendor must purchase and serve the alcohol and assume legal responsibility for both.

DISPUTE HEARING PROCESS

The University developed the Dispute Hearing Process to handle situations of dispute within or between RSOs that are irreconcilable or are violations of the RSO's constitution or the UIWSOM Student Organization Handbook, but not violations of the Student Code of Conduct. However, UIWSOM expects the Dispute Hearing Process to be the last resort after mediation or other forms of conflict resolution have been used.

COMPLAINTS

Complaints of an irreconcilable dispute or violation of a constitution or bylaws should be submitted in writing to the Director of Student Affairs. Complaints will be presented to the Associate Dean of Admissions and Student Affairs who will determine whether the complaint will be handled through the Dispute Hearing Process or is a violation of the Student Code of Conduct to be referred to the Student Conduct Review Council (SCRC) or Student Progress Committee (SPC).

NOTICE OF A DISPUTE HEARING

Once a determination is made that reasonable cause exists for the Associate Dean of Admissions and Student Affairs to refer a complaint for a dispute hearing, notice will be given to the complainant and the accused student/respondent. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Associate Dean of Admissions and Student Affairs (or designee); mailed to the local or permanent address of the student as indicated in official University records; or emailed to the student's University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice letter will include a statement of the complaint or alleged violation

and notice of the time, date and location of the dispute hearing. A meeting with the Associate Dean of Admissions and Student Affairs (or designee) may be arranged to explain the nature of the complaint and the hearing process.

Complaints referred for resolution through the Dispute Hearing Process will be reviewed by the Dispute Hearing Panel, which consists of:

- Vice President of SGA, who will act as a non-voting chairperson;
- One representative of the Senate, appointed by the Senate Liaison; and
- A Student Affairs Administrator appointed by the Associate Dean of Admissions and Student Affairs (or designee).

DISPUTE HEARING PREPARATION

Students will be given a minimum of seven (7) days to prepare for a dispute hearing. At least two (2) days before any scheduled formal hearing, all parties to the complaint will deliver, to the Director of Student Affairs, all items of physical information the student intends to use or needs to have present at the hearing as well as a written list of all witnesses to appear on the student's behalf.

The Associate Dean of Admissions and Student Affairs (or designee) will ensure that the hearing information and any other available written documentation is shared with all parties to the complaint at least one (1) day before any scheduled dispute hearing. In addition, the parties will be given a list of the names of all panel members who will review the complaint. Should either party object to any member(s) of the board or panel, the student must raise all objections, in writing, to the Director of Student Affairs immediately. Panel members will only be unseated if the Director of Student Affairs concludes that their bias precludes an impartial hearing of the complaint. Additionally, any panel member who feels they cannot make an objective determination must recuse them self from the proceedings.

DISPUTE HEARING PROCEDURES

The parties to the complaint have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend, it is that student's responsibility to notify the Director of Student Affairs no later than one (1) day before the scheduled hearing to arrange for another date, time and location.

- a) Except in cases of grave or unforeseen circumstances, if the party fails to give the requisite minimum of one (1) days' notice, or if the party fails to appear, the hearing will proceed as scheduled.

The Dispute Hearing Panel will conduct dispute hearings according to the following guidelines:

- a) Hearing will be closed to the public.
- b) Admission to the hearing of persons other than the parties involved will be at the discretion of the Dispute Hearing Panel and the Director of Student Affairs.
- c) All parties and, the Dispute Hearing Panel will have the privilege of presenting witnesses and questioning all parties and present witnesses. Unduly repetitive witnesses can be limited at the discretion of the Dispute Hearing Panel Chairperson.
- d) Pertinent records, exhibits and written statement may be accepted as information for consideration by the Dispute Hearing Panel. Formal rules of evidence are not observed. The Dispute Hearing Panel Chairperson may limit the number of character witnesses presented or may accept written statement of character instead.

- e) All procedural questions are subject to the final decision of the Associate Dean of Admissions and Student Affairs.
- f) After a Dispute Hearing, the Dispute Hearing Panel will deliberate and determine, by majority vote, a finding of responsibility. Once a finding is determined, if the finding is that of a policy violation, the Dispute Hearing Panel will determine an appropriate action(s). The Associate Dean of Admissions and Student Affairs (or designee) is responsible for informing the Dispute Hearing Panel of applicable precedent and any previous violations by the parties, if deemed relevant. The Dispute Hearing Panel Chairperson will prepare a written deliberation report, written to the attention of the Director of Student Affairs, detailing the finding, how each member voted, the information cited by the Panel in support of its finding, and any information the Panel excluded from its consideration and why. This report should conclude with any recommended action. This report should not exceed two pages in length and must be submitted to the Director of Student Affairs within no more than two (2) days from the end of deliberations.
- g) The Director of Student Affairs may make appropriate modifications to the Dispute Hearing Panel's report and will then implement and inform the parties of the final determination within seven (7) days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Associate Dean of Admissions and Student Affairs (or designee); mailed to the local or permanent address of the student as indicated in official University records; or emailed to the student's University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.
- h) There will be a single verbatim record, such as a tape recording, for all Dispute Hearings. Deliberations will not be recorded. Verbal presentations of the findings will be recorded. The record will be the property of the University and maintained according to the University's record retention policy.

FINAL REVIEW

Parties may petition for a review of a decision of responsibility or assigned sanction(s) within three (3) days of issuance of a Dispute Hearing Panel's written decision. All petitions must be in writing and delivered to the Director of Student Affairs.

If the Director of Student Affairs determines that a complaint may be reviewed, every opportunity will be taken, where possible, to return the complaint to the Dispute Hearing Panel for reconsideration; however, if this is not possible, the complaint will be reviewed by the Associate Dean of Admissions and Student Affairs.

The Dispute Hearing Panel or the Associate Dean of Admissions and Student Affairs (or designee) may support or change a decision and/or increase, decrease or modify an action. The review body will be deferential to the original decision-maker, making changes to the finding only where there is clear error or to a sanction only if a compelling justification to do so exists, and only when a unanimous decision is reached. Reviews will only be considered for one or more of the following purposes:

- a) To consider new information which was unavailable at the time of the original hearing and could be outcome determinative;
- b) To assess whether a material deviation from written procedures impacted the fairness or outcome of the hearing; Except as required to explain the basis of new information unavailable at the time of a hearing, review of a dispute hearing will be limited to the verbatim record of the initial hearing and all supporting documents. In the case of an appeal, the decision of the Associate Dean of Admissions and Student Affairs is final. There is no further appeal.
- c) The Associate Dean of Admissions and Student Affairs (or designee) ensures follow-through by the parties involved regarding any decisions made by the Dispute Hearing Panel or through the appeal process.