

Austin College



Student Organization Handbook ***2023-2024***

Table of Contents

Wright Campus Resource Directory.....	4
<u>Section I: Policies for Chartering and Chartered Organizations</u>	
Organization Requirements.....	8
Charter Renewal.....	10
Charter Review Process.....	11
Chartered Organizations.....	11
Sponsors of Student Organizations.....	12
<u>Section II: Budgeting Guidelines</u>	
Securing Funds from the Student Activity Fee.....	15
Requests for Special Fund Raising Projects.....	16
Do's and Don'ts for Austin College Accounts.....	16
Procedure for Purchase Approval Form & Purchase Request Form.....	17
Release Order Forms.....	17
Requisition Form.....	18
Contracts.....	19
<u>Section III: Organization Development</u>	
Getting Started With Your Group.....	21
What Makes A Good Leader?.....	21
The Art of Relaxation.....	22
Ten Commandments of Good Communication.....	23
Goal-Setting.....	24
Delegation.....	25
Common Problems in Student Organizations.....	26
Leadership Self-Evaluation.....	28
Running an Effective Meeting.....	29
Aids to Facilitating.....	30
Information on Rules of Order.....	31
How to Have an Effective Executive Board.....	32
Recruiting Members.....	34
Utilizing your Campus Resources.....	35
<u>Section IV: Programming</u>	
Program Planning.....	37
Low-Cost Programming.....	38
Programming Pitfalls.....	39
Guidelines for Political Activity on Campus.....	39

Hosting Outdoor Athletic Events with Non-AC Community Members.....	40
Austin College Dining Services.....	40
Procedures for Reserving Rooms.....	41
Wright Center Room Uses.....	42
Student Organizations with Office Space in the Wright Center.....	42
<u>Section V: Publicity</u>	
Publicity.....	44
Wright Center Posting Policy.....	45
Wright Center Bulletin Board Policy.....	46
Student Organization Sidewalks.....	47
Photocopy Services and Guidelines.....	48
Austin College Observer Advertising Policy.....	48
How an Organization Should Write an Article for the Observer.....	49
Austin College Sidewalk Chalk Policy.....	49
<u>Section VI: List of Student Organizations</u>	
College Programs.....	51
Chartered Organizations.....	53
<u>Section VII: Hazing</u>	
Organization Standards & Philosophy Statement.....	55
Hazing Information.....	55
<u>Section VIII: Appendix</u>	
Release Order Sample.....	59
Release Order Vendors.....	60
Requisition.....	61
Petty Cash Advancement/Reimbursement: Purchase Approval Form.....	62
Austin College Student Organization Purchase Request Form.....	63
Wright Campus Center Fact Sheet.....	64
Event Planning/Facility Request Form.....	65
Sponsorship Agreement Form.....	66
Greek Socials and Alcohol.....	67
Social Notification and Events Form.....	68
Standard Engagement Agreement.....	69
Charter and Recognized Membership Renewal Form.....	70
Service Project Follow-up Form.....	71
Advisor Involvement Forms.....	72

Introduction

Use this handbook as a resource guide for your Student Organization. The information provided can be used to help you plan and facilitate programs, as well as provide resources to effectively manage your organization. The material will answer many questions student organization leaders have. To provide suggestions to improve this handbook, e-mail studentlife@austincollege.edu.

Wright Campus Resource Directory

Facilities & Services	Information	Extension	Room #
Academic Skills Center	Group Study	2454	211
AC Dining Services	Food set-up/Events	2366	117
Campus Activities Board	Programming	2308	259
Greek Council Office	Greek Life	2298	Adams Center 109
Mailing & Printing Center	Copies & Faxes	2391	164
Post Office	Mailings	2274	161
Service Station	Service Programs & Ideas	2333	104
Student Assembly	Budget & Finance	2300	179
Department of Student Life	Policies & Assistance	2306	201
Student Publications	Publicity	2296	Adams Center 109
Wright Center Office	Reservation & Set-up	2293	148
Student Organization Work Room			Adams Center 101
Vice President for Student Affairs & Athletics		2228	251

Campus Activities Board (CAB)

CAB works in conjunction with the Director of Student Activities to coordinate the activities on campus. CAB sponsors and co-sponsors many of the comedians, bands, participatory programs, and a film series on campus. Students interested in joining or would like to suggest a program idea may stop by the CAB office (WCC 259), visit the CAB weekly meeting, or e-mail CAB@austincollege.edu.

Greek Council

Greek Council is the official governing board composed of the various Greek organization presidents and officers. The council meets weekly to establish communication between Greek Organizations, serve as a liaison between the organizations and faculty/administration, and establish a system of self-governance, which promotes the collective will of the Greek system. Greek Council shall seek to establish better relations, further the spirit of unity, and increase the sense of responsibility among the fraternities and sororities of Austin College. The Greek Council provides service, educational opportunities, and demonstrates a quality of leadership in the community. The Greek Council also participates in the governance structure with initial/pending requests for establishment of new fraternities and sororities. In addition, the Greek Council shall work with the Department of Student Life in the planning and implementation of recruitment activities each year.

Greek Review Board

The Greek Review Board, established in Spring 2003, is chaired by the Greek Council Vice President and composed of nine Greek members elected by the member organizations. It resolves minor violations and administers policies concerning the Greek Community by upholding the high ideals and standards set forth by the Greek community. The Greek Review Board works to improve the image of the Greek community by fostering a sense of accountability and responsibility within the Greek community, ensuring fairness of conduct throughout the Greek community, and educating individuals and organizations in making ethical decisions. The Greek Review Board is also responsible for the charter review process of the social fraternities and sororities, which is outlined

in the Greek Handbook, published yearly by the Department of Student Life.

Mailing & Printing Services and Post Office

Mailing and Printing Services, located adjacent to the Campus Post Office, is equipped for duplicating jobs, mailings, lamination, faxing, Express Mail, Federal Express and UPS shipping.

The incoming Fax number is (903) 813-3199. If you receive a Fax, you will be notified by notice in your mail box. There will not be a charge for the first page; however, a \$0.25 fee will be charged for each additional page. The fee for sending a fax is \$1.00 for the first page and \$0.50/page thereafter.

The Campus Post Office, a component of Mailing & Printing Services, maintains an assortment of stamps, weighs and mails packages, including Express Mail, certified, and return receipt letters. International letters and printed matter may be mailed at the Campus Post Office if they weigh less than one pound (16 oz.). Packages weighing one pound (16 oz.) or more require custom forms and must be mailed at a U.S. Post Office location, such as the Sherman Post Office.

Each Austin College student is assigned a mailbox and combination at registration. It is important to check your box daily, as mail is delivered daily, and the College uses campus mail for official communication with students. In order to assure prompt delivery of your mail, use the following address format for your incoming correspondence and packages:

YOUR NAME
AUSTIN COLLEGE
900 N GRAND AVE STE XXXXX
SHERMAN, TX 75090-4400

Please do not use nicknames on your correspondence. The Campus Post Office only recognizes the name that you registered with at the beginning of the semester. Failure to use the format above or using nicknames can result in up to a forty-eight (48) hour delay of your package.

Alcoholic beverages or any illegal items prohibited by state law will not knowingly be received or shipped from the Campus Post Office.

The Campus Mail Center does not accept cash to be delivered to anyone on campus. If you need to pay someone cash, please do so in person. The Mail Center will not be responsible for any money lost or stolen if it was sent through the Mail Center.

On Campus Communication:

- No communication will be accepted on paper less than 3in by 5in.
- Mailings of 10 or more pieces should be in numerical order by mailbox numbers.
- The College discourages the use of mass mailings. Exceptions to this guideline can be granted by the Associate Vice President of Student Affairs & Dean of Students (for student mailings), the Vice President for Academic Affairs (for faculty mailings), and the Office of Human Resources (for staff mailings).
- Only chartered organizations are allowed to place mass mailings in campus mailboxes. These must be identified by the name of the organization and still require approval from Student Life.
- Anyone with permission to distribute questionnaires, which require returns through the mail, should alert the Campus Post Office so a separate box can be provided.

The Service Station

The Service Station is a student-run office that promotes the involvement of all Austin College students in volunteer and community service efforts. Acting as a clearinghouse, this office attempts to match interested students and student organizations with area agencies, churches, individuals, etc., who need volunteers. The Service Station also keeps records of each student and student organization service hours if the student or student organization submits a PROJECT FOLLOW-UP form (*Section VIII: Appendix*).

Student Assembly (SA)

As the student governing body for Austin College students, the SA serves in an advisory capacity to the Student Affairs Division and other bodies on campus seeking general student opinion. The SA may initiate new or revised policies through the Department of Student Life. It also considers applications of campus organizations, allocates student activity fee funds, and recommends students to serve on various campus-wide committees. The SA consists of the Student Body President, Vice President, and representatives elected from each class, each on-campus living unit, and the off-campus population. The Associate Vice President of Student Affairs & Dean of Students serves as the advisor to SA. SA encourages students to bring concerns and ideas to the Wright Campus Center (WCC 179), by calling (903) 813-2300, or by emailing assembly@austincollege.edu

Department of Student Life

Student Life staff works to maintain a favorable living climate across campus. The Student Life staff is responsible for the residence hall program, student government, student organizations, student publications, fraternities and sororities, disciplinary process, scheduling of events and space on campus, and supervision of many of the co-curricular activities on campus.

Student Publications

The online student newspaper, the *Observer* is funded by the Student Activity Fee. Students are involved in all aspects of publications: advertising, writing, editing, photography, and layouts. All members of the Austin College community are encouraged to become involved with student publications.

Vice President for Student Affairs & Chief Inclusion and Diversity Officer

The Vice President for Student Affairs & Chief Inclusion and Diversity Officer is the administrator responsible for the staff, programs, and services associated with the following areas: Career Services, Counseling Services, Health Services, Student Life, Campus Police, ARAMARK Dining Service, Religious Life.

Section I

Policies for Chartering and Chartered Organizations

Minimum Requirement for Sustaining an Organization

Every organization must:

1. Have a minimum of six members
2. Submit a Charter Renewal Form by 12th day of Class (or given deadline set by the Student Life Office)
3. Have a faculty/staff sponsor
4. Attend the budget workshop conducted by Student Assembly to secure a budget
5. Complete the Charter Review Process once every four years

Steps to Chartering a New Student Organization at Austin College

Step 1: Pick up a *Chartering a New Student Organization Packet* from the Student Life office. Meet with the Director of Student Activities to review the process.

Step 2: Use the sample constitution as a guide to develop a Constitution and By-Laws for your organization. Items that must be included are:

- A) Purpose of the Organization
- B) Procedures for Electing and Removal of Officers with specific time for elections
- C) Proposed Meeting Times (frequency of meetings is sufficient)
- D) Prerequisite of Qualifications of Membership, and
- E) Proposed means of financial support of the Organization (Student Activity Fee [SAF] money will not be available until the organization is approved for chartered status).

Step 3: The organization must have at least 15 members, 10 of which, including at least two (2) officers, will be returning the following year. This is required to ensure that there is sufficient interest in the creation and longevity of a new organization. A list of all members and officers that includes suite numbers, extensions, classifications, email, position in organization, and signatures must be submitted with the Chartering a New Student Organization Packet.

Step 4: Return the completed Chartering a New Student Organization Packet with all the required materials and forms to Student Life.

Step 5: Meet with the Director of Student Activities to review the material submitted. Student Life will then work with Student Assembly to review and revise the charter and other forms.

Criteria for Reviewing Student Organization Charters

- Has a complete *Chartering a New Student Organization Packet* been submitted?
- Is the stated purpose of the student organization consistent with that of the College?
- Are the proposed activities of the student organization consistent with that of the College as well as that of the stated purpose of the student organization as outlined in the constitution?
- Is there a need, or significant interest, for this organization at Austin College?
- Are there already similar student organizations at Austin College?
- Is outside affiliation proposed? If so, a detailed explanation must be submitted showing benefits to the Austin College community because of the outside affiliation. A copy of the constitution of the outside organization must be included in the organization's constitution. Organizations that wish to have outside affiliation must be approved by the Board of Trustees, thereby creating longer provisional and conditional periods).
- Is there evidence that once the charter is granted the operations of the student organization will not be in harmony with the educational mission of the College?
- Is there sufficient/balanced membership ensuring that the organization will endure beyond four years?

Rules and Procedures for Organizations in Provisional, Conditional, and Chartered Status

- An organization is on provisional status until it is approved by Student Life for conditional chartered status. During provisional status, organizations cannot use the college name, cannot fundraise, and cannot sponsor or promote programs. The primary privilege of an organization on provisional status is the ability to meet as an organization for the purpose of creating or revising the charter application and its subsequent forms.
- Once an acceptable charter is agreed upon by Student Life, Student Assembly, and the organization, Student Assembly will vote either to recommend a conditional charter be granted or recommend to deny a conditional charter. The charter application will then be passed on to Student Life for review by the Student Life Advisory Committee.
- If the Student Life Advisory Committee approves the charter, the organization is then officially granted a *conditional charter*.
 - Under conditional status, the organization can use the Austin College name only with approval of the Associate Vice President of Student Affairs & Dean of Students. Student Activity Fee (SAF) appropriations are not available to organizations with a conditional charter, but other means of fundraising is allowed with authorization from Student Life. Organizations with a conditional charter are allowed to use college meeting facilities for meetings and can request a table in the WCC for promotional uses. The organization is allowed to sponsor programs and events only with approval from Student Life. If monetary support is needed for a program, the Director of Student Activities should be contacted.
 - Organizations with a conditional charter must keep records of attendance, activities, fiscal records, and sources of income during the entire conditional period.
 - After having a conditional charter for one semester, from the date of approval by the Student Life Advisory Committee, the organization can apply for chartered status. If the organization wishes to receive SAF appropriations, then a revised charter must be submitted along with attendance records, past activities, fiscal records with sources of income during the conditional period, and an updated members and officer roster.
 - The organization will be reviewed on five main criteria:
 - 1) Fiscal responsibilities during conditional status, and whether there is a valid need for SAF appropriations
 - 2) Activities during the conditional status
 - 3) Fulfillment of the organization's purpose, as stated in their charter
 - 4) Adequate/balanced membership
 - 5) Considering the above criteria, is the organization a beneficial addition to the Austin College community?
- The charter will then be reviewed by Student Assembly, and either recommended for or against granting a charter. The application will continue to the Student Life Advisory Committee and Senior Leadership Team for approval. From the date of Senior Leadership Team approval, the

organization is officially a chartered organization of Austin College, obtaining all privileges of chartered organizations, including:

- Ability to apply for Student Activity Fee appropriations
 - Use of the College name in publicity and press releases
 - Listing in College Publications, and
 - Eligibility for bulletin board space in the Wright Campus Center
 - Use of all College facilities
 - Use of an organizational mailbox
 - Ability to program and hold events and activities
- If an organization with a conditional charter is denied charter status, the organization can re-apply for charter status after one semester length of time. Organizations may re-apply as many times as they wish.
 - All chartered organizations are required to submit a renewal form each semester (to be administered by Student Life). These must be completed in full and returned to Student Life by September 14th (Fall) and February 14th (Spring) If for any reason an organization fails to submit a renewal form for two consecutive semesters, the organization will become inactive, losing all Student Activity Fund appropriations. If an organization is inactive, a meeting must be held with the Director of Student Activities, renewal forms must be completed, and adequate interest in the organization must be shown before being activated as a chartered organization. If an organization is inactive for over one semester (three semesters since a renewal form had been completed) the organization's charter will be suspended and the organization must repeat the chartering process to regain the charter. These guidelines ensure that there is sufficient interest throughout the Austin College community in an organization.

