



Office of Student Engagement
Student Organizations Handbook
2018-2019



Organizations Policy: University Organization

Student Organization Policy: Introduction, Rules & Regulations

Introduction

Membership in student organizations can be an especially enriching aspect of the collegiate experience. Working with others to achieve common goals and programs and developing one's individual potential are important benefits of participating in out-of-class activities.

This handbook has been developed to encourage and expedite this aspect of student development. This handbook provides a hands-on reference for the procedures and services that are most commonly used by student organizations. It is made available to all student organization's officers and their advisors. The manual should be passed to the new organizational leadership through the officers transition process.

If you have any questions after examining its content, please direct them to the Office of Student Activities & Leadership located in the Memorial Student Center, Suite 221. The Department of Student Activities & Leadership through its designee will be pleased to assist you in the interpretation of policies and/or other related organizational matters.

Student Organizations Regulations and Requirements

Student Organizations may be officially recognized when formed for the purposes that are consistent with the philosophy and goals that have been developed for the creation and existence of Prairie View A&M University. Approval for recognition is granted by the Director of Student Activities & Leadership. In order to be recognized and to retain official recognition, student organizations must meet certain requirements. Student groups failing to comply with the following conditions will not enjoy the privileges associated with the status of being officially recognized by the University and may face university disciplinary action.

Student Organization Policy: Privileges of Recognition

1. There are several advantages and privileges associated with official university recognition.
2. The designation as an official student organization at Prairie View A&M University.
3. The use of the Prairie View A&M University name to identify institutional affiliations.
4. The opportunity to recruit members on campus.
5. The use of university facilities to hold meetings and functions on campus.
6. The organization will have access to an e-mail account and an Internet web site link that will be associated with the Prairie View A&M University home page.
7. The use of an organization mailbox under the auspices of Student Activities.
8. The opportunity to publicize approved activities on campus bulletin boards and advertising spaces.
9. The organization will have access to University services.
10. The organization will have access to Office of Student Activities & Leadership, including publications, resource library, and consulting on such topics as forming organizations, event planning, and group development.
11. The organization will have access to training in leadership, parliamentary procedure, publicity, service project planning, among others both individually and for groups.
12. The privileges listed above are not extended without careful consideration. Once recognized, an organization carries the name of Prairie View A&M University, and its program and activities planned and presented by the officers and membership of the organization should reflect the policies of the institution.

Student Organization Policy: Recognition Procedure

Classification:

Recognized student organizations will be classified according to the following group specifications:

Academic: All student organizations with purposes established or aligned with academic need or requirements including, but not limited to, academic departments

Honor: Any student organization classified as an honor society.

Cultural Heritage: Any student organization formed for the pursuit of knowledge, affiliation or pride of cultural groups.

Spirit and Tradition: Any student organization providing support and service to student spirit and university traditions.

Hometown: Any student organization formed for affiliation and support of those students from particular geographic areas.

Council of Student Organizations: Any student organization that participates in a prescribed membership intake program.

Local National Pan-Hellenic Council: Any student organization nationally affiliated with the National Pan-Hellenic Council.

Special Interest: Any student organization whose purposes do not coincide with the other established categories.

The Recognition Procedure The process of becoming a recognized student organization requires the completion of the following steps:

1. Become familiar with the Prairie View A&M University Regulations concerning recognized student organizations
2. Completing the required forms
3. Submitting the forms to the Office of Student Activities & Leadership for approval

Recognition:

Step 1:

Become familiar with the Prairie View A&M University regulations concerning recognized student organizations.

Recognized Student Organizations must:

1. Have an approved full-time faculty or staff advisor who will ensure that the parts of these University Regulations that apply to recognized student organizations are fulfilled.
2. File a constitution and statement of purpose (in English) with the Office of Student Activities & Leadership. The constitution for recognized student organization should be updated regularly to reflect any changes in policies and procedures.
3. Have an account with a commercial bank.
4. File an annual official recognition request with the Office of Student Activities & Leadership each academic school year and provide signatures of official university advisor and student officers authorized to conduct official university business on behalf of the organization.
5. Conduct the activities of the organization in a manner that reflects the highest ideals of the University.
6. May not duplicate the purposes, goals and activities of another organization.
7. Be responsible for compliance with the University policies, procedures, regulations and state and federal laws.
8. Understand that the actions and activities of recognized student organizations are subject to review. Failure to abide by these University regulations may result in an organizational disciplinary hearing with the Organization Review Board.
9. Participate and cooperate with the organizational annual review with the Organization Review Board to ensure each organization is abiding by university regulations and performing to the purposes and goals for which the organization requested university recognition. Any organization not functioning in the above-mentioned capacity will face disciplinary action. Organizations that do not comply with the review are subject to immediate temporary or permanent suspension from the University by University officials.

