

**Baylor University**  
**Student Organization**  
**Policy & Procedure Guide**  
**2007-08**



**STUDENT**  
a c t i v i t i e s  
baylor university



**BAYLOR UNIVERSITY STUDENT ORGANIZATION  
POLICY & PROCEDURES 2007-08**

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## **PREFACE: FIVE VALUES OF BAYLOR STUDENT ORGANIZATIONS ~ a** *Values-Based Approach to Student Organization Development*

The Department of Student Activities believes a values-based approach to student organization and leadership development is essential in order for the goals and objectives of the Department and all of Baylor's 300 plus student organizations to be readily achieved. Because of this belief, the Five Values of Baylor Student Organizations have been created to emphasize how the Department intends to interact with each student organization, and how it in turn expects all organizations to interact with each other and their respective memberships.

The Department of Student Activities believes that all student leaders are entrusted with the responsibility to operate their student organizations in a values-based manner. In giving student leaders more responsibility to operate their organizations with a values-based mindset (emphasizing that they also must make themselves aware of the guiding policies and procedures on campus that affect them), the Department of Student Activities places additional responsibility on itself as well. The Department realizes that it will take more time and effort to have dynamic conversations and programs that challenge students in their learning and development rather than spending the majority of each year monitoring systems that regulate policy compliance or enforcement. This values-based focus will therefore provide high expectations for Baylor's student leaders and organizations, while also mandating that the Department of Student Activities offer the necessary support before, during and after student organization leadership decisions (both good and bad) to facilitate student organizations' ongoing development and positive contributions to Baylor and the community.

With this in mind, the Five Values of Baylor Student Organizations are:

- I. Respect All Persons**  
Actively value and honor the similarities, differences and contributions of every individual as a unique and contributing member of the Baylor University community.
- II. Be Vision- and Purpose- Minded**  
Be positive ambassadors and representatives of the values, mission and purpose of both your organization and Baylor University. Refrain from activities that do not advance the vision and purpose of the organization and University.
- III. Demonstrate Active Care**  
Demonstrate active care for the emotional, physical, spiritual, social, and intellectual well being of every individual within and outside of the organization. Do no harm.
- IV. Demonstrate Good Stewardship**  
Operate with integrity in the management/development of resources your organization has been entrusted with. Create a legacy of leaving things better than you found them.
- V. Intentionally Influence**  
Serve as a positive force within your organization and the University. In both the leadership and followership roles that you have, build up, encourage, and advance the causes and purposes of Baylor and your organization, bringing about positive change in all arenas of influence.





## HOW TO USE THIS REFERENCE GUIDE

This Reference Guide to policies pertaining to student organizations is provided to you as a tool to assist you and your organization. Student organizations are encouraged to use this guide regularly to verify your compliance with University policies and to ensure your organization's good standing with the Department of Student Activities.

At the conclusion of each section, you will find contact information for the originating University department, office, committee, or individual (see sample below). Questions about policies or procedures can be directed either to the Department of Student Activities or to the originating author(s). While in some instances the Department of Student Activities is responsible for holding student organizations accountable to the policies within this guide, the Department of Student Activities is *not* responsible for the development of or potential changes to said policies except where noted.

The Quick Reference (pages 5 – 7) was developed so that you may quickly look up policy subjects alphabetically at your convenience. Additionally, a University Departmental Guide (page 10) is provided for your use as you conduct the business of your organization.

In addition to this guide, all student organizations will receive copies of “the Yellow Pages.” The Yellow Pages document serves as a guide to practical application of the policies within this document and frequently refers to specific policy statements. The Yellow Pages and this Policy & Procedure Reference Guide should be viewed as documents that complement one another in assisting student organizations in their daily functioning and day-to-day business affairs.

This content was developed and/or provided by:  
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[www.baylor.edu/student\\_activities](http://www.baylor.edu/student_activities)



## UNIVERSITY DEPARTMENTAL GUIDE

*The following departments represent those whose policies are presented in this policy guide.*

### **Department of Student Activities**

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### **Baylor Dining Services**

*Office Location: Penland Hall*

One Bear Place #97106

Waco, Texas 76798

254-710-1414 (general office)

800-583-0583 (toll free)

[www.baylor.edu/dining](http://www.baylor.edu/dining)

### **Baylor Science Building Facilities**

*Office Location: Baylor Science Building, D.111*

One Bear Place #97046

Waco, Texas 76798

254-710-2400 (general office)

254-710-2405 (fax)

[www.baylor.edu/bsb](http://www.baylor.edu/bsb)

### **Campus Living & Learning**

*Office Location: Penland Hall*

One Bear Place #97076

Waco, Texas 76798

254-710-3642 (general office)

254-710-3667 (fax)

[www.baylor.edu/cll](http://www.baylor.edu/cll)

### **Institutional Technology Services**

*Office Location: Multiple locations*

One Bear Place #97268

Waco, Texas 76798

254-710-2711 (general office)

254-710-4357 (help line)

<http://its.baylor.edu>

### **Judicial Affairs**

*Office Location: Robinson Tower, Suite 420*

One Bear Place #97073

Waco, Texas 76798

254-710-1715 (general office)

254-710-2562 (fax)

[www.baylor.edu/judicial\\_affairs](http://www.baylor.edu/judicial_affairs)