Charter Renewal

Any organization in the currently active charter file, maintained by the Department of Student Life, will be considered an active organization. By the second week of the fall semester, all organizations who wish to remain actively chartered are to provide the Department of Student Life with a Charter Renewal Form which includes current officers, current membership, current sponsors, a list of organizational activities for the preceding year, and the approximate number of meetings during the past year. Any group that is no longer active or fails to return an updated form will be placed on inactive status.

Any organization placed in the inactive file may reapply for a charter through the established guidelines.

In the spring semester, a copy of the fall renewal information will be sent to each group requesting updates via the renewal form. This updated form must be returned no later than the second Friday of the spring semester to the Student Life office to remain an active organization.

Charter Review Process

The Charter Review Committee reviews the activities of all organizations in the current active file every four (4) years. The Charter Review Committee consists of the:

- The Associate Vice President of Student Affairs & Dean of Students
- The Chair for the Charter Review Committee
- Two at-large members of the Charter Review

Every four (4) years, each organization will present to the Charter Review Committee a list of current officers, current members, all activities sponsored and cosponsored by the organization, for the preceding four (4) years. In addition, a copy of the organization's constitution, a written statement explaining how the organization has been fulfilling its purpose statement from its constitution, and a list of goals for the coming year must also be provided.

If the activities of the organization are found to be in accord with the stated purpose of the organization, the organization will remain active. If the activities of the organization are not in accord with its stated purpose, the organization will become inactive and requested to reapply for a charter with the "Purpose" section amended to match the activities of the organization. Reapplication will be made to the Director of Student Activities and proceed through the traditional chartering process.

Removal or suspension of a charter may be appealed to the Vice President for Student Affairs.

Chartered Organizations

A chartered organization may fit one of several categories of College activity: social, social-action, service, fraternal, scholastic honorary, or special interest. A charter is an agreement between Austin College and a campus organization. The college agrees to grant approval for the organization to operate within the College's framework and to grant it certain benefits. The organization states the purpose for its existence in its application for charter and agrees to act within this purpose. Chartering implies that the organization will remain active for a period of time.

Any organization which is in the currently active charter file maintained by the Department of Student Life will be considered an active organization. Every year, all chartered organizations are required to fill out a charter renewal form provided by the Department of Student Life. This form is to provide information on the current status of the group. Any group that does not return an annual updated renewal form will be placed on inactive status.

The benefits of chartering include:

1. A chartered organization has access to available College facilities on a regular basis.
2. Most chartered organizations may apply for a Student Activity Fund appropriation from the AC Student Assembly (Note: Organizations with restricted membership are unable to apply).
3. Chartered organizations may reserve building and calendar space for the presentation and exhibition of these speakers, films, and displays.
4. A chartered organization may use the College name in publicity, press releases, and be listed

in College publications.

Holding Office of President

No student may be allowed to hold the position of President of two or more chartered student organizations at any given time.

Sponsors of Student Organizations

Each student organization must have a sponsor approved by the Vice-President of the Faculty/Staff member; for faculty members, the Executive Vice President and Dean of Faculty and for staff members, the Vice President of Student affairs & Chief Inclusion and Diversity Officer. An organization may have more than one sponsor.

To change sponsors, an organization needs to submit the name of the new sponsor to the Student Life Office for approval. In the regular academic year, no organization may be without an approved sponsor for more than one semester without revocation of selected privileges.

When changing sponsors, organizations must submit a Sponsorship Agreement Form and return it to Student Life.

A chartered campus organization is responsible for inviting the sponsor to all of its forthcoming meetings, programs, and social events. The sponsor is encouraged to attend as many of these events as possible.

The organization is responsible for all of its activities and is expected to adhere to all laws. In carrying out the organization's responsibilities for planning and executing functions according to policies of the College it is expected that the organization will consult with its sponsors. Each sponsor is responsible for rendering advice and/or assistance to the organization as long as it is consistent with College standards.

Sponsors also serve as the liaison between that organization and the administration and between the organization and other faculty and staff members. The Department of Student Life should be notified in the event that the organization and the sponsor have serious disagreement concerning activities of the organization.

The organization should be willing to work closely with its sponsor, and should be aware that faculty and staff sponsors may have certain expectations of the student organization such as:

1. Understanding by the organization that the faculty member's primary responsibility is to teach students in the classroom and that faculty and staff volunteer their time as sponsors.
2. A need for clarification by the group of their expectations of the faculty/staff sponsor.
3. A need to be kept constantly informed about what is happening in the organization, positive and negative.
4. A need to be included in all activities.
5. A need for consideration of the sponsor's schedule when arranging organization meetings, social

events and other activities.

6. A need to have the organization's agreement to support College rules and regulations.
7. A need to feel welcome at events and meetings.
8. A need for extension of appropriate courtesies to the sponsor and their guests.
9. A need for honesty and openness with the sponsor.

Enlisting Faculty/Staff Sponsors

Benefits to the organization of fully utilizing a faculty/staff sponsor:

1. Develops an understanding of and support for campus activities. Faculty/Staff get a chance to view the developmental concerns of students regarding social activities on campus.
2. Utilizes the expertise of faculty and their skills outside of their academic area.
3. Faculty/staff can also provide valuable advice in policy development or interpretation.
4. Provides good role models for students.

Sponsorship Agreement Form (*For a sample form see Section VIII: Appendix.*)

Section II

Budgeting

Guidelines

Securing Funds from the Student Activity Fee

The Student Assembly (SA) will send to all currently chartered student organizations (except Honor Societies, Greek Organizations, and other organizations requiring selection for membership as they are ineligible for funds) information regarding requests for organizational funds during the spring semester. SA asks that organizations wishing to request funds select their new executive officers early in the spring semester in order that those officers may be involved in the budget request for the following year.

Chartered organizations choosing to utilize Student Activity Fee money are not allowed to collect dues or charge admission to any members of the Austin College community. Fundraising is allowed, but on a very limited basis. Please refer to the SA Budget and Finance guidelines for more details. If organizations are deemed fiscally irresponsible by the Student Assembly, then the organization may be placed on probationary status. During probationary status, the organization will not be able to receive SAF appropriations.

The budget process of the Student Assembly should follow the schedule below:

1. A deadline is set for the spring semester so that each organization wishing to secure funds from the Student Activity Fee can prepare a tentative program and budget request for the coming year and submit it to the Student Assembly.
2. During the two weeks following the deadline, the SA Budget & Finance Committee will review all submitted budgets and interview the President and Treasurer of each organization requesting funds.
3. The Student Assembly Budget & Finance Committee will make recommendations to SA regarding budget allocations.
4. SA will then meet to consider the recommendations of the Budget & Finance Committee and to make allocations.
5. By the end of the second week of the fall semester, all organizations requesting funds will be notified of their allocations and any restrictions for use of those funds.

SA has the right to restrict funds and in the event that a funded organization fails to file required reports or to spend the money in the way approved by the allocation, funds may not be allocated for the next semester.

In order to receive money from Student Activity Fees, organizations have the following restrictions:

1. Money is allocated only to chartered organizations with unrestricted, open membership.
2. No money can be spent for alcohol.
3. No money can be spent for capital improvements.
4. No money can be spent to offset the costs of academic course work.
5. No money can be spent to buy gifts for staff in the residence halls or anywhere else, including ARAMARK Housekeeping staff by Hall Councils.

Requests for Special Fund Raising Projects

Austin College has a centralized system for reassigning money from its constituents. It is the role of the Institutional Advancement (IA) Office to assure the orderly solicitation of the College's constituents by eliminating random appeals from different or competing groups. Occasionally there are requests for consideration of funding projects not listed as a priority focus for the IA Office (Wortham 234, 903.813.2419).

The procedure for requests for "special fundraising projects" is to ask the sponsoring organization to complete a form so the project may be considered by the Department of Student Life and IA Offices.

All groups planning an event for which they will be seeking outside support (i.e., cash, dinners, gift certificates, products, etc.) of any kind must have approval from both the Department of Student Life and IA Offices. Please note that all requests should be made one month prior to any proposed solicitation. Any group interested in developing a fundraising project of this kind may pick up a form from the Department of Student Life, located in WCC 201, or the IA Office, located in Wortham Center on the 2nd floor. The Department of Student Life staff and the IA staff will meet with any group interested and provide suggestions and assistance about working with this process.

Do's and Don'ts for Austin College Accounts

DO

- ✓ Get the College tax exemption form from the Department of Student Life. When purchasing anything off-campus, the school will not reimburse you for tax charged on purchases, so use the tax exemption form.
- ✓ When going to Walmart, Sam's, Hobby Lobby, or Joann Fabrics, pick up the tax exemption card from the Department of Student Life. These businesses will not accept the tax exemption form.
- ✓ Use Microsoft Excel and keep an account ledger and list all expenditures so that you will not go over budget. This is especially important at the end of the year.
- ✓ Keep Student Assembly allocations and any organization dues separate so that you can account for your expenses to the Student Assembly at the end of the year.
- ✓ Call the Department of Student Life if you have not received a requested check in ten (10) working days.
- ✓ Remember your account number which you will receive from the Student Assembly Treasurer.
- ✓ Have two signatures required for expenditure of account.
- ✓ Be in good communication with the Student Assembly Treasurer.

DON'T

- ✗ Wait until the last minute to request a check and expect to receive it that day. The business office only runs checks twice a week and cannot do a check by hand.
- ✗ Go to the Purchasing Office or Business Office if there is a problem with a check. The SA Treasurer and the Department of Student Life are willing to act as liaisons, and they will probably know the person who can answer any questions.
- ✗ Give your account number to other people. Only the President, Treasurer, and Sponsor should know the account number.
- ✗ Lose your receipts. This is the only way you can be reimbursed for your expenditures.

- ✗ Expect to be reimbursed for tax.

Procedure for Purchase Approval Form & Purchase Request Form

These forms are used for minor purchases of goods such as snacks and decorations. *There is a \$100 total limit on all purchase advances and reimbursements. Both the Purchase Approval Form and the Purchase Request Form must be completed and have the Associate Vice President of Student Affairs & Dean of Students' signature BEFORE any purchase is made. The College will NOT reimburse for TAX.* The forms can be picked up in the Department of Student Life and must be completely processed by the organization within 24 hours. An organization may submit no more than three approved individuals to be approved to process Petty Cash Advances and Petty Cash Reimbursements; no other members can process the forms.

To receive a Petty Cash Reimbursement:

- Complete a Purchase Approval Form and Purchase Request form found in the Student Life office and obtain appropriate signatures, leaving the bottom copies in the Student Life office.
- Show the Purchase Approval Form to the business before purchase (for proof of Tax Exemption only, do not give to the business, they can make a copy if necessary).
- After purchase, within 24 hours, bring the original itemized receipt, Purchase Approval Form, and Purchase Request Form to the Business Office (Cashiers window) for reimbursement.
- Cashier will keep the Purchase Request Form and receipt, take the Purchase Approval Form, initial, dates, put in amount and sends to the Department of Student Life, WCC 201.
- Student Life receives the Purchase Approval Form, matches it with the copy of the Purchase Request Form and sends to the Student Assembly Treasurer for handling.

If doing Petty Cash Advance:

- Complete a Purchase Approval Form and Purchase Request Form (found in the Department of Student Life) and obtain appropriate signatures, leaving the bottom copies in the Department of Student Life.
- Take the Purchase Request Form to the Business Office (Cashier's window). They will keep the Purchase Request Form and give you your requested money.
- Show the Purchase Approval Form to the business before purchase (for proof of Tax Exemption only, do not give to the business; they can make a copy if necessary).
- After purchase, within 24 hours, the student should return to the Cashier's window with the original itemized receipt, Purchase Approval Form, and any unspent monies.
- Cashier takes the Purchase Approval Form initials, dates and puts in amount, and sends to the Department of Student Life, Box 6J.
- Student Life receives the Purchase Approval Form, matches it with the copy of the Purchase Request Form, and sends to the Student Assembly Treasurer for handling.

Release Order Forms

A Release Order is used when making a purchase using funds from an Austin College account. A select number of businesses in the Sherman/Denison area have agreed to accept these forms in lieu of payment at the time of purchase. Instead, when you utilize a Release Order, the business will send a bill to Austin College and the amount of the purchase will be paid from the Austin College account listed on the Release Order. Make sure you talk with the Student Assembly Treasurer prior to using a Release Order to ensure the business is listed on the Release Order Vendor list. (For a

sample form see Section VIII: Appendix).

How to fill out a Release Order

1. If funded by Student Assembly and not a per person allocated organization, pick up a Release Order form from the SA Treasurer.
2. Fill out the order number (current school year: i.e., '23-'24).
3. In the top box write the vendor's name (i.e., Sav-On).
4. On line 1, describe what you plan to purchase (i.e., prizes for raffle).
5. On the bottom line of the form write your name, organization and activity the items are being purchased for (i.e., John Doe, Alphabet Society, Letter Writing Program).
6. Bring the Release Order to your organization President or Treasurer to get the appropriate account number to place on the form.
7. Bring the completed form to the SA Treasurer, WCC 179, for the appropriate signature. The SA Treasurer will keep the green copy of the form.
8. Make your purchase. The vendor gets the white copy and you get the yellow copy and receipt.
9. Write the total amount of the purchase on the release order.
10. Make a photocopy of the yellow copy and the receipt. Keep the copy and turn the originals in to the SA Treasurer.