Step 2:

All recognized student organizations must have the following information on file in the Office of Student Activities & Leadership in order to be recognized the ensuing academic school year. Organizations are required to submit updates when any organizational information changes.

1. Constitution
2. Student Organization Registration Form
3. Officer Report Form
4. Certification of Compliance
5. Proposed Calendar of Events
6. Membership Roster Form

7. Organizational Release Form
8. Signature Card Form
9. Advisor Responsibility Agreement
10. Tax I.D. number and a Sales Tax Permit

Step 3:

All student organizations must submit the completed required forms to the Office of Student Activities & Leadership on or before the announced due date. In order to be recognized in the following academic year, all organizations must complete and submit an End of the Year Report packet to the Office of Student Activities & Leadership on or before April 30th. Along with the report the organization must complete the preliminary registration packet for the following year. The organizations failing to submit the End of the Year Report and Registration packets may not be recognized for the Fall Semester.

Student Organization Policy: Policy Hold

No student organizations will be able to hold or conduct any activities until all required forms are completed and approved. Failure to comply will result in disciplinary action. Non-Recognized Organization Policy In order to exist at Prairie View A&M University or hold and conduct any activities both on or off campus, an organization must be both officially registered and recognized by the University. These activities include, but are not limited to, the following:

1. wearing or displaying ANY organizational paraphernalia on the campus (Greek-lettered or not)
2. partaking in ANY activities reasonably deemed as organizational in nature, such as:
 - a) recognition or greeting calls
 - b) displaying signs or distributing fliers
3. ANY form of membership intake

* Students found in violation of this policy will face immediate disciplinary action

Student Organization Policy: New Organization Formation

Formation of Campus Organization

Students with similar interests are encouraged to form campus organizations to share information, provide programs for the group as well as the university-at-large and to advance the interest of its members.

Rules and regulations for forming student organizations are established by PVAMU in accordance with the By-laws of the University. The process to form a recognized student organization is outline in this section.

1. The student representative must contact the Office of Student Activities & Leadership to obtain the new student organization packet and other pertinent information.
2. The newly formed organization must identify a minimum of one (1) full-time faculty/staff member to serve as an advisor.
3. The organization can hold up to three (3) organizational meetings open campus-wide to recruit a minimum of ten (10) members.

NOTE

- a) The student representative must complete a Special Event Occupancy Request Form and indicate on the form a new Student Organization to hold the meetings.
 - b) During these three (3) meetings, a prescribed number of outside resource people may be present with the approval from the Director of Student Activities & Leadership. These off-campus individuals are not permitted to recruit, solicit or act in any manner other than as a resource person.
4. During the meetings, the organization should:
 - a) Write a constitution and/or policies and procedures (This varies from organization to organization depending on affiliation with national organizations.)
 - b) elect organizational officers
 - c) select and confirm a minimum of two advisors
 5. Complete and return the following to the Office of Student Activities & Leadership:
 - a) Organization Registration Packet
 - b) Local organization constitution and if applicable, a national constitution

Official Recognition

The organization registration packet and constitution(s) will be reviewed by the Office of Student Activities & Leadership and the Organization Review Board. All organizations, whether newly organized or reorganizing after a period of inactivity, are required to meet with the Organization Review Board for review. The Organization Review Board will recommend to the Director of Student Activities & Leadership the recommended status of the organization.

Student Organization Policy: Choosing an Advisor

In order for a student organization to register and remain active, the organization must have a minimum of two faculty/staff members serving in an advisory capacity. The advisor serves as a

source of continuity, program ideas and experience. In addition, the advisor(s) should be kept abreast of the organization's activities by attending all functions and meetings.

Aside from being the person who signs financial statements, various forms and room reservations, the advisor can mean the difference between a mediocre organization and an excellent organization. Organizations can often utilize their advisor in solving problems such as recruitment, internal strife and lack of funds. The advisor is of crucial importance to any organization.

When selecting an advisor, the student organization must consider the following:

1. Primary Advisors for student organizations will be selected from among the active members of the university faculty or staff. Your primary advisor must be a PVAMU faculty and/or staff member that has either graduated from undergrad for no less than two years and/or at least four years senior to the current chapter members;
2. A faculty/staff member may not serve as the primary advisor for more than one student organization.
3. The term of service for advisors should be clearly stated in the organizations constitution.
4. Student organizations have the option to select up to 4 additional advisors to serve as secondary advisors or advisory team members to maximize their availability. These advisors must also either graduated from undergrad for no less than two years and/or at least four years senior to the current chapter members;

An organizational advisor must:

1. Has either graduated from undergrad for no less than two years and/or at least four years senior to the current chapter members;
2. Attend all organizational meetings, programs, social functions, service projects, etc;
3. Sign for authorization to use university facilities;
4. Sign for authorization to sponsor activities and all financial transactions;
5. Provide advisement and consultative services to the officers and membership of the organization;
6. Understand and interpret the rules and regulations pertaining to student organizations at Prairie View A&M University.

Student Organization Policy: Membership Eligibility

General Membership

To actively participate in his/her respective recognized student organization(s), a student must:

- Maintain a 2.50 or better cumulative grade point average.
- Be enrolled in at least six credit hours each semester.

Student Officers

Elected, selected, or appointed student officers must:

1. have a 2.50 or better grade point average in the
 - o semester immediately prior to election or appointment,
 - o semester of election or appointment, and
 - o semester(s) during the term of office.
2. be enrolled in at least six credit hours each semester.
3. be in good standing with the University.

Students shall be ineligible to hold an office should they fail to meet and maintain these requirements.

Membership Intake Eligibility:

Any student matriculating at Prairie View A&M University must be approved through the Office of Student Activities & Leadership to be considered for membership in any recognized student organization. A student must:

1. have earned a minimum of thirty (30) credit hours at the University; NOTE: Transfer students must have earned twelve (12) credit hours of the thirty (30) credit hours required from Prairie View A&M University.
2. have a 2.80 cumulative grade point average;
3. be a full-time currently enrolled student
4. have fifteen (15) hours of verifiable community service
5. be in good standing with the University.
6. attend one (1) Greek Life Perspectives workshop

Student Organization Policy: Volunteer and Community Service

Community service is a requirement of membership for the local Pan-Hellenic Council (PAN) and the Council of Student Organizations member organizations. Each member of recognized student organizations within the local National Pan-Hellenic Council and the Council of Student Organizations must complete fifteen (15) service hours per semester. Service hours may be compiled from the first day of course instruction through the first day of dead week in the Fall and Spring Semesters. The Assistant Director of Student Activities & Leadership or designee will verify the service hours.

Example: An organization with twenty-five (25) members must complete 375 hours of service each semester. ($25 \times 15=375$)

To receive the credit, the hours must be submitted no later than three (3) business days after completion of service hours via the Volunteer in Public Service Form to the Office of Student Activities & Leadership. The Volunteer in Public Service form must be completed fully for the service hours to be considered and subsequently credited to the organization after verification. The recipient(s) of services rendered must complete the appropriate section in its entirety.

Volunteer service hours generated through an organizational corporate community service project will be applied and credited to the organization only. For a community service project to receive corporate designation, a minimum of fifty percent (50%) of the active chapter membership must participate. Additionally, individual volunteer activities are strongly encouraged however; members can receive a maximum credit of three (3) individual community service hours per semester. Remember, the community service activity cannot be self-serving in nature.

Example: An organization with twenty-four (24) members must have a minimum of twelve (12) members participate in the activity for it to be classified as "corporate".

A Definition of Community Service

"services which are identified by an institution of higher education, through formal or informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life community residents, particularly low-income individuals, or to solve particular problems related to their needs, including:

1. such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement;
2. work in service opportunities or youth corps as defined in the National and Community Service Act of 1990;
3. support services to students with disabilities; and
4. Activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities; and counseling, including career counseling."

Taken from the Higher Education Act of 1965, as amended by the Higher Education Amendments of 1992, and the Higher Education Technical Amendments of 1993

Student Organization Policy: Active Status

Student organizations may be placed on inactive status for various reasons. Inactive status may be either permanent or temporary. Permanent inactive status means the organization must submit a new student organization registration packet to the Office of Student Activities & Leadership which is reviewed by the Organization Review Board. Upon review of the registration packet, the Organization Review Board will issue a recommendation to the Director of Student Activities & Leadership. Temporary inactive status means the organization need only remedy the

circumstance that was the cause for such classification. Generally, the cause for inactive status can be attributed to the lack of attention to University Regulations, the Student Handbook, or Policies & Procedures governing recognized student organizations. It is, therefore, imperative that organizations be familiar with these regulations and keep abreast of any changes. The following are general requirements that the president and advisor should be knowledgeable of to maintain active status:

1. **Organization Registration Packet:** The University requires that these forms are submitted no later than the 30th day of September or officially posted deadline each academic year regardless of any changes. In addition, the organization is required within ten (10) days to resubmit the registration packet after an organizational election or other changes in organizational leadership.

NOTE:

- a) Summer terms are excluded.
- b) Failure to submit this packet for two (2) consecutive semester will automatically place the organization on permanent inactive status.

2. **Outstanding Debts:** If an organization is past due on any debts to an office of the University, the organization will be placed on temporary inactive status pending payment of the indebtedness.
3. **University Regulations:** Each student organization is expected and required to obey applicable University Regulations as set forth in the Recognized Student Organizations Policy and Procedures Manual.