Requisition Form

The requisition form is used to pay for services by check. It enables the business office to cut the check. To use a requisition form, pick up a form from the Department of Student Life and follow the following procedure:

1. Under "Recommended Vendor, fill in the Vendor's name and mailing address.
2. Have your organization president or treasurer write in the account number, amount to be spent and name of the account to be used in the appropriate spot.
3. Under "Purchasing Office will place order?" select your choice. This is often "No" as the organization usually make the arrangement with the vendor.
4. Under "Is Prepayment REQUIRED?" select "No" as we *never* pre-pay for services.
5. Under "Special Instructions to Purchasing," fill in any special needs and/or if the check needs to be delivered on a certain day.
6. If the check needs to be delivered to you, fill in your information under the "Deliver to the Attention of" section. Otherwise, write -in "mail check to vendor."
7. Under "Stock Number and Description" list what is being purchased (i.e., Billy McLaughline, Performer, two 45 minute sets in the Pouch Club on Wednesday, October 6, 2022).
8. Itemize the costs involved and place the total cost in the Total box.
9. Bring the form to the Student Assembly Treasurer for the appropriate signatures.
10. Make a copy of the Requisition form for your files.

(For a sample form see Section VIII: Appendix.)

NOTES:

- Allow 2-3 weeks for the check to arrive.
- Make sure the social security number or Federal Tax ID number of the performer is written on the requisition form.

Contracts: A Brief Checklist

As a student organization providing programming on campus, one of the areas to be knowledgeable about is that of contracts. What follows is not intended to be a complete guide to contracts, but a checklist of the more obvious pitfalls in editing a contract or in writing individual contracts.

Remember, all contracts are negotiable. You never have to accept a contract the way it is sent to you. A contract is a mutual agreement to reach a goal with benefits for both parties. It should contain as much information as possible and be as straightforward as possible.

Some of the following tips might be helpful to you in negotiating a contract:

1. Know your artist and their representative(s)
2. . Deal only with reliable firms. If in doubt, check with the Department of Student Life, CAB, or someone at another school who may know.
2. Is the artist clearly specified? Check for a clause that permits the substitution of an artist of "equal standing" for a good cause. Make sure it is clear that you make the determination of the quality of the substitute, and that it should not be made without your consent.
3. Is it clear that the College is the contracting party, not you? Never allow yourself to take personal liability by signing a contract or being named in one. At Austin College, all contracts must be signed by the **Vice President for Business Affairs**. Also, always allow the sponsor of your organization and the Director of Student Activities review all contracts you negotiate. If your organization chooses to use Standard Engagement Agreement, it is expected that you meet with the Director of Student Activities before negotiations begin. *(For a sample form see Section VIII: Appendix.)* *** Please note, contracts signed by individuals and not reviewed and/or signed by the Vice President for Business Affairs may not be honored.**
4. Is the location clearly specified? Date and starting time? If you have more than one group performing, indicate the starting time of the artist you are contracting with. Make sure the date and day match, otherwise you are at the mercy of the contract.
5. Is the duration, frequency and length of the performance clearly outlined? If you expect the artist to do other things in addition to the performance, make sure to specify them in the contract.
6. Make sure all "extras" are covered in the contract. Do you need to provide stagehands, when is the sound check, does the artist need any special equipment, what requirements do they have for the dressing rooms? Request to see any and all riders before you have the contract signed and commit to anything. **All contract performers must have a Social Security number or a Federal Tax ID number in addition to a contract.**

***Be aware of Verbal Contracts. A Verbal Agreement with an agent or performer can still be a binding contract. Make sure you have thought through all aspects of a program before making any form of verbal agreement.**

Once a contract has been fully executed, make alterations only in writing. Both parties should sign the letter reflecting the alterations. If you have been negotiating a date and choose not to go forward, telephone the artist's representative immediately and inform them of your intentions.

Follow-up all phone calls with a letter.

Section III

Organization

Development

Getting started with your group

- Arrange for an informal meeting and ensure all members understand the time and place
- Get to the meeting early enough greet members as they arrive
- Make sure the members know each other
- Draw the group into a discussion to bring out their desires, expectations and needs. Try to find out what they want the organization (or committee, or whatever group) to do for them.
- Examine the established goals and objectives for the group.

Establish Contact with the Group

- Develop a friendly enough relationship three members/officers so that you can chat with them after the meetings about how the meeting went and how it can be improved.
- Observe the members to get sense of interest and the value of the experience to them.
- Do the members participate enough for you to judge whether they are really understanding?
- What does attendance tell you about the success in "keeping contact?"
- What you talk about should be partly determined by expressed needs/interests of the group.
- What happens when the meeting breaks up? Does a "wrap session" continue?

Help the Group Grow

- Encourage members in their discussion to bring out examples from their own experiences.
- The group should have more ideas per meeting and raise more questions than before.
- Things should begin to move smoothly with you doing less than before.
- Suggest members to spontaneously work on problems between meetings.
- Promote discussion, reading, practice, trying out.
- Motivate group members to raise more intelligent questions and problems.

What Makes A Good Leader?

- **Be well prepared** - Know leadership takes work as well as practice.
- **Be group minded** - Regard yourself as a part of the group. Say "We" instead of "I"; don't try to run the crowd. Instead, be guided by the crowd's wishes.
- **Be open** - Be understanding and friendly.
- **Be poised** - Don't let irritations bother you.
- **Have humility** - Be confident; not cocky. Don't be afraid to reveal that you don't know everything.
- **Be a hard worker** - Don't ask anyone to do something you yourself would not be willing to do.
- **Be responsible** - Live up to your words and duties.
- **Be cooperative** - Know how to work with others and enjoy working with them.
- **Be a fun-lover** - Enjoy life...the simple things as well as the big.
- **Have vision** - Help the people in your group learn and grow through the activities.
- **Be clear** - Be able to express yourself effectively.
- **Be proud** - Be proud of what you do. Take pride in being a leader, but earn it.
- **Be courteous** - The words "please" and "thank you" pay dividends.
- **Think ahead** - Know members' opinions and be ready to meet changing situations.
- **Set goals** - Make them high, but be sure they are reachable.
- **Take advice** - But do your own thinking.
- **Get the facts** - Analyze them before you draw conclusions.
- **Do your best** - At all times. Plan to make the most effective use of your time.

Evaluate Yourself as a Leader: Are You Growing as a Leader?

- Do you find it increasingly easy to relax and not feel you have to answer and "let them know I know?"
- Do you find it increasingly easy to say, "I don't know, let's find out about that?"
- Are you finding it more and more fun to throw solutions out at the group rather than "dishing out" the answers?
- Are you thinking more and more about how to draw certain members into the discussion and how to interpret member's remarks to one another?
- Are you finding that your major problems of leadership are shifting from "having enough" to problems of "getting better participation" and "finding out what they really need?"
- Are you beginning to feel that you "belong" rather than that you are "doing good?"

Remember: It is the responsibility of the leader to recognize how the group is functioning.

You cannot overlook the other loyalties and responsibilities of the members. In case of conflict, always try to find an alternate plan which will be mutually satisfying to both demands.

Conflicts within your group are accentuated by misunderstandings. Try to help members understand each other. Make sure everybody has a chance to participate in the conversation, planning, etc.

Be alert to the individual's problems, but help the council or organization members focus on the group's problems - otherwise there may be no group.

The Art of Relaxation

The best strategy for avoiding stress is to learn how to relax. Unfortunately, many people try to relax at the same pace that they lead the rest of their lives. For a while, tune out your worries about time, productivity, and "doing right." You will find satisfaction in just being, without striving. Find activities that give you pleasure and that are good for your mental and physical well-being. Forget about always winning. Focus on relaxation, enjoyment and health. Be good to yourself.

Signs of Stress

- General irritability, hyperactivity, or depression.
- Pounding of the heart.
- Dryness of the throat or mouth.
- Impulsive behavior, emotional instability.
- The overpowering urge to cry or run and hide.
- Feelings of unreality, weakness, or dizziness.
- "Floating anxiety" or fear without knowing why you are afraid.
- Emotional tension and alertness, feelings of being "keyed up."
- Trembling, nervous ticks.
- Tendency to be easily startled.
- High pitched, nervous laughter.
- Stuttering and other speech difficulties.
- Insomnia.
- Frequent need to urinate.

- Diarrhea, indigestion, vomiting, Migraine headaches.

Ten Commandments of Good Communication

Every good leader realizes that communication is the most vital management tool. They are aware that they not only communicate with words, but through attitudes and actions. Communication obviously encompasses all human behavior that results in an exchange of meaning. The following ten commandments of good communication might serve as a help to improve a leader's skills of communication with superiors, subordinates, and associates.

1. **Seek to clarify your ideas before communicating:** A prime reason for ineffective communication is the result of the initiator not having a clear concept of what they intended to communicate in the first place.
2. **Examine the purpose of each communication:** A clear determination must be made of what the communicator really wants to accomplish with their message. A good guideline to follow is "Don't try to accomplish too much with each communication." The sharper the focus of the message, the greater its chances of success.
3. **Consider the total physical and human setting whenever you communicate:** Meaning and intent are conveyed by more than words alone. The circumstances under which a communication is transmitted has a great deal to do with the effectiveness of that communication. The physical setting, the social climate and past practices will have an impact upon the net results of effective communication.
4. **Consult with others, when appropriate, in planning communications:** Such consultation often helps give additional insight and objectivity to the message. Moreover, those who have helped plan the communication will tend to give their active support.
5. **Be mindful of the overtones as well as the content of your message:** Your tone of voice, expression and apparent receptiveness to the responses of others all have tremendous impact on those you wish to reach. Although frequently overlooked, these subtleties of communication often affected a listener's reaction to a message even more than its basic content.
6. **Take the opportunity, when it arises, to convey something of help and value to the receiver:** People on the job are most responsive to the leader that values the message of the receiver and are perceived as helpers.
7. **Follow up on your communication:** This can be done by asking questions, by encouraging the receiver to express their reactions, by follow-up contacts and by review of performance. Make certain that every important communication receives feedback so that complete understanding and appropriate actions result.
8. **Communicate for tomorrow as well as today:** Be sure the long range interests and goals of the organization are taken into consideration.
9. **Be sure your actions support your communications:** In final analysis, the most persuasive kind of communication is not what you say, but what you do. When a person's actions or attitude contradict their words, others tend to discount what they said.
10. **Seek not only to be understood but to understand. Be a good listener:** Listening is one of the most important, difficult, and also neglected skills in communication. A person cannot talk and listen at the same time.

Goal-Setting

Goals are statements describing what your organization wishes to accomplish. Goals are the ends towards which your efforts will be directed. Remember to change your goals from term to term or year to year, depending on your organization.

Why Set Goals?

- Gives direction, helps avoid chaos.
- Can help motivate members.
- Clarify and communicate what you are striving for.
- Define your organization.
- Are a basis for recognition, accomplishment, and realizing success!
- Saves time and makes the group become more aware of problems in time to develop solutions.

Objectives

Objectives are descriptions of exactly what is to be done and are derived from goals. Objectives are clear, specific statements of measurable tasks that will be accomplished as steps towards reaching goals. They are short-term and have deadlines. You will probably have a number of objectives for each of your goals.

Setting Goals

It is best to set goals as a group. This will create many positive results:

1. Better commitment. People support what they help to create.
2. More motivation among members and officers.
3. Clarity of goals. Better understanding of goals and the rationale for selecting them.
4. Better goals more ideas/opinions in the decision process.

Steps for setting and achieving goals:

1. Brainstorming goals with the group.
2. Choose the goals you want to fulfill from the brain-storming list.
3. Prioritize as a group.
4. Determine objectives for each goal, then a plan of action for each objective.
5. Move into action and follow through.
6. Continually evaluate your progress.
7. Be flexible; allow your objectives to change to meet new circumstances.

Action planning:

1. What is to be done (your objective)?
2. How is it to be accomplished?
3. What resources are needed -people, money, materials?
4. Who will carry it through?
5. When will it be accomplished?
6. What results are expected, and how will they be measured?

Delegation

Part of building a team is getting people involved in the group. If you try to do everything yourself you will not only burn yourself out, but you will find little support for your event or program. There is an old saying "people support what they help to create." By using delegation, everyone takes responsibility for a part of the event and completes the giant puzzle. The following are a few tips about delegation that should help pave your way to a successful program:

By delegating you:

- Allow more people to become involved.
- Distribute the workload.
- Identify talents and interests of other members of your team and give them all the opportunity to shine.
- Help prevent burnout for all concerned.
- Help the organization run smoother.

What and When to Delegate:

- Matters that keep repeating themselves.
- Minor decisions made most frequently.
- Details that take large amounts of time.
- When you feel someone has particular qualifications which suit the task.
- When someone expresses an interest in the task.

What and When NOT to Delegate:

- Something you yourself would not be willing to do (the menial work).
- Something involving trust or confidence.
- Emergencies.
- Appraisals (telling someone they did well or poorly).
- Jobs requiring your position.

To whom do you Delegate:

- Someone who can either do the job now or someone you are willing to train so they can take over the responsibility.
- Consider his or her abilities, experience, and degree of willingness.

Methods of Delegating:

- Ask for volunteers: interest and belief is one of the greatest motivators for success.
- Suggest someone you feel would be good for the task. Silence in response to a request for volunteers does not necessarily mean lack of interest. Often someone will not volunteer for a task because s/he lacks self-confidence.
- Assign the task to someone. They can always decline.
- Spread the good around: "good jobs" give people status and value. Make sure the same people don't always get the good tasks.

Common Problems in Student Organizations

Listed below are five common problems which may be encountered in the groups you lead or of which you are a member. Should any of these be insurmountable or if you would like help in addressing the problems, please feel free to stop by the Department of Student Life.

Lack of Participation

Possible Causes

- Members may feel insecure.
- More aggressive members may not give others a chance to participate.
- Members may not know how to participate.
- Members may not be interested in activities.

Suggested Solutions

- Make sure members have a part in developing objectives.
- Make sure members have a part in planning programs and activities.
- Set up programs and activities with a goal of 100% participation of the members.
- Provide chances for younger members to serve on a committee where they can gain experience before giving them a big assignment they might not be able to handle.
- Promote a friendly, helpful group spirit where no one laughs at or ridicules others.
- Take the opportunity to seek out timid individuals and encourage them to participate.

Failure to Accept Responsibility

Possible Causes

- Members or leaders may feel insecure.
- Members or leaders may have other things to do that are more important to themselves.
- Members may not know what is expected of them.

Possible Solutions

- Make sure members and leaders have a part in planning the program and that they understand the objectives.
- Make sure leaders and members understand what is expected of them when they are asked to serve.
- Help members or leaders understand the importance of assignments.
- Try to match assignments with members' abilities.
- Give recognition and thanks for work done.

Poor Standards of Operations

Possible Causes

- Members may lack interest.
- Members may not know what is right or expected.
- Group may have fallen into bad habits.
- Some members may feel insecure and are trying to gain attention.
- The meeting time may not fit members' other responsibilities.