NOTE: When a conflict between university policy and procedures governing student organizations and the respective student organizations constitution and bylaws arises, university policy and procedures will supersede the respective organizations constitution and bylaws to alleviate and/or resolve any discrepancies and/or conflict.

It is the purpose of the University regulations to protect individual student organizations and the University from decisions which are "capricious or arbitrary". It is in this regard that the regulations should be interpreted. In addition, it is important to note that only approved organizational officers and/or the advisor are empowered to conduct official organizational business with the University.

Student Organization Policy: Organization Review Board (ORB)

The Organization Review Board (ORB) views student organization discipline as an educational process. When an organization disregards a regulation or policy of the State and/or the University, the focus of the process turns to education. The purpose of education through discipline is to uncover the reason for the violation, demonstrate why the behavior is inconsistent

with the expectations of the University, and aid the student organization in coming to the realization that certain rules and regulations are necessary for the existence of the University community.

It is the further purpose of education through discipline to help the student organization understand that, as a member of the Prairie View A&M University community, it must abide by the regulations or find the necessary channels through which to change.

ORB Composition

The Organization Review Board is a university committee appointed by the Director of Student Activities & Leadership or designee and the Vice President of Student and Enrollment Services to advise and make decisions on matters pertaining to student organizations. The Board is comprised of ORB Chair, Division of Student and Enrollment Services staff members and students appointed by the Vice President for Student and Enrollment Services through the Director of Student Activities & Leadership or designee.

Powers and Activities of ORB The Board is authorized:

1. to discipline those organizations that decide to function outside the guidelines, rules and policies of the University and/or those member of organizations that do not adhere to rules set by Prairie View A&M University;
2. to consider and recommend approval or disapproval of petitioning student organization groups;
3. to serve as the governing body for all student organizations at Prairie View A&M University; and...
4. to review annually student organizations in fulfilling the organizations purpose as defined in the organizational recognition packet and constitution.

The Board meets bi-weekly on matters involving student organizations. ORB hearings are scheduled throughout the fall and spring semester. Typically, organizational hearings will be scheduled after Fall, October 1st and Spring, February 1st. Hearings are not scheduled during official university holidays, breaks, and dead week. However, emergency sessions may be held with the director's approval.

Student Organization Policy: ORB Initiate

When the Director of Student Activities & Leadership or designee and/or the Organization Review Board Chair receives information that an organization allegedly violated a University policy or rule, he/she shall investigate the alleged violation.

The ORB Chair, in concert with the Director of Student Activities & Leadership or designee, shall discuss the case and determine whether disciplinary charges should be initiated. In some cases, it may be necessary to summon the president, members of the executive board, and/or any student in question for a conference with the ORB Chair. After said conference, the ORB Chair,

in concert with the Director of Student Activities & Leadership or designee, shall discuss the case and determine whether disciplinary charges shall be initiated.

Once the investigation is completed, the ORB Chair, with the approval of the Director of Student Activities & Leadership, may:

- a) dismiss the allegation as unfounded; or
- b) prepare a complaint and proceed administratively with organizational notification.

In certain instances, it may be necessary for the University to take interim disciplinary action, pending a hearing. This may be necessary, when in the opinion of the University, the continued operations of the organization may constitute a threat or disruption to the normal academic process of the institution. In such cases, the ORB Chair and/or the Director of Student Activities & Leadership or designee, may take said action with the approval of the Director of Student Activities & Leadership and the Vice President for Student and Enrollment Services.

In addition, the ORB Chair, with the consensus of the ORB members, may recommend a sanction for a student organization that has clearly violated minor university rules, regulations, policies, and procedures. The minor violations are not extreme in nature and do not violate student rights.

Organization Review Board Hearing

The ORB may be called to hear a case in when an organization has allegedly violated a University policy or regulation. An organization violates a University policy or regulation when:

1. One or more of its officers or members, acting in the scope of the organization capacities, commits the violation;
2. One or more of its members commits the violation after the action that constitutes the violation was approved by majority vote or consensus of those members of the organization present;
3. One or more members of a committee of the organization commits the violation while acting in the scope of the committee's assignment;
4. A member of an organization acting with apparent authority of the organization commits the violation;
5. One or more members of an organization or its officers, under circumstances where such person knew or its officers, under circumstances where such person knew or should have known that an act constituting a violation was occurring or about to occur, failed to prevent the action;
6. One or more members of an organization fails to report to the appropriate authorities promptly, within forty-eight (48) hours, any knowledge or reasonable information about a violation;
7. Commits or fails to report a hazing incident; or
8. One or more members violates a local, state, or federal law

Student Organization Policy: ORB

Notification Guidelines

The ORB Chair must notify the student organization in question by written correspondence. The letter shall be mailed to the organization and delivered to the organizational advisor. In the written correspondence, the letter should indicate the following:

1. the date, the time and the place for the hearing;
2. it should specify a hearing date seven (7) calendar days after the date of the letter;
3. shall direct the organization to appear at the hearing before the ORB;
4. description of the alleged violation(s); and
5. advise the organization of its rights.

Hearing Guidelines

The Organization Review Board is the hearing body for the complaint. There shall be at least four (4) ORB members, not including the ORB Chair, in order to conduct a hearing. At least two of the four ORB members present must be students. The ORB hearings shall be closed.

The jurisdiction of the Organization Review Board is limited to student organization discipline. However, if an offense by an individual student is revealed during the course of an organizational hearing, this information will be immediately provided to the University Disciplinary Officer. The University Disciplinary Officer or his/her designate shall determine if individual disciplinary action will be taken against the student.

The focus of inquiry in the hearing proceedings shall be the guilt or innocence of the organization accused of violating University regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceedings unless significant prejudice to the organization or University may result.

In all proceedings, the accused organization shall be presumed innocent until proven that a violation of University regulations occurred. Further, the burden of proof rests with the person or organization bringing the charges and said burden of proof shall be a preponderance of the evidence.

The ORB Chair shall be appointed by the Director of Student Activities & Leadership or designate. As the spokesperson and moderator for the Board, the ORB Chair is responsible for informing any member of Organization Review Board about the judicial process upon request. An ORB member should disqualify himself/herself in cases where he/she may be prejudiced either for or against the accused organization or the issue/regulation in question.

If an organization's representative(s) fails to appear at the hearing, the ORB, by way of majority vote, will select one of the following courses of action:

- a) Reschedule the hearing.
- b) Render a decision based on available information.

A video tape recording of the Board's proceedings (excluding the Board's deliberations) shall be made. This tape will be kept in the Department of Student Activities for a period of one (1) year. In the event of an appeal, these tapes will be reviewed by the Director of Student Activities & Leadership and/or the Vice President for Student and Enrollment Services.

Student Organization Policy: ORB Sanction Guidelines

The Director of Student Activities & Leadership, acting upon the recommendation of the ORB may impose one or more of the following sanctions for violation of a University policy or rule:

- a) documented written reprimand which will remain in the organization's file and be taken into consideration during the annual review or request for recognition.
- b) deactivation of Internet web-site and e-mail account.
- c) place the organization on probation for one to five calendar years
- d) suspend temporarily for the period of one to five calendar years.
- e) permanently revoke organization's recognition with the Vice President of Student and Enrollment Services approval.
- f) other penalties as deemed appropriate including but not limited to community service hours and restitution for any damage to University policy.

Right to Appeal Sanction

An organization aggrieved by a decision of the Organization Review Board and the Director of Student Activities & Leadership has the right to appeal to the Vice President for Student and Enrollment Services or his/her designate. This appeal must be made in writing within seven calendar days of being notified of the decision of the Board. Appeals must be based on one or more of the following:

- a) severity of sanction(s)
- b) ability to introduce new evidence
- c) improper hearing procedures

Notice of appeal suspends imposition of the sanction until the appeal is heard, but interim action may be taken.

The Vice President for Student and Enrollment Services or his/her designate may improve, reject, or modify the decision in question or may require the original decision be reopened for the representation of additional evidence and reconsideration of the decision. The decision of the Vice President for Student and Enrollment Services or his/her designate shall be the final appellate review.

Hearing Process: Student Organization Rights

- Right to be informed in writing of all charges at least seven (7) calendar days before any hearing may proceed.
- Right to remain silent.
- Right to personally question witnesses against the accused. It should be noted that only relevant witness can be request to appear before the Board. However, they may be required to appear before the University Disciplinary Officer. In certain circumstances where confidentiality is paramount, an incident report will be substituted. Defendants may question facts in the report.

Student Organization Policy: Advertising

Definition

Any method or device for disseminating information or promotional material on the campus. This includes the use of bulletin boards, kiosks or public areas of the University inclusive of residential facilities, academic and service buildings. Bulletin boards, kiosks, or other public areas will not be used if their use is a safety hazard.

All publicity and advertising on the campus of Prairie View A&M University must be approved for posting through the Office of Student Activities and Leadership in accordance with the set policy and guidelines.

Advertisers are:

- Recognized campus organizations
- University offices
- Governmental, corporate, or educational agencies
- Students, faculty, and staff

Advertisers are encouraged to be creative and positive in their advertising. Please print clear, legible information for maximum impact.

Personal one-of-a-kind notices will be limited to those authorized areas marked “personal notices” on bulletin boards, kiosks or other designated posting areas.