Suggested Solutions

- Discuss problems with members. What standards do they want?
- Encourage members to state their expectations.
- Hold workshops for members and leaders for increased knowledge and skills in such areas as parliamentary procedures.
- Change meeting time if it doesn't fit the group.

Maintaining Involvement**Possible Causes**

- Some people may not know about the group, what it does, or who may belong.
- Present members may not try to welcome new members.
- The club or organization may not be of interest to present or prospective members.
- Some members may not have a way to get to meetings.
- Other groups may have more attractive programs.
- The group may have served its purpose and is no longer needed.

Suggested Solutions

- Try to improve the atmosphere of the group - make it warmer or friendlier.
- Make a list of prospective members and extend friendly, personal invitations.
- Make sure that present and prospective members understand the purpose of the group.
- Involve members in planning a program that is attractive to them.
- Give members responsibilities so they will have a role in the organization and feel important to the group.
- Give members recognition for what they do.
- Make members feel liked and wanted.

Members are Not Interested in the Organization**Possible Causes**

- Members do not identify their personal objectives with those of the organization.
- Members may have had little part in planning the program.
- Members may not find a satisfying role in carrying out the program.
- The group may have served its purpose and is no longer needed.

Suggested Solutions

- Involve members in setting group objectives.
- Involve members in planning the programs they want.
- Involve members in carrying out the program. They should have challenging responsibilities which they can carry out successfully.
- Give members recognition for their contribution.
- Dissolve the organization. No interest, no need.

Leadership Self-Evaluation

As a leader in your organization, you have a great deal of responsibility for the success of your organization. Your leadership must help your group move through the stages of understanding the group, developing a group philosophy, defining group goals, planning and organizing all phases of group functions and activities, following through on all group projects and commitments, and evaluating your group performance.

In the first part of this evaluation, rate your own leadership abilities on a scale of high-medium-low. Good use of this evaluation will help you best utilize your strong points and further develop your weaker points.

1. My organization's respect for me	H	M	L
2. My respect for my organization as a whole	H	M	L
3. My respect for individual members of my organization	H	M	L
4. My ability to influence my organization as a whole	H	M	L
5. My ability to motivate my organization into action	H	M	L
6. My ability to stimulate positive discussion	H	M	L
7. My ability to involve all members in all phases of the decision making process	H	M	L
8. My ability to guide my organization in planning our overall organizational goals	H	M	L
9. My ability to guide my organization in carrying out the plans	H	M	L
10. My ability to teach the concept of belonging	H	M	L
11. My personal ability to lead	H	M	L
12. My ability to be a "mediator" in disputes	H	M	L
13. My ability to make all members feel important and needed	H	M	L

Next, list responses to the following statements.

1. My strongest points of leadership are:

2. My weakest points of leadership are:

3. Things I would like to do in relation to my office:

4. Things I hope my organization will do this year:

Running an Effective Meeting

A successful meeting does not “just happen” with the right people. Rather, it is the end result of careful planning, implementation and evaluation. The amount of time required to initiate the following steps for success vary with the different kinds of meetings. The following brief outline can be directly related to planning your program as well as your meetings.

Before Your Meeting: Planning

1. Decide the purpose of the meeting:
 - a. Problem Solving
 - b. Information Giving
 - c. Committee Function
 - d. Entertainment Planning
 - e. Discussion Groups
2. Determine the time and place for the meeting with regards to when the majority of people are available. Schedule the room through the Wright Campus Center Office, give notice in advance of the meeting and follow up with participants.
3. Be aware of, and ready for, who will be attending.
4. Group comfort: Keep the following in mind when making arrangements:
 - a. Arrange seating to allow for face-to-face interactions.
 - b. Provide a blackboard or easel for brain storming or group discussion.
 - c. Provide committee members with paper, writing instruments and copies of any charts, calendars or other information that will be helpful.
 - d. Provide a room free from excessive noise or visual distractions.
 - e. If needed, provide name tags.
5. Plan the meeting!
 - a. Always plan the agenda ahead of time (i.e. what topics are to be covered, in what order will they come, old business or new business, how much discussion, announcements, etc.)
 - b. Consult resource people before the meeting to know as much as possible before the meeting starts.
 - c. DON'T MEET JUST FOR THE SAKE OF MEETING! If the agenda is not important enough, postpone the meeting.
6. Balance the length of time in order to keep people interested. Adjust the length of your meetings to allow for sufficient discussion of meeting topics, yet not so long as to lose members' interest.
7. Decide on the style and attitude that best lends itself to the purpose and topic of the specific meeting (i.e. autocratic, democratic, laissez-faire, stern, friendly, direct, indirect, etc.)
8. Determine how you are going to keep the members involved in the meeting, the group, etc.
9. Make use of publicity if needed, and don't forget the details (i.e., food, set-up, special needs, etc.)

During the meeting

1. Keep pad and pencil on hand to jot down notes, ideas, volunteers, etc., or designate a recording secretary to do this.
2. Hints:
 - Always be on time.
 - Be pleasant.
 - Be flexible.
 - Be responsive to everyone's suggestions.
 - Stay on the subject being discussed.
 - Remain patient and tolerant.
 - Be aware of individuals' expressions, comments and actions.
 - Set a time limit and stick closely to it.
 - Remain calm under pressure or when frustrated.
 - Give others a chance to express their views by including everyone at the meeting.
3. Have other people observe the meeting and offer you criticism, both positive and negative.

After the Meeting: Follow Up

1. Do what you say you will do between meetings -keep your credibility.
2. Type up the minutes/notes taken at the meeting and distribute the copies.
3. Evaluation:
 - a. Did the meeting accomplish its purpose?
 - b. Were the needs of the group satisfied?
 - c. What were the strong and weak points of each part of the meeting?
 - d. What were the suggestions, ideas or comments from the audience and how might they be implemented next time?

Aids to Facilitating

Here are examples of comments that promote clear communication and help get the job done:

- "Let's check that out with the rest of the group."
- "Do you see it differently?"
- "How do you see the problem?"
- "Sounds like that's a problem we ought to address."
- "I still don't have a handle on the real problem. What is it?"
- "What would you like to be doing?"
- "Oh, your perception is...(describe). That's how you see the problem?"
- "Sounds like this is a real problem."
- "What are we doing right now?"
- "Say a little more about that."
- "What's the purpose of this presentation?"
- "Hold on. I think we're talking about two problems, problem _____ and problem _____. I think they are both important, but let's talk about them one at a time."
- "It's a big agenda today. Do you want to get through the whole agenda? (yes) "Okay, if I push too hard, let me know."
- "What do you want to have happen?"

Information on Rules of Order

Use for reference during meetings

The Order of Business

A typical order of business includes:

- Call to order.
- Roll call (or determine quorum).
- Reading and approval of minutes from the last meeting.
- Reports of officers and standing and special committees.
- Unfinished business.
- New business.
- Adjournment.
- Possible additions: invocation or ceremony, communications, announcements, a speaker, etc.

Typical language used by chair

- "I call this meeting to order."
- "Will the Secretary, Joe Davis, please call the roll?"
- "We have a quorum. Will the Secretary please read the minutes of the last meeting?"
- "Are there any corrections to the minutes?"
- "If there are no (further) corrections, the minutes stand approved (as read/as corrected)."
- "We'll now move to officers' reports. Will the Treasurer, Maria Jones, please submit her report?"
- "Are there any questions concerning the Treasurer's report?" If none, "Thank you, Maria. Will the Vice-President, Jack Holmes, please give his report?"
- "We'll now move on to unfinished business. At the last meeting, Janice Robertson of the Office Operations Committee moved that... Is there discussion?"
- "The meeting is now open for new business."
- "The Chair recognizes Nidia Arroyo." (or simply, "Nidia.")
- "It has been moved and seconded that... Is there any discussion?"
- "We will now vote on the motion... All in favor say 'Aye'. All opposed say 'Nay'."
- "If there's no objection, the meeting is hereby adjourned." (Or, "Is there a motion to adjourn?")

Types of motions

- Main motions introduce new business before the group. They take the form of proposing actions. Example: "I move that we reduce our first-year dues for new members."
- Motions that return to a question previously addressed by the assembly provide ways to readdress a motion considered earlier, but in the same meeting. Example: "I move we reconsider the motion, that we reduce..."
- Subsidiary motions propose various ways of dealing with a main motion that is on the floor. Example: "I move that we refer this motion to committee."
- Privileged motions deal with issues requiring immediate attention but not related to the motion

on the floor. Example: "I move that we recess until 7:00 pm so members may attend dinner."

- Incidental motions deal with procedural matters that must be resolved before the meeting continues. Example: "Point of order. We do not have a quorum."

Handling a main motion

1. Member asks for and gets recognition from the Chair.

Member says, "I move that..." Another member seconds the motion, or Chair asks, "Is there a second?"

2. Chair states motion and asks for discussion.

3. Members ask to be recognized and enter into debate. Maker of motion has first right to floor.

Debate only on merits of motion, addressed only to chair.

4. Debate is closed when no members seek floor, or when previous question is moved, seconded, and voted.

5. Chair puts question to vote.

6. Chair announces result of vote.

7. While a main motion is pending, no other main motions may be introduced. Privileged, subsidiary, and incidental motions are permitted.

Basic Content of Minutes

- The kind of meeting being held: regular, special (e.g., annual), adjourned.
- The name of your organization.
- The time, date, and place of the meeting.
- The names of the Secretary and presiding officer serving at that meeting.
- For a small gathering, the names of all members present and a list of those absent.
- Approval of the previous minutes and any corrections.
- Summaries of reports (separate paragraph for each).
- Exact final wordings of all main motions, with the names of movers and seconders.
- The results of votes on main motions. When votes are counted or taken by ballot, the numbers of votes on both sides are usually included.
- Motions that have been tabled or postponed.
- Points of order raised and appeals made, with the Chair's ruling on each.
- Announcements.
- The time of adjournment.
- The signatures of the acting secretary and chair.

Types of votes

- Voice vote - most often used.
- Rising vote - members stand to be counted.
- Show of hands - used in smaller groups instead of voice or rising votes, if no member objects. General (or unanimous) consent - members vote by remaining silent when asked for objections. Ballot or roll call - must be done when majority orders it.

How to Have an Effective Executive Board

1. The Function of an Executive Board Committee:

- A. It is the clearing house for all organizational problems. This includes problem identification as well as the delegation of responsibilities.
- B. It coordinates all organizational activities both within the organization and with other organizations.
- C. It takes official action required by the By-Laws.

2. Executive Board Membership and Meetings:

- A. Membership usually includes the officers, standing committee chairs, and the sponsor.
- B. Executive boards are most necessary in large organizations.
- C. The frequency of Executive Board meetings will depend upon the effectiveness of the club's business and the efficiency of the officers. Most groups find it helpful to have an Executive Board meeting to prepare for each regular meeting of the group.

3. Some Ideas for Success:

- A. The Executive Board must be thoroughly informed on the organization's By-Laws, objectives, and traditions. These items should be fully discussed at its first meeting of the year.
- B. The Vice President should exercise much of their responsibility in the Executive Board. Some organizations name the Vice President as Chairperson of the Board and the President presides over the general meetings.
- C. Strive for the idea of teamwork on the Executive Board. The members should be encouraged to support others on the committee with ideas for the success of specific assignments.
- D. It is at Executive Board meetings that the sponsor can be most helpful. In this small group, they can speak more openly about organizational problems. Advisors/Sponsors generally prefer to remain in the background during the general meeting of organizations.
- E. The Executive Board should be allowed the authority it deserves. The tendency is to make a play for "democracy" by restricting the activities of this most important group.
- F. Important business should be discussed in Executive Board meetings before it is brought up at a general meeting.
- G. Business requiring general membership support should always be fully considered by the general membership to the point of obtaining "felt commitments," but the Executive Board should give a great deal of thought to the problems in advance. It should develop various alternatives and prepare checklists, panel discussions, role playing, etc., in order to stimulate general membership involvement in the ultimate decision.

Recruiting Members

New members energize an organization and ensure it continues to function and thrive. As the number of student groups increase, the competition for new members intensifies. So, it is critical to have a clear purpose and to educate the membership on the organization's goals and mission.

Getting Started on Recruitment

1. Look at your organization!
 - a. Know & believe what your organization stands for before trying to get others to believe it.
 - b. What is your purpose? What are your future plans?
2. Build a profile of who you would like to recruit.
 - a. Class standing, gender, major specific, interests or hobbies, etc.
 - b. Do not spend time recruiting people that will not buy into the purpose and mission of your organization
3. Design a marketing plan.
 - a. Think about the mediums that will most likely appeal to your targeted audience and brand your organization by participating in campus events involving organizations
 1. Fall and Spring Opportunities Fair each year
 2. CAB Events: Tailgating
 3. SIO Fashion Show
 4. Homecoming Events: Roo Games, Skits, Carnival, Pep Rally, Golf Cart Parade
 5. APO Roo Boo
 6. Great Day of Service
 7. Amnesty International's Wheel Chair Basketball
 8. ICA's Masala
 9. Many others!
 - ii. Put up posters & fliers inviting people to an organizational meeting
 - iii. Utilize the campus mail!
 - iv. Co-sponsor an activity with another Student Organization.
 - v. Ask for help from the Department of Student Life.
- b. Assign the tasks of who will manage creating the marketing mediums.

Utilizing your Campus Resources

There are many resources on campus that are willing to assist you and your student organization in order to assist with your success!

1. Your Advisor
 - a. Advisors willingly signed up to assist your organization by providing advice and suggestions to help your organization succeed
 - b. Advisors want to be a part of your events and programs so be sure to include them in the planning process as well as the execution of the event
 - c. Use the Advisor Involvement Form in the Appendix to identify their level of involvement throughout the semester
2. The Department of Student Life
 - a. The mission: The Department of Student Life is committed to the holistic development of students through intentional residential communities, diverse leadership opportunities, and a variety of student programming experiences.
 - b. Student organizations and activities are what this office lives for and the staff is always willing to assist with discussing options and finding ways to lead your organization to success
3. Campus Offices
 - a. Each office on campus is student focused and, if asked, would be happy to do various presentations to your organization to assist with the individual, group, or organization goals!
 - i. Center for Student Success and Access Services
 - ii. Campus Police
 - iii. Career Services
 - iv. Counseling Services
 - v. Health Services

Section IV

Programming

Program Planning

The following is a list of things an organization needs to consider when planning a program.

A. SCHEDULING

- What is the best time to have the event?
- Have you checked the on-line calendar for any conflicting events?

B. LEADERSHIP

- Who will be the central person in charge?
- What committees will you need to have involved in the planning?
- Has a sponsor been contacted about the event?

C. RESOURCES

- How much will the event cost?
- How will it be funded?
- Where will the funds come from, and how long will it take to get the money?
- Who will be in charge of the funding paperwork and money?
- What other organizations could help you with the event, either with food, prizes, or money?

D. SPEAKERS, MATERIALS, EQUIPMENT & BANDS

- Have you received a contract from the speaker, singer/band?
- For music in the Pouch Club, have you contacted CAB?
- Have you checked with Mailing & Printing Services about any printing needs?
- What special needs do you have and who will check on them?

E. FOOD REQUESTS

- Have you contacted Aramark Dining Services for any on campus refreshments?
- How will food be paid for (contract, cash, account number)?
- Have you secured needed paper items, such as napkins, plates and cups?

F. ADVERTISING

- How do you plan on marketing your event?
- What materials will you need for publicity?
- Who will do the publicity?

G. CLEAN-UP

- What specific tasks need to be done?
- When does the facility need to be cleaned up?
- Do you have the equipment to clean it up?
- Who will be responsible for making sure the facility gets cleaned?

H. FOLLOW-UP/EVALUATION

- How will you know if the event was a success?
- Has all the money been accounted for and receipts turned in?
- Have thank-you notes been sent?
- Are there records for the people in charge next year?

Low-Cost Programming

We often find ourselves in the position of wanting to do some kind of unique program but lack the funds to carry it out. In these circumstances, creativity can go a long way toward a successful event. The suggestions listed below are examples of activities that can be done on a minimal budget. Organizations are encouraged to use this as a guide for your ideas.

Lecture/Demonstration

- Utilize faculty or community people who have a particular hobby or area of interest. Many professionals are happy to speak in an area of interest they have outside their academic background.
- Collaborate with other campus organizations for programs.

Recreation

- Sponsor free foosball, pool, backgammon, etc., lessons in the WCC Pouch Club. It will give students something to do with their free time as well as give them a chance to learn new skills or improve on existing ones.
- Hold a bike rally, canoe race, Ultimate Frisbee tournament, arts and craft fair, etc.
- Do a program on getting your car ready for winter, auto tune-ups, or what you should know before buying ski equipment.

Cultural Arts

- Do a photo display from photography classes. Contact the instructors and students and reserve a gallery.
- Art shows - aside from painting, sculpture, and photo exhibits - examples are baseball card exhibits, birdhouse collections, stamp and coin exhibits, tropical fish exhibits, or even an exotic beer can exhibit (if you are 21 years of age or older). You would be amazed at what people in town collect.
- Utilize the fine arts and music departments of other state/private colleges and universities. Many of them have musicians, artists, etc., willing to come for performances, demonstrations, master classes, etc.

Music

- Capitalize on any student music recital. Also, contact community and local school musicians about recitals they have scheduled and ask if they would be willing to have their recitals on campus.
- Rent cheap silent movies and provide live piano accompaniment and popcorn. (Keep in mind all copyright laws, for more information contact the Director of Student Activities).
- Work with the international students for a night of decidedly different musical enjoyment.
- Set up a student poetry reading with musical accompaniment.
- Work with the music department staff for an evening program on the classical influences on modern rock.

Programming: The Pitfalls

- Not knowing where or how to look for resources.
- Repeated use of the same individuals: The same individuals can be overused.
- Not expressing needs and interests adequately to get exactly what you want.
- Programming for personal interest.
- Bad timing; some programs are seasonal and more appropriate at certain times of the year.
- Insufficient publicity.
- Unimaginative program, posters and/or publicity.
- Not enough advance notice.
- Putting your advertising up too far in advance.
- Waiting until the end of the semester. Packing all of the programs in at the last minute.
- Too limited distribution. A single isolated poster in an obscure location won't do the job.
- Conflicts with other activities and events.
- Unrealistically high expectations for an event. Be honest with yourself and your presenter.
- Poor location. You should select a site that is not only acceptable but easy to find, comfortable and relatively distraction free.

Guidelines for Political Activity on Campus

The following guidelines were developed to address political activities on campus. Any organization that chooses to participate in political activities needs to follow the guidelines below:

1. Care must be taken to recognize the nonpolitical nature of the private educational institution. The College cannot be, nor appear to be, committed on political issues or candidates.
2. Established College policies and procedures, such as calendaring, use of facilities and reservation of space, must be followed. When guests are involved, the guidelines for guest registration (refer to the policy in the *Environment*) must be followed.
3. The name or seal of the College cannot be used on letters or other materials intended for political purposes. The name of the College may not be used to describe a location for the event.
4. College equipment and supplies (copiers, computers, telephone extensions, and mailing services) cannot be used for political purposes, unless a recognized AC chartered organization is sponsoring the event.
5. The institution cannot assume responsibility for meeting requests for campus assistance in political campaigns. Individuals interested in giving assistance can be identified, but on an unofficial and informal manner.
6. No College office and no faculty or staff member's office can be used as a return mailing address for solicitation of funds or political support.
7. College employees should not be asked to perform tasks in any way related to political activities while on duty.

Hosting Outdoor Athletic Events with Non-AC Community Members

The following guidelines are for usage of outdoor facilities:

1. Student organizations who wish to host an event on campus (participatory in nature) that includes people who are not members of the Austin College community must meet prior to the activity with the Director of Student Activities to discuss the nature of the event.
2. The Director of Student Activities will meet with the Director of Athletics to review the group's request. The Director of Student Activities will communicate to the organization's representative any necessary information.
3. Once the event is approved, the organization will submit a Facility/Event Request Form to reserve space.
4. The organization must submit completed liability or waiver forms prior to the start of the event.
5. The following requirements have associated costs that are the responsibility of the hosting student organization:
 - A. Use of the athletic lighting system: \$75.00.
 - B. An Austin College police officer must be contracted by the group to be present at the event to respond to any crisis or needs of the hosting organization. The organization representative must meet with the Campus Police Chief to determine the charges for the officer's time.

If the event takes place off campus but is sponsored by a campus organization, liability forms must be submitted prior to the start of the event.

Austin College Dining Services

If your organization would like to host an event involving food (snacks, meals, etc.) or drinks, Aramark Dining Services is your starting point. As a contracted partner of the college, Aramark has the first right of refusal; this means that they are the only ones providing food or snacks for all campus programming and events unless it is communicated to the Director of Dining Services for approval. Please follow the process outlined below or meet with the Director of Student Activities for guidance to order food or drinks:

1. Go through the process for your event date, time, and location reserved with the WCC office.
2. Call (903.813.2366) or stop by the Dining Services office (WCC 117) to speak with the Director of Food Services, Thomas Hermanson (thermanson@austincollege.edu), at least 2 weeks in advance. He is your go-to manager for organization events. You will need:
 - a. Your budget
 - b. The estimated number of people you would like to serve
 - c. An idea of what type of food you would like at your event
 - d. The time the food needs to be set by
3. Thomas Hermanson will provide you with options for food that fits your budget.
4. Fill out appropriate payment paperwork and have the Student Assembly VP of Finance sign off on the dining services payment form.
5. Bring this form to Thomas Hermanson for payment of your food.

Things to keep in mind when ordering food:

- Catering outside of the Wright Campus Center has between a \$2-\$8 upcharge for delivery per person.
- Food items can be prepared before picking them up, if desired. Cookout foods such as hot dogs and hamburgers will be provided uncooked unless requested.
- Students may also check out certain food service equipment to assist with their event. If equipment is loaned, a cash deposit is requested. The deposit will be refunded once the loaned equipment is returned in a clean condition. Equipment must be returned no later than the day following the scheduled event and returned to a Food Service Manager. The cash deposit will not be refunded if loaned equipment is returned in a damaged or soiled condition.
- The Austin College Food Service may also plan a "Special Event" night in conjunction with an organization party or event. Please ask a Food Service Manager for more details.

Procedures for Reserving Rooms

All public space and classrooms on the Austin College campus are intended for use by the Austin College community. Use of these facilities is to be considered a privilege granted through the authority of the Board of Trustees.

Any misuse of these facilities can result in loss of these privileges.

Students may stop by the Wright Center Office (WCC 148) to complete an ***AC Event Planning / Facility Request Form***. Students are also encouraged to review the calendar on the Austin College Intranet (<https://roos.austincollege.edu/cgd/calendar/index.htm>) to check for space availability before filling out a calendar request form.

1. All rooms are reserved on a first come, first served basis. Priority is given to major College events, convocations and academic events.
2. All rooms must be reserved at least **seven** (7) days preceding the day you will use the facility.
3. In case of special set up involving food service/media an ***AC Event Planning / Facility Request Form*** (For a sample form see *Section VIII: Appendix.*) must be utilized. Reservations seven working days in advance are encouraged.
4. All reservations will be made through the Wright Center Office (WCC 148) utilizing an ***AC Event Planning / Facility Request Form*** (For a sample form see *Section VIII: Appendix.*)
5. If reservations are for athletic facilities or Ida Green, additional clearance may be necessary.
6. Those groups or organizations that meet on a regular basis during the academic year can reserve a room for the entire year by completing a Calendar Request Form. The dates of all the meeting times **must** be included on the form.
7. Meeting rooms for chartered organizations are reserved for one academic year only.
8. Only those organizations chartered or registered by Austin College will be permitted to reserve and use rooms free of charge. All other groups will be charged a facilities usage fee.
9. Any damages to facilities or special clean up services necessary after meetings will be

charged to the particular group or organization using the room.

10. If you want to reserve a room in a residence hall, you must check with the Area Coordinator of the building and complete an AC Event Planning/Facility Request Form beforehand.

Wright Campus Center Room Uses

- **Living Room:** The living room is a place for students to gather and chat with friends and relax. The furniture is arranged in small groups around the room, but can be moved to accommodate various needs.
- **Lobby Areas:** Tables may be reserved for use in the lobby areas for student groups to promote upcoming events. No more than four tables are available for use at a time.
- **Dining Room:** Students eat meals in the dining room, and tables are arranged in a variety of ways to accommodate various numbers of people who wish to eat together. The dining room may also be arranged to accommodate special theme meals and events.
- **Moseley Room:** The room is arranged with eight tables to accommodate small groups of up to 32. Groups typically schedule the room for meetings during meal times.
- **Pouch Club:** This space is typically used for movie nights, comedians, and musical events.
- **Room 231:** This room is typically used for special events and some class sessions.
- **Room 245:** This room is typically used for various meetings and special events.
- **Room 254 & 255:** These rooms are typically used for meetings and special class sessions.
- **Meyer Dining Room:** This room may be used for special meetings or events. Use of this room must be approved by the President's Office.
- **Mabee Hall:** The room may be divided in half to accommodate groups depending upon the size of the group for special events and banquets.

Student Organizations with Office Space in the Wright Campus Center and Adams Center

Certain groups on campus have designated office space from which to administer responsibilities and perform the tasks associated with the role of the organization. These groups understand that use of office space is granted by the Department of Student Life, and these groups adhere to the following guidelines:

- Each group must maintain its space by keeping the space neat and clean.
- The executive core members of the groups are granted ID card access for use of the office space for the length of the term of office (for each executive officer) by the Department of Student Life.
- Students with ID card access or who are issued keys understand that ID/key access to the office space will be terminated upon leaving office or leaving the organization.
- Students understand that allowing others the use of their AC ID card or keys is a violation of the Non-academic Code of Student Conduct.

Section V

Publicity

Publicity

Chartered and Registered student organizations have the use of campus news bulletins, electronic bulletin board, and student email listservs provided that they **include their organization's name in the advertisements** and follow posting policies. There are many avenues that a student organization can use to publicize its events:

- **Personalized mailings**— All mailings must be a minimum of 3"x 5". **All mass mailings must be personalized with each person's name and suite number and include the name and contact information of the organization.** Mailings without the recipients' names are not allowed. The College discourages the use of mass mailings. Exceptions to this guideline can be granted by the Associate Vice President of Student Affairs & Dean of Students (for student mailings), the Vice President for Academic Affairs (for faculty mailings), and the Office of Human Resources (for staff mailings). Only chartered organizations are allowed to place mass mailings in campus mailboxes. These communications must be identified by the name of the organization. **These mailings still require approval from the Associate Vice President of Student Affairs & Dean of Students.**
- **Campus Flyers:** Posting of flyers may be displayed using easels, wood posts, and designated bulletin boards within the facilities for public information. Flyers may not be posted on glass surfaces, doors, surface frames or directly on the walls/paneling of campus buildings.
- **Student Organization WEB Pages:** A chartered student organization may create a WEB page which will be located on the Student Organizations Web Site linked to the Student Life Web Site of Austin College. Applications to request space are available online at <http://acstudentweb.austincollege.edu/requirements.html>.
- **All-Student e-mails:** A student organization that wishes to send an e-mail to all students may do so by sending the e-mail to allstudents@austincollege.edu from their AC email account.
 - For organizations needing to specifically reach out to the organization Presidents you may reach them by emailing to acorganizations@austincollege.edu from an AC email account. These emails are not for marketing but for recruitment of assistance or sponsorship from your fellow organizations.
 - Email usage for meeting announcements will be limited to the first two weeks of each semester or the first four weeks after an organization has been initially chartered. New organizations that are in the chartering process with provisional status will be given access to the All Campus Email system for a maximum of four weeks based upon the approval of the Associate Vice President of Student Affairs & Dean of Students.
 - After these time periods, All Campus Email service is only to be used for what is defined as an "ALL CAMPUS EVENT": those events which are open to all AC students, limit of two per event. An All Campus Event could include a meeting with a special speaker who is of interest to the Austin College community.
 - Email messages should include the following information: a catchy subject title, the

sponsoring organization, the name of the event, as well as the time, day, date and location. The message should be as brief as possible.

Posters/Signs

Sign Making Supplies *are* available for use by all student organizations. The room is maintained by the Campus Activities Board (CAB). If supplies are limited please contact the CAB Office (CAB VP of Administration).

All publicity forms must be for an approved event and contain the title of the event, date, time, location, sponsoring organizations, and must be appropriate for the college community (i.e. must not be judged as obscene or offensive other individuals or groups or contain any reference to alcohol or drugs). Announcements, signs, flyers, and posters of upcoming events must be **removed within 24 hours following the event** by the sponsoring group. If outdated information is not removed by the sponsoring group or individual, or any displayed information does not adhere to the guidelines of the Posting Policy, the following actions may result:

- The information will be removed, and a letter will be sent to the individual or president of the organization.
- Conference with the organization representative.
- Loss of posting privileges.
- A review of the organization and its privileges as a chartered organization.

Wright Center Posting Policy

Any AC community member wishing to post an announcement, sign, flyer, or poster must adhere to the procedures outlined below. The Department of Student Life reserves the right to remove any posted material that does not meet the stated guidelines. All posting must be placed on the designated posting boards.