Recruitment/Career: Regarding governmental, corporate, or educational agencies, if the advertising is for job/career recruitment purposes only, it is to be cleared through the Director of Career Services, (936)261-3570.

Sponsorship: Only events sponsored by an approved body (see “Advertisers are”) may be promoted under this policy. Sponsorship shall imply participating in the organization, promotion, scheduling and production of the events by members of the sponsoring organization. Contractual services provided in relation to the event must be obtained in the name of the sponsoring organization. Copies of a written agreement pertinent to the event shall be provided to the appropriate University body on request.

Size: All advertising and publicity located on bulletin boards and kiosks must be no larger that 616 square inches (22" X 28"). Special provisions may be made for larger size advertisements.

Handbills: before distributing, one copy of the handbill must be on file in the Office of Student Activities & Leadership. Failure to do so may forfeit privileges.

Number of flyers: one flyer /poster per event per bulletin board and no more than one per kiosk of each advertisement/publicity notice.

Publicity materials must contain the name of the responsible organization or individual and a clearly visible expiration date. Violators could lose privileges.

Special assistance: the statement “**For special assistance with disabilities please call ext. 3585**”, must be included at the bottom of all flyers

Removal: Advertisers are responsible for removal of the material on expiration (next class/business day following the date of the posted event). Material found in violation of posting guidelines may be removed by DSAL staff or assigned personnel.

Posting period may not normally exceed three weeks. All personal one-of-a-kind notices will be removed on the first day of each month.

Materials printed in a foreign language must have the same information presented in English, and must be removed on the first day of each month.

Any non-university cosponsors’ or private business’ name may appear only one time on a banner, poster, or flyer and cannot exceed 50% of the largest typeface used on a flyer (8 1/2 X 11) and 25% of the typeface used on other designed posting areas.

Placement:

Indoors: Material must be attached to enclosed bulletin boards (National Fire Protection Association/Life Safety Code #101). They may be attached to cork board with tacks or paper staples and to kiosks with tacks or masking tape. No scotch tape may be used. “A” Frames and standing boards may be used.

Outdoors: Material must be attached to bulletin boards so as not to deface or destroy the surface. They may be attached to cork board with tacks or paper staples and to kiosks with tacks or masking tape. **No scotch tape may be used.**

Non Placement:

Materials may not be attached to glass surfaces, walls, doors, vending machines, trash cans, cars, trees, light posts, sidewalks, fences, or other similarly unauthorized locations. Chalking of sidewalks, painting of trees, and trash cans is prohibited. The use of cups on fences, or gates, is strictly prohibited.

Materials must not overlap or conceal other advertising.

Placed materials not adhering to these or other established University guidelines and regulations will be removed and the sponsoring organization may be subject to:

- Loss of posting privileges and/or penalty or fines.
- Recommendation to the Director of Student Activities that the student organization face loss of University recognition for a specified period of time.

The document is subject to changes and revisions without notice.

Copies of these guidelines may be obtained from the Office of Student Activities and Leadership in the Memorial Student Center, suite 221. For clarification, contact us at (936)261-1340.

Student Organization Policy: Identification Markers

Campus Organization Identification Markers

Background: Over the past years, organizations have sought ways to be identified publicly (indoor and outdoor) on the campus. The indoor identification began several years ago with each organization or crest being mounted in the Alumni Hall. As for outdoor identification, organizations claimed trash cans and trees. These items were painted and emblazoned with the organization's symbols. In 1983, the University implemented a policy that prohibited the painting of trees and the trash cans were upgraded to complement the aesthetics of the landscaping. Since then, we have been asked to afford the organizations the opportunity to be recognized.

Rationale: The organizations do have a place in the history of Prairie View A&M University and to allow the groups to have some identification marker would give the groups some form of ownership in the continuing development of school pride and spirit.

Criteria for Approval: Organizations requesting the establishment of a marker on the campus should meet the following criteria:

1. The organization should be an officially recognized group and in good standing with the University, and with its national, regional, or local organization or council.
2. The group should not have been disciplined (suspended/probation) by the University within the past two (2) years.
3. The group must show evidence of adequate funding to support the construction and erection of the marker.
4. The marker must comply with specifications established by the University Physical Plant Administration and Systems Standards for such identification or markers.
5. The group must agree to maintain and upkeep the area selected or designated for the marker.

For additional information and application packet, contact the Office of Student Activities & Leadership, Memorial Student Center, suite 223.

Student Organization Policy: Organization Policies

The University is a forum for ideas and their exchange. Such exchange can only occur on a scholarly plane if order is maintained and standards of decorum and good behavior are recognized by all. The University recognizes that some activities will have audiences of a single class, seminar or organization, and that others will be addressing themselves to a wider spectrum of the University community. It is the responsibility of the University to provide the climate and conditions for teaching, research, extension, and other services.