Sale/Rental Announcements:

1. All announcements of articles for sale/rental property may be no larger than 8 1/2" x 11" in size.
2. Such items may be posted **ONLY** on the three bulletin board areas in the north hallway on the first floor of the Wright Center (Across from the Kangaroo Coffee Shop) known as the "Trading Post."

General Posting in the Wright Campus Center (WCC):

1. No more than ten (10) announcements/signs/flyers/posters describing special events and activities may be posted throughout the WCC on the designated posting boards.
2. They may be no larger than 24" x 30."
3. NO information may be posted on glass or the walls of the WCC
4. All displayed information may be posted for a period of two weeks prior to the event.
5. Announcements, signs, flyers and posters of upcoming events must be removed within 24 hours following the event by the sponsoring individual or group. If outdated information is not removed by the sponsoring group or individual, or any displayed information does not adhere to the guidelines of the Posting Policy, the following actions may result:

- a. The information will be removed, and a letter will be sent to the individual or president of the organization.
- b. Conference with the organization representative.
- c. Loss of posting privileges.
- d. A review of the organization and its privileges as a chartered organization.

Posting in the WCC Dining Room

The use of table advertisement in napkin holders is permitted with prior approval from dining services. Flyers may not exceed 5 x 7". There are 78 tables. Banners can also be hung on the West wall of the dining room.

Posting for Events where Alcohol is Present:

1. Events where alcohol is present may NOT be advertised on campus.
2. If an organization sponsors an event that takes place in the Pouch Club, information may be posted in the WCC.

Posting in Other Campus Buildings:

Anyone wishing to post information in other campus buildings must seek approval of location at the main reception office in the building (see campus directory). Posted information in the residence halls must be approved by the area coordinator in advance of posting the fliers.

Abell Library	2490	Craig Hall	2251	Temple Center	2327
Adams Center	2247	Dean Hall	2321	Wortham Center	3000
Administration Bldg.	2226	Hopkins Center	2271	Wynne Chapel	2210
Baker	2201	Mason Complex	2499	Bryan/Roo Suites	3600
Caruth	2211	Moody Science	2342	Jordan House	2091
Clyce	2301	Sherman Hall	2361		

WCC Bulletin Board Policy

Applying for Space

1. Student organizations that wish to have or maintain a bulletin board space must complete and submit an updated membership roster each semester.
2. Bulletin board space assignments will be made based on a lottery system. All organizations will be offered the opportunity to participate in the lottery each year.
3. Chartered student organizations will be granted bulletin board space first. If there are still available spaces, registered organizations and honor societies will then be eligible.
4. CAB and Student Assembly will be guaranteed a space if the policy for bulletin board use outlined below is followed and annual applications are submitted.

Policy for Bulletin Board Use

1. Organizations will not display anything that might be judged as obscene or offensive to other individuals or groups or that contains any reference to alcoholic beverages.
2. Organizations will not display anything depicting a flagrant violation of the Code of Student Conduct.
3. Organizations will not display anything that may cause embarrassment to the Austin College community.

4. Organizations should change their display regularly. A minimum of one change per month will indicate active use of space.
5. An organization may temporarily check-out a key from the WCC Office to update their board. Student Organizations that fail to return their Bulletin Board key will be charged \$50.00 for replacing the key.
6. Tampering with or trashing other organization displays is a violation of this policy.
7. Violations to the policy may result in:
 - a. warning.
 - b. denial of renewal.
 - c. loss of space.
8. Violations of this policy should be reported to the Director of Student Activities. If the organization wishes to appeal the Director's decision, the Student Life Advisory Committee will hear the case and make the final decision.
9. If an organization loses their space, they may not reapply until the following application period. Previous violations will be considered when allocating space for the following year.

Other Issues

When space becomes available for whatever reason, the Director of Student Activities will make the decision about assignment of that space.

Student Organization Sidewalks

The policy of the College allows student organizations to paint an assigned section of the sidewalk using their colors and slogans. The sidewalk located on the North lawn behind the Abell Library is designated for this activity.

Organizations may apply to paint a sidewalk section through the Department of Student Life all sections are assigned on a first come, first served basis. The following guidelines must be followed if an organization chooses to paint a section of the sidewalk:

1. The designated timetable to work on the sidewalk will be the third week following Spring Break. No other time will be approved. Organizations in violation of the timetable will lose their sidewalk section for a minimum of two (2) years.
2. Organizations must sign up with the Director of Student Activities prior to commencing work on their designated section of the sidewalk.
3. Organizations are responsible for incurred painting costs and clean-up costs associated with sidewalk activities. This includes material, such as paint, sand, brushes, varnish, basecoats, wash bins, etc. clean up, and rectifying any damages. Organizations are encouraged to cooperate with other organizations to help minimize costs.
4. All sidewalks must be covered with a base of nonskid paint. For designs or trim, it is recommended that organizations add sand to the paint to maintain the nonskid surface.
5. When painting is in progress, the work area should be roped off and clearly marked as "work in progress" and/or "wet paint."
6. All designs must be in good taste and should not be offensive to any individual or group.
7. If the number of organizations wanting sidewalk space increases in excess of the available space,

a lottery system will be implemented.

8. Any questions or issues regarding sidewalks should be addressed to the Director of Student Activities.
9. Cost of damages for repaired by or cleaned-up by college personnel will be billed to the responsible organizations. Organizations will be held jointly responsible for all damages that cannot be attributed to any particular organizations.

Photocopy Services and Guidelines

There are times when your organization might need to run off a large number of copies for an event or to pass on information. Mailing and Printing Services in the Wright Campus Center has the capacity to work with your organization to do this.

The following guidelines must be followed to use this service:

1. Organizations will be charged six cents per single-sided, black & white copy. Color copies are available for .75 cents each. Organizations must pay for the copies at the time they are picked up. No credit will be given unless previously arranged.
2. Your organization can set up a charge account with Mailing & Printing Services with a minimum of a \$25.00 deposit.
3. Based on the complexity and the volume of each job, completion times may vary.
4. There are a variety of colors and options from which to choose, so ask questions if you want to try something different.
5. To set up a charge account or to get clarification on this policy, please contact Melissa Holmes, Director of Mailing and Printing Services at (903) 813-2199.

Austin College Observer Advertising Policy

The Observer will not promote an advertisement which is libelous, promotes academic dishonesty, promotes irresponsible use of alcohol, violates federal, state and local laws, or encourages discrimination against any individual or group on the basis of race, sex, age, color, creed, religion, national origin, sexual orientation or disability.

Material will not be accepted after the due date without prior arrangement with the Advertising Manager. If an adjustment needs to be made, arrangements should be made at least three days prior to the due date.

Any materials submitted to the AC Observer will be edited, as needed, for content and length. Any material submitted that includes press photographs will need to be cleared through the editor, prior to the due date. Letters to the editor are not to exceed 250 words and must include the author's name, suite, extension, and year or title. Authors can remain anonymous upon request provided all of the above information is included along with the request for anonymity. Letters should be addressed to the Editor-in-Chief and sent to Suite 6J.

If there are any questions regarding the schedule or submission dates, please contact the Editor-in-Chief in the Student Publications Office, 903.813.2296. Questions regarding advertising should be discussed with the Advertising Manager.

How an Organization Should Write an Article for the Observer

1. Review your organization's past minutes for any important information that might be of interest to other students.
2. Include events that will occur after the publication date of the paper.
3. Include the name and description of event, date, time, and location for each program.
4. For a closing, let readers know when and where general meetings are and how to get involved in your organization.
5. Be sure to clear all articles with the Editor-in-Chief before writing them.

Austin College Sidewalk Chalk Policy

Registering to chalk sidewalks at Austin College

1. Only chartered student organizations are permitted to chalk sidewalks at Austin College.
2. Chartered student organizations that wish to publicize their events using sidewalk chalk must be in good standing with the college.
3. Chartered Student organizations that wish to publicize their events using sidewalk chalk must fill out an Austin College Event Planning/Facility Request Form with the Wright Campus Center office.

Policy for chalking sidewalks at Austin College

1. Organizations must submit a "Blue Form" Room Reservation form with the Wright Campus Center for approval to chalk the campus.
2. Organizations are not allowed to chalk more than seven (7) days from the date of the event being publicized. Chalk should be cleaned off within a week of the event being publicized.
3. Organizations will not chalk the interior or exterior of any building or any building marker/sign on campus.
4. Organizations will not chalk any sidewalk immediately surrounding the Administration Building, Wynne Chapel, Mason Complex Portico, Jackson Technology Center Breezeway, any fountain on campus, or the steps leading up to the Wright Campus Center under the porte-cochere.
5. Organizations will not display anything that might be judged as obscene or offensive to other individuals or groups, or that contains any reference to alcoholic beverages.
6. Organizations will not display anything depicting a violation of the Code of Student Conduct.
7. Organizations will not display anything that may cause embarrassment to the Austin College community.

Violations to the policy may result in:

1. Loss of privileges to chalk sidewalks for academic year.
2. Minimum cleaning fine of \$50
3. Loss of privileges to chalk sidewalks for academic year

Violations of this policy should be reported to the Director of Student Activities. If the organization wishes to appeal the decision, the Associate Vice President of Student Affairs & Dean of Students will hear the case and make the final decision.

Section VI

List of Student Organizations

Governance

Student Assembly (SA) is the elected governing body for Austin College students. It serves in an advisory capacity to the Student Affairs division and to other bodies on campus which seek general student opinion. SA's responsibilities include initiating new or revising policies, considering charter applications for campus organizations, allocating the Student Activity Fee, and organizing student elections. (WCC 176, 903-813-2300) Email: assembly@austincollege.edu

Greek Council is the official governing board composed of the various Greek organization Presidents and an elected President, Vice President Secretary, Treasurer and Public Relations Chair. Greek Council shall seek to establish better relations, further the spirit of unity, and increase the sense of responsibility among the fraternities and sororities of Austin College. The Greek Council provides service, educational opportunities, and demonstrates a quality of leadership in the community. The Greek Council also participates in the governance structure with initial/pending requests for establishment of new fraternities and sororities.

- **The Greek Review Board (GRB)** was established in Spring 2003. It is chaired by the Greek Council Vice President and composed of nine Greek members elected by the organizations. The Greek Review Board resolves minor violations and administering policies concerning the Greek Community by upholding the high ideals and standards set forth by the Greek community. The Greek Review Board also handles the charter review process for the Greek organizations on campus.

Hall Council is independently established in each of the residence facilities; Baker, Bryan Apartments, Caruth, Clyce, Dean, Jordan, and Johnson-Roo Suites. Each Hall Council acts as the corresponding residence hall government and assists in providing intentional educational programming, social activities, recreational events, and other experiential learning opportunities.

Peer Judicial Board (PJB) functions as the lower level adjudicating body of the College for resolving allegations of minor violations of the NACSC. The fourteen members are elected, 11 representing their corresponding residence facility and three representing off-campus students.

Resident Assistants (RA) are generally assigned to the traditional residence halls with a concentration of first year students so that they can facilitate adjustment to college by serving as positive peer influences. RAs assist all students in the hall with a wide range of concerns including personal, academic, and social problems.

Resident Managers (RM) work in conjunction with professional staff to facilitate programming and manage the administrative needs of the communities. Johnson-Roo Suites, Bryan Apartments, Flats at Brockett Court, North Flats, and Jordan Family Language House are staffed by RMs.

Senior Committee is a group of senior students elected by their peers to represent the senior class. Senior Committee is responsible for various activities for the senior class throughout the year and the senior gift.

Student Athletic Advisory Council is composed of a student athlete from each sport and provides feedback to the athletic administrators and staff concerning the various sports programming, events, and administration.

Student Homecoming Advisory Council (SHAC) is composed of a student leaders from CAB, SA, Cheerleading, Aussies, STAT, and Service Station. SHAC provides feedback to the Department of Student Life and Alumni Relations concerning the various homecoming activities. SHAC is also responsible for coordinating the Spirit Cup, parade, Roo Games, and skits.

Annual Entertainment Fund (AEF) is composed of student leaders from CAB and SA to plan large scale campus wide entertainment. The largest traditional event they host is Kangapalooza, which is a major spring concert typically held the last weekend in April.

Service Programs

Activators is a group of students of various church memberships who work with the Director of Church Relations to plan and lead Presbyterian Church youth ministry events throughout the Southwest.

Roo Bound is an opportunity for AC students to become active in the Sherman community. Students participating in this program provide support and encouragement for low-income children ages 6-10 through group recreational, cultural, intellectual, and social activities.

Service Station is the central office for coordinating and facilitating community service by Austin College students. Opportunities include Alternative Spring Break program and the Great Day of Service. (WCC 115, 903-813-2333)

Social Programs

Campus Activities Board (CAB) is responsible for planning, promoting, and implementing a wide variety of activities on campus for all AC students. Events include bringing musicians, comedians, movie nights, bingo nights, karaoke nights, Free Skating, and a variety of other evening and weekend activities (WCC 259, 903-813-2308, CAB@austincollege.edu).

Campus Publications

Observer is the online student newspaper that covers events on campus and around the world.

Suspension is the Austin College student literary magazine. Produced by students and supported through the English department.

Chartered Organizations may fit one of several categories of College activities: service, spirit, social action, cultural, interest, and fellowship. Chartered organizations with unrestricted membership may apply for a Student Activity Fee appropriation through Student Assembly. For a complete list of chartered and honorary student organizations please go to: <http://www.austincollege.edu/campus-life/student-life/clubs-organizations/>

Section VII

Hazing

Organization Standards & Philosophy Statement

The emphasis of all programs and organizations shall be on development of the spirit and understanding of the dignity and worth of each individual. In recognition of the historical abuses in this area and the potential for damage to the dignity of the individual, the College prohibits any activities by individuals or organizations that subjects individuals to physical pain, indignity, or humiliation. Prohibited activities and practices include, but are not limited to, physical exercises, deprivation of normal sleep or rest, any form of corporal punishment, the placing of anyone in actual or simulated peril or jeopardy of health, illegal activities, any indecent activity, the public wearing of degrading apparel, any humiliating activities or any promiscuous sexual activity or event designed to promote sexual activity. All organizations and their members shall follow membership and initiation procedures. For more information see the *Greek Life Handbook*, the *Student Organization Handbook*, and the corresponding organization's constitution, which are available in the Department of Student Life.

Texas State Hazing Law

ALL AUSTIN COLLEGE COMMUNITY MEMBERS ARE EXPECTED TO BE AWARE OF THIS LAW AND WILL BE EXPECTED TO UNDERSTAND HOW THEY AS INDIVIDUALS AND AS MEMBERS OF A GROUP ARE ACCOUNTABLE TO THIS LAW. IT WAS ADDED BY ACTS 1995, DURING THE 74TH LEGISLATIVE SESSION, CH. 260, § 1, AND WENT INTO FULL EFFECT MAY 30, 1995. THE STATUTE CAN BE FOUND UNDER SUBTITLE G. *SAFE SCHOOLS*, CHAPTER 37. *DISCIPLINE; LAW AND ORDER*; SUBCHAPTER F. HAZING IN THE TEXAS EDUCATION CODE DEFINITIONS

- "Educational institution" includes a public or private high school, college or university
- "Pledge" means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization.
- "Pledging" means any action or activity related to becoming a member of an organization.
- "Student" is any person who
 - is registered in or in attendance at an educational institution ; or
 - has been accepted for admission at the educational institution where the hazing incident occurs; or
 - intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.
- "Organization" means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.
- "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term hazing includes, but is not limited to:
 - any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
 - any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student

to an unreasonable risk of harm, or that adversely affects the mental or physical health or safety of the student;

- any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm, or that adversely affects the mental or physical health or safety of the student;
- any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision;
- any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Personal Hazing Offense

- A person commits an offense if the person:
 - engages in hazing;
 - solicits, encourages, directs, aids or attempts to aid another in engaging in hazing;
 - recklessly permits hazing to occur or
 - has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Associate Vice President of Student Affairs & Dean of Students or other appropriate official of the institution.

The offense of failing to report is a Class B misdemeanor

Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor.

Organization Hazing Offense

An organization commits an offense if the organization condones or encourages hazing, or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing

An offense under this section is a misdemeanor punishable by:

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

Consent Not A Defense

It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Immunity from Prosecution Available

In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Associate Vice President of Student Affairs & Dean of Students or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Offenses in Addition to Other Penal Laws

This subchapter does not affect or repeal any penal law of this state. This subchapter does not limit or affect the right of an educational institution to enforce its own penalties against hazing

Reporting By Medical Authorities

A doctor or other medical practitioner who treats a student who may have been subjected to hazing activities may report the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

Section VIII

Appendix

Release Order - Vendors

A-1 PRINTING	FAN & FLAME	OFFICE DEPOT
ADVANTAGE RENT-A-CAR	FASTENAL	
AERIFORM CORP (Air Liquide)	FEDERAL EXPRESS CORP.	PAPER PANTRY
AIRGAS (Industrial Welding)	FIRST INSTANT PRINTING (Kwik Kopy)	PETE'S CARPET CLEANING
ALDRIDGE APPLIANCES	FOLLET CAMPUS BOOKSTORE	PHOTO IMAGING EXPRESS
ALLIED FENCE	FOXWORTH GALBRAITH	PITNEY-BOWES
ALPHA BURGLAR		
ALPHA SYSTEMS	GALLERY FRAMES (formerly Haring Art)	QUIN STUDIO
ALVERSON REFRIGERATION	GARNER FEED & SEED	
AMSCO	GCEC (Grayson Collin Electric Coop)	RADIO SHACK
APPLIANCE MASTER	GERMAINE DESIGN	RESULTS PEST CONTROL
APPLIED INDUSTRIAL TECHNOLOGIES	GRAINGER	REYNOLDS COMPANY (was Warren)
AQUA-REC	GRAYBAR ELECTRIC	ROMAR
ARLINGTON CAMERA	GRAYSON COUNTY EQUIPMENT, INC.	ROTO ROOTER
AWARDS UNLIMITED	GRAYSON COUNTY TAX ASSESSOR	RUSHING PAVING
	GRAYSON PRO-TECH	
BAKER DISTRIBUTING/WEATHERTROL	GREENSCAPE CHEMICALS	SAM'S LAWNRIDERS
BAVARIAN CARPET		SAV-ON DISCOUNT OFFICE SUPPLIES
BINSWANGER GLASS	H & H TIRES	SHERMAN AUTO PARTS CO.
BLANTON SHEET METAL	H & R ELECTRIC MOTORS	SHERMAN DAYTON TIRE SALES
BLIND PLACE	HAMPTON INN	SHERMAN SPORTS (East Texas Sports)
BOB UTTER FORD	HANNAH'S FLORIST	SHERMAN STEEL SUPPLY
BROWN'S NURSERY & SOD	HARING OFFICE EQUIP., INC.	SHERWIN WILLIAMS
BUDGET RENT-A-CAR	HART COUNTRY INN	SHIPMAN COMMUNICATIONS(Abrams)
BWC IMAGING LABS	HERALD-DEMOCRAT	SONNENBERG PIANO TUNING
	HOBART	SPECIAL OCCASSIONS
C & E DISCOUNT GLASS	HOLIDAY INN	SPIRIT INK
C & F SUPPLY	HOYTE DODGE	SUE'S SPECIAL MOMENTS
CAMPBELL'S TREE SERVICE	IKON	TAPS PUBLIC TRANSPORTATION
CDT SUPPLY CO.	ISC COMPUTERS	TEXAS ELECTRIC UTILITY CONTS.
CENTRAL FREIGHT LINES		TEXOMA FEED & GARDEN CENTER
CHEM DRY	JOHNSON-BURKS SUPPLY	TEXOMA FIRE EQUIPMENT CO.
CHILD'S CARPET & VINYL		TEXOMA FORD
CLIMATE SUPPLY	K & P LIQUOR	TEXOMA NEON
COMFORT SUITES	KOLDAIRE SUPPLY	TEXOMA STAMPS & TROPHIES
COPY MART		TEX-PACK
	LA QUINTA	TRACTOR SUPPLY
DAYS INN (Next door to Denny's)	LASER PLUS TECHNOLOGIES	TRAVEL PARTNERS
DEALERS ELECTRIC SUPPLY	LEGACY FLORIST	TUCKERS' GOLF CART REPAIR
DEL MAX RESTAURANT SUPPLY	LEGACY LIMOUSINE	TWIN OAKS LANDSCAPE CO.
DENISON ELECTRONIC	LOCK DOC	
DENISON OXYGEN SUPPLY	LOWE'S BUILDING SUPPLIES	UNITED RENTALS
DISCOUNT WHEEL & TIRE		UTTER (BOB) FORD
DOUGLAS DISTRIBUTING	MAX'S GARAGE	WALLY'S PARTY FACTORY
DOUGS CORNER	MIDWAY LOCK & KEY	WARREN ELECTRIC (is now Reynolds)
DUDE'S PAWN & VAN RENTAL	MORRISON SUPPLY	WAYSIDE FLORIST
	MOTION INDUSTRIES	WEATHERTROL/BAKER DISTRIBUTING
EMBROIDERY ARTS		WEGER SAND & DIRT
ENTERPRISE RENT-A-CAR	NAGEL'S PAINT & WALLPAPER	WOLFE CAMERA & VIDEO
EXECUTIVE TRANSPORT	NAPPA AUTO PARTS	WOODY'S MUSIC SHOP
EXECUTIVE INN (formerly Best Western)	NATIONS RENT (Harrelson's A-1 Rental)	
	NORTH TEXAS DISTRIBUTORS, INC	XEROX CORPORATION

Requisition Sample



AUSTIN COLLEGE REQUISITION

77042

Recommended Vendor:		Purchasing Office will place order? If yes, complete the following?		Yes	No
		Do you want P.O. : Mailed? Faxed? Fax # is ()			
		Is Prepayment REQUIRED? If yes, mail the check to: Vendor or Return to:		Yes	No
		Special Instructions to Purchasing:			
Account #:		Amount			
Account Name:					
Account #:		Amount	Deliver to the Name:		
Account Name:			Attention of Suite:		
QUANTITY	STOCK NUMBER AND DESCRIPTION		UNIT COST	EXTENSION	
Special Instructions To Vendor:			TOTAL		

APPROVALS: Requisitions over \$5,000.00 may require bids or a Bid Exemption Form.	<table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <hr style="border: none; border-top: 1px solid black;"/> PROGRAM MANAGER </td> <td style="width: 50%; text-align: center;"> <hr style="border: none; border-top: 1px solid black;"/> DATE </td> </tr> <tr> <td style="text-align: center;"> <hr style="border: none; border-top: 1px solid black;"/> SENIOR STAFF </td> <td style="text-align: center;"> <hr style="border: none; border-top: 1px solid black;"/> DATE </td> </tr> </table>	<hr style="border: none; border-top: 1px solid black;"/> PROGRAM MANAGER	<hr style="border: none; border-top: 1px solid black;"/> DATE	<hr style="border: none; border-top: 1px solid black;"/> SENIOR STAFF	<hr style="border: none; border-top: 1px solid black;"/> DATE
<hr style="border: none; border-top: 1px solid black;"/> PROGRAM MANAGER	<hr style="border: none; border-top: 1px solid black;"/> DATE				
<hr style="border: none; border-top: 1px solid black;"/> SENIOR STAFF	<hr style="border: none; border-top: 1px solid black;"/> DATE				

PURCHASE ORDER NO.

Petty Cash Advance/Reimbursement: Purchase Approval Form

PURCHASE APPROVAL FORM

5270



This form for: _____ per person group _____ SA funded

DATE: _____

(student's name)
has been approved to make purchases not to
exceed \$100.00 on behalf of Austin College for

Full Name of Student Organization _____

SA Treasurer- (initials) _____

Director of Student Life _____

Business Office Cashier: _____

EXEMPTION CERTIFICATE

The undersigned hereby certifies that he is Purchasing Officer of Austin College, that he is authorized to execute this certificate; and that the articles specified in the accompanying order are purchased by such organization exclusively for use in its educational activities.

It is understood that this exemption certificate is for use only by a non-profit educational organization in the tax-free purchase, for its exclusive use, of articles subject to the retailers excise tax; or by an organization exempt from income tax described in section 501 (c) (3) of the Code in the tax-free purchase of any such article for the exclusive use of its school which qualifies for the exemption; and it is agreed that if any article purchased has for its use this exemption certificate is used otherwise, such fact will be reported to the retailer from whom the tax-free purchase was made.

The organization claiming exemption under this certificate has received a determination letter (or a ruling) from the Internal Revenue Service holding the organization to be exempt from income tax as an organization described in section 501 (c) (3) of the Internal Revenue Code (or has received a determination letter (or ruling) under the corresponding provisions of prior revenue laws). The date of such determination letter (or ruling) is MAY 2, 1946 and such determination letter (or ruling) has not been withdrawn or reversed.

The exempt organization, or the school upon which the activity of the exempt organization is mainly maintained, maintains a regular faculty and curriculum, and annually has a regularly constituted body of persons in attendance at the place where its educational activities are regularly carried on.

The undersigned understands that the fraudulent use of this certificate for the purpose of securing tax exemption will subject himself and all other parties to a fine of not more than \$10,000 or imprisonment for not more than five years, together with costs of prosecution.

FED. REG. 475-71-0251-F
E.O. 12812, 475-642-1479

Tax will not be
reimbursed per
Austin College Policy.

[Signature]
Bekki Ellis
Vice President of Business Affairs
Austin College

Initial	Date	Amount

NOTE: No other purchases will be allowed until the prior one is turned in. A student from an organization cannot have more than one (1) request at a time. An organization can have no more than two (2) requests at a time.

PROCEDURE FOR PURCHASE APPROVAL FORM & PURCHASE REQUEST FORM

Both the Purchase Approval Form and the Purchase Request Form must be completed and have the Director of Student Life signature BEFORE any purchase is made. The College will NOT reimburse for TAX.

To receive a Petty Cash Reimbursement:

- Complete a Purchase Approval Form and Purchase Request Form and have appropriate signatures including SA treasurer, leaving the bottom copy in the Student Life Office
- Request must be completed and submitted to SA Treasurer or per person funded group's advisor at least 48 hours prior to need to purchase
- Show the Purchase Approval Form to the business before purchase (for proof of Tax Exemption only, do not give to the business, they can make a copy if necessary).
- After purchase, within 48 hours, bring the original itemized receipt, Purchase Approval Form and Purchase Request Form to the Business Office (Cashiers window Mon-Fri 9am-3pm) for reimbursement.

If doing Petty Cash Advance:

- Complete a Purchase Approval Form and Purchase Request Form and have appropriate signatures, leaving the bottom copy in the Student Life Office
- Request must be completed and submitted to SA Treasurer or per person funded group's advisor at least 48 hours prior to need to purchase
- Take the Purchase Request Form to the Business Office (Cashiers window Mon-Fri 9am-3pm). The cashier will keep the Purchase Request Form and give you your requested money.
- Show the Purchase Approval Form to the business before purchase (for proof of Tax Exemption only, do not give to the business, they can make a copy if necessary).
- After purchase, within 48 hours, the student returns the Purchase Approval Form and any unspent monies to the Cashiers window with the original itemized receipt. Please note that the cashier has a limited amount of daily cash thus immediate reimbursement may not always be possible.

FORM 912

Petty Cash Advance/Reimbursement: AC Student Organization Purchase Request Form

5270

**Austin College Student Organization Purchase Request
(Please print entire form) -- FOR STUDENT USE ONLY**

(Check one)

Petty Cash Reimbursement:

☐

Petty Cash Advance:

(Minimum \$25-Maximum \$100)

☐

Student Organization Name: _____

Account #: _____ Amount: _____

Purchase Purpose: _____

List of Items to be Purchased: _____

Petty Cash Reimbursement/Advance To: Student Name: _____

**The entire transaction
must be completed by
the student the request
is issued to.**

ID Number: _____

Suite Number: _____

Phone Number: _____

Email Address: _____

Student Life Director: _____ Date: _____

The College will NOT reimburse for tax.

To Receive a Petty Cash Reimbursement:

Complete a Purchase Approval Form with signature

Complete a Purchase Request Form with signature

Attach original itemized receipt including **credit card purchases**

Submit to Business Office (Cashier Window 9am-3pm **only**) within 48 hours of purchase

To Receive a Petty Cash Advance:

Complete a Purchase Approval Form with signature

Complete a Purchase Request Form with signature

Go to Business Office (Cashier Window) and get a cash advance

Return itemized receipt, any unspent monies, and Purchase Approval Form with 48 hours of purchase requests to Business Office (Cashier Window 9am-3pm **only**)

Individual can have only one request issued at a time

06/16/03 Updated by Student Life Office

WRIGHT CAMPUS CENTER FACT SHEET

The following rooms in the Wright Campus Center may be reserved for meetings and special events. Please note that seating capacity depends on the type of setup.