In the vein, the following are other organizational policies and tips that recognized student organizations need to be aware of to remain in good standing with the University and thrive:

Due to the number, variety, and scope of activities sponsored by the institution's faculty, staff, and students, Prairie View A&M University cannot be held responsible for accidents and/or injuries incurred through activities on or off campus sponsored by recognized student organizations.

The University reserves the right to cancel any event it deems likely to cause an interruption in the Universities orderly activities.

The president or his duly authorized representative may order an event to be terminated on grounds that it constitutes disruptive activity as defined by the Texas Education Code. Any member of the faculty or staff or any student who resists such an order shall be subject to disciplinary action.

Because the University is judged by the action of its students, no individual, group or other organization may use the institutions name without the express authorization of the institution except to identify the institutional affiliation. Institution approval or disapproval of any rule may not be stated or implied by any individual, group, or organization.

All student organizations will have their functions, whether on or off campus, approved by their official University advisors.

State law, as it regards candidates for public office and campaigning on public property and all other applicable statutes, must be observed. The university prohibits the use of any of its symbols, insignias or other identifying marks in any political endorsements, campaigns or elections.

Student Organization Policy: Alcohol Consumption

The use of alcoholic beverages by members of the Prairie View A&M University community is at all times subject to the alcoholic beverage laws of the State of Texas. Student organization events involving alcohol are not permitted on University property.

Students wishing to have alcohol at a social activity are advised to hold the activity at a licensed liquor establishment where participants may purchase their beverages by the drink directly from the

establishment with their own personal funds. It is understood that in this situation responsibility will rest entirely with the license holder.

Student Organization Policy: Campus Facilities

Registered recognized student organizations enjoy the privilege of holding meetings, events, and functions in authorized university facilities and buildings. All recognized student organization activities must have on file a completed [SPECIAL EVENT OCCUPANCY FORM](#) **five (5) business days** prior to event in the Office of Student Activities & Leadership. Listed below are campus facilities/buildings that may be used.

Buildings

Willie Albert Tempton, Sr. Memorial Student Center
Ballroom – Rm. 210
Opal Johnson Smith Auditorium – Rm. 111
Conference Rooms – Rm. 202, 203, 204
Lounge – Rm. 218

Hobart Taylor Classrooms – 1A110, 1C129, 2B209,
2B210, 2B215, 2B216
Student Lounge – 1B121

Johnson-Phillip All Faiths Chapel
Sanctuary, Meditation & Conference Room

New Science Building
1st Floor – Rm. A101, A103, A104
RM. 101, 102, 103 , 122

Johnson-Phillip All Faiths Chapel (ext. 4940)
Administrative Offices, RM 1
John B. Coleman Library
Public Events Rm. 108

E.B. Evans Animal Science Auditorium – Academics
Only

C.L. Wilson Engineering Complex
Gilchrist Engineering Building
Hilliard Hall
Hobart Taylor Building (classrooms only)
May Hall Home Economic Building
Samuel R. Collins Engineering Technology Building

W. Delco Building
W.R. Banks Building
University College – Auditorium & Panther Room
University Village I & II, III – Club House
William J. Nicks Athletic Complex
William J. Nicks Gymnasium
Water Fountain & Campus Walks
MSC Outside – Sidewalk
MSC Outside – North Lawn
Alumni Field
Student Park

Student Organization Policy: Speakers/Mail/Fundraising

Off-campus Guest Speakers/Lecturers

One of the most common types of events sponsored by student organizations involves the off-campus speaker. This individual is either used to address group membership or the campus-at-large.

When a guest speaker/lecturer is invited, a completed [SPECIAL EVENT OCCUPANCY REQUEST FORM](#) must be filed in the Office of Student Activities & Leadership at least ten (10) days prior to the speaker's appearance. Be sure to include as much information about the speaker's qualifications as possible.

NOTE:

1. The privilege to invite speakers and performers carries with it important responsibilities to ensure that the proper objectives of the university are not compromised.
2. Only registered recognized student organizations may sponsor a specific candidate for public office. The speaker may not be co-sponsored with an off-campus interest and the audience must be limited to members of the organization and/or their personally-invited guests.
3. The speaker represents his/her own views and not those of the University.

Organizational Mailboxes:

The Office of Student Activities & Leadership provides mailboxes to groups for general campus mail and other information. Organizations are requested to check the mailboxes at least once a week. This provides groups with a central, permanent location to receive mail and is our means of direct communication with the group.