<i>Area/Room</i>	<i>Capacity</i>	<i>Standard Setup</i>
Pouch Club-Room 171	150-250	mixture of round, square tables seating, and booths
Moseley Room-Room 144	20-32	eight square tables each seat four
Meyer Dining Room-Room 243	20-32	eight square tables each seat four
Room 218 (Student Org Work Space) 20		10 chairs around two groups of tables
Room 231	60	Fixed seating in lecture style
Room 245	24	6 square tables each seat four
Room 254	40 or 70	70 classroom style or 40 conference style)
254a	24 or 30	tables and chairs arranged in either classroom or conference style
254b	24 or 30	tables and chairs arranged in either classroom or conference style
Room 255	28 or 30	tables and chairs arranged in either classroom or conference style
Johnson Gallery	100	no prearranged seating in room
Mabee Hall	20- 350	no standard setup - the room can be set in a variety of arrangements depending upon the group's size
The Meyer Dining Room		must be cleared by the President's Office

All arrangements for food service, media equipment, and room setup needs to be indicated on the event facility request form. Specific menu items may be arranged directly with ARAMARK Dining Service.

Staging: 8" & 16" risers are available for special events.

Chairs: Seating is available in each of the spaces in the Wright Center. If additional seating is necessary, please note number and arrangement of seating on the calendar request form.

Tables: The following types of tables are available for use in the rooms listed above.

- Pouch Club (Room 171) mixture of round and square tables each seating four
- Moseley Room (Room 144) square tables each seating four
- Meyer Dining Room (Room 243) square tables each seating four
- Room 218 rectangular tables each seating 10
- Room 231 fixed seating for 60
- Room 245 square tables each seating four
- Room 254a 18" x 60" tables @ two seats per table
- Room 254b 18" x 60" tables @ two seats per table
- Room 255 18" x 60" tables @ two seats per table
- Johnson Gallery 8 person round tables: 6' and 8' tables
- Mabee Hall 8 person round tables: 6' and 8' tables

Event Planning/Facility Request Form

AUSTIN COLLEGE EVENT PLANNING / FACILITY REQUEST FORM

Directions: This form, as completed, notifies the college of any and all proposed events. This form is to be completed and returned to the Wright Campus Center Office Rm. 148 at least one week prior to the event. This form does not relieve the organization of their responsibilities and/or duties. Remember all College policies and applicable laws must be followed.

Name of Event		Organization / Department	
Day & Date	Place	Event Start & End Time	Expected # of Attendees
Contact Person	AC Mailbox # or Address		Phone: Fax:
SECURITY SERVICE:			
Time building to be opened:		Time building to be closed:	
List doors to be opened:			
ROOM SETUP NEEDS:		Room Layout Preference (see page 2)	
<input type="checkbox"/> Stage Dimension 3x2panels <input type="checkbox"/> Registration Table with chairs <input type="checkbox"/> Head Table for <input type="checkbox"/> Piano <input type="checkbox"/> Standing Podium <input type="checkbox"/> Tabletop Lectern <input type="checkbox"/> Marker Board <input type="checkbox"/> Easel #		<input type="checkbox"/> Conference Style <input type="checkbox"/> Classroom Style <input type="checkbox"/> Theater Style <input type="checkbox"/> Herringbone Style <input type="checkbox"/> U-Shape <input type="checkbox"/> Hollow Square <input type="checkbox"/> T-Shape *If special instructions need to be provided for your event, please attach to this form*	
MEDIA SERVICES:			
<input type="checkbox"/> Projector <input type="checkbox"/> Overhead <input type="checkbox"/> Projector <input type="checkbox"/> Data <input type="checkbox"/> Screen	<input type="checkbox"/> CD Player <input type="checkbox"/> Cassette Player <input type="checkbox"/> TV <input type="checkbox"/> VCR <input type="checkbox"/> DVD Player <input type="checkbox"/> Sound System <input type="checkbox"/> Stands <input type="checkbox"/> Straight # <input type="checkbox"/> Table #	<input type="checkbox"/> Wired Mike # <input type="checkbox"/> Wireless Lapel Mike # <input type="checkbox"/> Wireless Hand Mike # <input type="checkbox"/> Media Staff	
If you are using a MAC Laptop, you will be responsible for providing your own cables			
Special Instructions / Other Needs:			
OUTSIDE SERVICES:			
Do you plan to use Outside Contractors or Entertainment <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please attach a rider detailing Outside Services)			
FOOD SERVICE: (No outside food or drink permitted for events on campus)			
<input type="checkbox"/> Breaks (Drinks & Snacks) <input type="checkbox"/> Buffet Meal <input type="checkbox"/> Reception <input type="checkbox"/> Carry Tray <input type="checkbox"/> Served Meal		<input type="checkbox"/> Table Cloths - White <input type="checkbox"/> Table Skirting - White or Black	
ARAMARK CATERS ALL EVENTS ON CAMPUS 903-813-2366			
REQUIRED SIGNATURE: (For students and student organizations doing research events or fundraising events)			
Departmental Contact _____		Date _____	
Fundraising Contact(Cary Wacker, Wortham 229) _____		Date _____	
REQUIRED SIGNATURES: (FOR STUDENT ORGANIZATIONS)			
Organization Contact _____		Date _____	
Sponsor _____		Date _____	
REQUIRED SIGNATURES:			
Event Services Manager _____		Date _____	

Revised 7/9/09

Sponsorship Agreement Form



Each student organization must have a sponsor who is agreed to by the Department of Student Life. To change sponsors, an organization must submit the name of the new sponsor to the Department of Student Life for agreement. In the regular academic year no organization shall be without an agreed sponsor for more than two months.

Sponsor Role Description: The Sponsor

- Is approved for this volunteer position by the Vice President of the Division in which the sponsor works. A faculty member must have the approval of the Vice President of Academic Affairs,
- Will be aware and abide by all College policies and applicable laws, and encourage the organization to do the same,
- Will render advice, suggestions and help to the student organization consistent with College standards,
- Serves as a liaison between the student organization and other constituents of the College,
- Is expected keep the confidences of the organization and its members, except in situations placing others in potential harm or risk of injury, or potential violation of college policies.
- Will communicate with the Department of Student Life, when there may be the potential for risk, after rendering advice, suggestions and help to the student organization regarding the student organization's potential choices, and
- Is encouraged to attend meetings and campus wide programs sponsored by the student organization.

Maintain a cordial but socially detached relationship with the organization's members.

A chartered or conditionally chartered campus organization is responsible for keeping the sponsor aware of all organizational activities and inviting the sponsor to all of its events, including social activities. The members and executive officers of the organization are responsible for all of the activities associated with the organization and are expected to adhere to all laws. When carrying out the responsibilities for planning and executing functions according to policies of the College, it is expected that the members and officers consult with their sponsor.

Liability Insurance Coverage

Austin College recognizes the needs for and the importance of sponsors for student organizations. With this thought in mind, the College purchases insurance that protects both the College and sponsors for claims due to allegations outlined in the insurance contracts. The insurance protects the sponsor within the role outlined by the College. Be mindful however those actions outside the sponsor role are not covered by any insurance contracts. An example of an action outside of the sponsor role is, knowingly or intentionally participating in the violation of a college policy. The insurance contract would respond and represent the College against allegations. The insurance provides the sponsor with similar protection unless, during the investigation, it is determined that the sponsor knowingly and/or intentionally participated in the violation of college policy. Upon that discovery, the sponsor would then be advised to seek independent representation.

I _____ hereby agree to be the official sponsor of _____ on this date _____. I am aware that I may terminate my sponsorship at any time by submitting a written notice to the Department of Student Life, Suite 6-J.

Signature of Sponsor

Student Representative Signature & Title

Signature of the Vice President of Division in which the Sponsor Works

Date Signed

KEEP A COPY FOR YOUR RECORDS

Standard Engagement Agreement

STANDARD ENGAGEMENT AGREEMENT

The undersigned Artist(s) and Purchaser agree to the following terms and conditions to the engagement herein described

1. Name under which ARTIST(S) operates: _____

2. Name of Purchaser: Austin College

Address: 900 North Grand Avenue, Suite 6J Phone: 903-813-2306

City: Sherman State: Texas Zip: 75090 Fax: 903-813-2339

3. Date of Agreement: _____

4. Official Institution Representative: Heidi Ellis, Vice President for Business Affairs

5. Agree price for engagement : \$ _____ 6. Payment Method: Check upon completion of event

7. Performance Type: _____ 8. Performance Day & Date: _____

9. Performance Place: Austin College Pouch Club Address: 900 N. Grand Ave. Sherman, TX, 75090

10. Length of Performance: _____ 11. Arrival Time: _____

12. Show Time: _____ 13. Rehearsal Time: _____

14. Person Report to: _____ Phone: _____

15. If riders are to be made a part of this agreement indicate below:

Purchaser _____ Artist _____ Agent _____

16. Additional agreement provisions: _____

It is understood that the Artist(s) executes this agreement as an independent contractor and is not an employee of the purchaser and that Artist(s) shall have the exclusive control over the means, methods, and details of fulfilling this obligation under this contract, except for performance time(s) and minimum and maximum length of act.

Artist(s) agrees to perform and discharge all obligations as an independent contractor under any and all laws, whether existing or in the future, in any way pertaining to the engagement here under, including but not limited to Social Security laws, Workman's Compensation Insurance, Income Taxes, State Unemployment Insurance taxes or contributions and public liability insurance. Artist(s) will hold purchaser harmless against any such laws as well as against all union claims for welfare payments.

Artist(s) represent that in performing their (his/her) act under the terms of this contract, they are not infringing on the property right, copyright, patent right or any other right of anyone else; and if any suit is brought or a claim made by anyone that anything, in conjunction with the ownership of the presentation of said act or appearance, is an infringement on the property right, copyright, patent right or other rights. Artist(s) is wholly and singly liable. Artist(s) will indemnify the Purchaser against any and all loss, damage costs, attorney's fees or other loss whatsoever by reason of Booking Agency permitting or allowing the presentation of the act or attraction called herein.

Any controversies arising between the Artist(s) and the Purchaser pertaining to this contract shall be resolved by the Courts of the State wherein the engagement is performed.

The Purchaser, in signing this contract, warrants that he signs as a properly authorized representative of the institution and does not assume any personal liability for meeting the terms of this contract.

Date: _____ Contact Person: Heidi Ellis, VP of Business Affairs

Artist: _____ Purchaser: Austin College Campus Activities Board

Address: _____ Address: Austin College

City, ST, Zip: _____ 900 N. Grand Ave, Suite 6J

Email: _____ Sherman, Texas 75090

Phone: _____

Agreed by (Artist or Authorized Signature) _____ Agreed by (Official Institution Representative) _____

By: _____ By: _____

Federal Tax ID # or SSN: _____

Charter and Recognized Membership Renewal Form

*This is the only form accepted as an update for an organization's membership. **IMPORTANT: If the form is not completed and filed on time, your organization will not be recognized as a Chartered or Registered Organization.***

PLEASE PRINT CLEARLY.

Organization _____

President _____

Cell Phone _____

Sponsor _____

Email _____

AC Box _____

Phone _____

AC Box _____

Date officers elected:	Date officers installed:
Membership Meetings _____ Info _____	Day: _____ Time: _____ Location: _____
Weekly _____ Bi-Weekly _____ Other _____	

Please List the Contact Information for the Officers Below and Insert the Title to the Left of Their Name. Also indicate who, if not the president is the official organizational contact for intranet (AC only) directory

Officer Name: _____ Officer Title: _____

Cell #: () _____ AC ID # (must have): _____

Officer Name: _____ Officer Title: _____

Cell #: () _____ AC ID # (must have): _____

Officer Name: _____ Officer Title: _____

Cell #: () _____ AC ID # (must have): _____

Officer Name: _____ Officer Title: _____

Cell #: () _____ AC ID # (must have): _____

Officer Name: _____ Officer Title: _____

Cell #: () _____ AC ID # (must have): _____

Officer Name: _____ Officer Title: _____

Cell #: () _____ AC ID # (must have): _____

Officer Name: _____ Officer Title: _____

Cell #: () _____ AC ID # (must have): _____

PLEASE LIST ALL NEW MEMBERS ONLY IN ALPHA ORDER ON REVERSE. Provided is the official roster from Fall 2015. Please remove a person from the roster due to graduation, non-renewal, or the like by *striking through his/her name with a single line*. If a member's office has changed please strike through the old office with a single line. PLEASE PRINT CLEARLY.

Service Project Follow Up Form

SERVICE STATION Record of Service Hours

**Please note that service hours should be performed at
nonprofit/community organizations
(Work study jobs DO NOT qualify).**

Name: _____
Phone #: _____
Email: _____
Student ID: _____

If service hours are required by Student
Life Office, Check Here: _____
Total Hours Completed: _____

Date: _____
Hours Served: _____
Project/Location: _____
Description: _____
Contact: _____
Contact Signature: _____
Contact Phone: _____
Campus Org: _____

Date: _____
Hours Served: _____
Project/Location: _____
Description: _____
Contact: _____
Contact Signature: _____
Contact Phone: _____
Campus Org: _____

Date: _____
Hours Served: _____
Project/Location: _____
Description: _____
Contact: _____
Contact Signature: _____
Contact Phone: _____
Campus Org: _____

Date: _____
Hours Served: _____
Project/Location: _____
Description: _____
Contact: _____
Contact Signature: _____
Contact Phone: _____
Campus Org: _____

Date: _____
Hours Served: _____
Project/Location: _____
Description: _____
Contact: _____
Contact Signature: _____
Contact Phone: _____
Campus Org: _____

Date: _____
Hours Served: _____
Project/Location: _____
Description: _____
Contact: _____
Contact Signature: _____
Contact Phone: _____
Campus Org: _____

Adviser Involvement Form

Have all officers and the advisor complete this exercise at the start of the year. It is designed to gauge the member's perceptions of the advisors level of involvement. Different activities and events can be changed to suit those of your own organization. Please circle the number that best represents your impression of your adviser's level of involvement in your organization.

	<i>Low Involvement</i>			<i>High Involvement</i>		
1. Attendance at regular meetings	1	2	3	4	5	6
Comments (list when meetings are):						
2. Speaking during meetings	1	2	3	4	5	6
Comments:						
3. Attendance at monthly events	1	2	3	4	5	6
Comments/List of events you would like them to attend:						
4. Making decisions for the organization	1	2	3	4	5	6
Comments:						
5. Serving as a resource during weekly meetings.	1	2	3	4	5	6
Comments:						
6. Available to meet individually with officers/members.	1	2	3	4	5	6
Comments:						
7. Other:	1	2	3	4	5	6
Comments:						

Once completed, it is recommended that the President schedules a meeting with the advisor to go over each of your responses (officers and advisors). If there are differences in expectations, this would be a great time to communicate issues and come up with compromises.