Fundraising and Solicitation:

Registered student organizations often need to raise funds on campus. Student organizations must gain the approval from the University's solicitation officer before attempting to sell any items on the campus. It is important that organizations realize the importance of being recognized as non-profit entities and the need to direct their solicitations toward charitable causes – either inside the organization, the University or the community-at-large. The fundraising activity process is outlined below:

1. Plan the activity
 - a) date
 - b) time
 - c) place
 - d) purpose
2. Come to the Office of Student Activities & Leadership and fill out a Solicitation Permit Form. It should be indicated on the form that there is a charge. Please note that this must be done at least five (5) class days prior to the event in order to ensure that the event is properly scheduled.
3. Approval from the University Solicitation Officer.
4. Return the completed form to the Office of Student Activities & Leadership.

Student Organization Policy: University Police Presence

The purpose of University Police at an event is to keep the peace, to protect University property, and to assist the program sponsors in ensuring the well-being of those in attendance. An event may require police presence if it meets one or more of the following criteria:

1. Is held in any University facility on University property
2. Will attract a capacity crowd
3. Is open to the public
4. Includes a demonstration scheduled on the Quad or University grounds
5. Is predicted to arouse controversy or potential difficulty with participants or non-participants
6. Is predicted to involve crowding, drunkenness, or other factors which could result in physical harm to participants

7. Has resulted in problems on other campus

Factors which will influence the number of police at an event includes, but is not limited to:

1. Number of University staff who will also be present
2. Contingency plans for action in the event of a problem situation
3. Predictions as to crowd size and behavior
4. Overall planning to insure an orderly, safe event

Upon registration of the event with the Office of Student Activities & Leadership and PVAMU's Department of Public Safety, a determination will be made regarding the need for University Police presence by the Chief of Police.

Final decisions on the need for and/or number of police necessary is made by the Chief of Police or his/her designated delegate. Organizations are expected and required to pay the entire cost of security coverage during the sponsored events.

Student Organization Policy: Event Planning

The most crucial element of any program is the planning that precedes the actual event. Planning more often than not is the element that determines the success or failure of a given event. Some general guidelines that might prove helpful are:

1. Begin planning well in advance to assure a quality program.
2. Be aware of the audience to which the program will appeal. Schedule it at a time and place that is most convenient to that group.
3. Concentrate most of the advertising budget on that target group.
4. Do not skimp on advertising. (Three signs on campus do not reach many people.)
5. Avoid conflicts with other events that appeal to the same audience.
6. Co-sponsorship with other student organizations and/or departments reduces financial risk and may lead to better attendance.
7. Evaluate each program and learn from your successes and failures.

Event Registration

Events held on the campus of Prairie View A&M University should be registered for the following reasons:

1. Registration IS REQUIRED to hold any event. The forms must be completed with the appropriate signatures no less than five business days prior to the event.

2. The organizational event, when properly registered, gains publicity through the media resources available in the Office of Student Activities & Leadership.
3. The organization will receive valuable consultation which allows you greater ease in cutting through and/or eliminating the red tape which sometimes surrounds the planning of an event. In addition, the event should be registered when:

- money is exchanged
- the activity is open to the public
- PVAMU's buildings/grounds are used
- solicitation or parade permits are necessary
- funds are solicited
- event is co-sponsored with a commercial enterprise

4.

NOTE:

NO student organization shall be allowed to schedule EXTRA CURRICULAR ACTIVITIES during DEAD AND FINALS WEEK. Major events which are planned to attract a wide segment of the campus will interfere with the final exam preparation period and are discouraged.

Student Organization Policy: Student Travel Guidelines

General Student Travel Guidelines and Agreement

All Prairie View A&M University students traveling for the purpose of attending conferences, workshops, programs and events representing either their student organizations or the university must follow the procedures as prescribed below:

Are expected to conduct themselves in a manner that positively reflects upon themselves and Prairie View A&M University,

Are governed by the Student Code of Conduct as outlined in the university student handbook while attending all conferences, workshops, programs, and events,

Are expected to participate fully in the conference or workshop by attending all programs and events as outlined by the conference. If participating as a group, the group will seek to attend as many different sessions as possible in order to obtain the greatest amount of information and/or resources,

Are expected to dress appropriately for the conference event based on the guidelines provided by the conference organizers. Any questions regarding dress should be directed to the advisor(s) or the conference organizers prior to leaving.

Alcohol use is prohibited during the duration of the travel to and from the conference or workshop programs and activities. Exception may only be made by the university president or designee, and,

Must complete, sign and return the Recognition and Assumption of Risk Agreement to the event traveler advisor prior to the event travel departure time (obtainable from the Division of Student and Enrollment Services).

* Any violation of the code of conduct and the above listed requirements may result in appropriate * disciplinary action, including, but not limited to, loss of privileges to attend future conferences or events, restitution of funds provided for you to participate in the event, and/or possible suspension from Prairie

[View A&M University.](#)