### **Office for Collegiate Licensing**

*Office Location: Robinson Tower, Suite 500*

One Bear Place #97084

Waco, Texas 76798

254-710-4552 (general office)

254-710-3465 (fax)

[www.baylor.edu/licensing](http://www.baylor.edu/licensing)

### **Office of Risk Management**

*Office Location: Pat Neff Hall, Suite 306*

One Bear Place #97191

Waco, Texas 76798

254-710-8990 (general office)

254-710-8592 (fax)

[www.baylor.edu/risk\\_management](http://www.baylor.edu/risk_management)



## POLICY ORIGINS

Baylor University and the Department of Student Activities reserves the right to change the policies, procedures, rules, regulations, and information at anytime. Changes will become effective at the time the proper authorities so determine, and the changes will apply to both prospective student organizations and those already chartered. The Student Organization Policies and Procedures Guide is general information only, and it is not intended to nor does it contain all regulations that relate to students.

Baylor University rules, regulations, and policies applicable to students are listed in the Student Policies and Procedures and other student-related publications. Since the Student Policies and Procedures and other student-related publications may be revised semester to semester, it is the responsibility of the student to view revisions online or to obtain revisions from the Department of Student Activities or other pertinent University offices.

The policies represented in this document have been compiled by the Department of Student Activities to educate and inform students and student organizations about pertinent University policies, guidelines, and regulations. As students use this document, they should do so with the understanding that the content and format of information may differ according to the department or office of origin.

The policies and procedures identified in this document are reviewed annually by all relevant departments. Student feedback on existing policies and procedures is acquired through a Student Review Committee established by the Department of Student Activities. Students wishing to serve on the Student Review Committee may contact the Department of Student Activities for more information.

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## UNIVERSITY-RELATED ACTIVITIES DEFINED

The Department of Student Activities recognizes events and activities that meet any or all of the following criteria as being student organizational activities:

- Events or activities paid for by student organizational funds;
- Events or activities approved by the Department of Student Activities via the *Online Event Registration* form;
- Events or activities that use the Baylor University name or trademarks in the event or activity name, advertising and/or marketing;
- Events or activities which serve as recruitment activities for the student organization

As student organizational activities, events and activities meeting the above criteria must be in compliance with University and Department of Student Activities policies and procedures. Please note that events and activities that may not meet the above criteria may be considered a “university-related activity.” As such, those events and activities which may be considered “university-related activities” may still be the responsibility of the student organization as outlined below.

It is important to understand that when dealing with allegations of student organization violations, the University defines a "university related activity" as:

*A "university related activity" is any activity sponsored by the University or by any organization recognized by the University.*

*The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity, but depends upon whether the activity is related to the organization as described in the two categories listed below. Student organizations may be held responsible for the acts of individual members:*

- *when the acts grow out of, or are directly related to, the student organization's activities or an environment created or knowingly permitted by the organization; or*
- *when a member of an organization is violating local, state, or federal law or University regulations and other members present, by failing to discourage such activity, tacitly condone the behavior. In addition to the group being held responsible, members and officers may also be held responsible as individuals for their roles in any violation of University policy. "\*"*

*\*This content is an excerpt from the Student Policies and Procedures website. For a complete description of University-related activities defined, please visit:*

[www.baylor.edu/student\\_policies/index.php?id=32299](http://www.baylor.edu/student_policies/index.php?id=32299)

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## ORGANIZATIONAL MEMBERSHIP

### Academic Emphasis

Student Organizations must recognize that members must be students first. Organizations are expected at all times to encourage the academic endeavors of their members, and to support academic needs by placing members' scholarship at the forefront of organizational priorities. At no time may an organization expect a member to place the organization's needs or expectations above his/her academic work.

According to the University's Class Attendance policy ([www.baylor.edu/student\\_policies/index.php?id=22214](http://www.baylor.edu/student_policies/index.php?id=22214)), students may only be excused for **University-sponsored** activities. Organizations that are not University-sponsored (*sponsored organizations include Spirit Squads, Golden Wave Band, Chamber, etc.*) should never ask a student to attend an event that would be in conflict with class attendance and/or academic performance for that student. To do so is in conflict with the policies the University has established that have been created to focus first on class work as a student and participation in student organizations secondly ([www.baylor.edu/student\\_activities/organizations/index.php?id=37573](http://www.baylor.edu/student_activities/organizations/index.php?id=37573)).

### Eligibility for Participation

Students desiring to participate in student activities as a member or officer of a student organization must meet the following requirements:

1. Students must be registered for, and continue to be enrolled in, a minimum of twelve (12) semester hours both at the time of election/selection and during the term of office or membership at Baylor University. Only graduating seniors needing fewer than twelve (12) hours for graduation are exempt from this requirement. Baylor students with fewer than twelve (12) semester hours due to an officially recognized (through an academic department) internship or practicum experience may request an exception to this policy at the discretion of the Director for Student Activities.
2. First-semester freshman students may join any student organization immediately upon arrival at Baylor University with the follow exceptions:
  - a. First-semester freshman students are prohibited from joining organizations which utilize a pledging process;
  - b. Organizations which prohibit freshman student membership as outlined in their respective constitutions and/or by-laws
3. Inasmuch as Baylor University employs a "deferred rush" philosophy, in order to participate in recruitment, rush, intake processes, pledge and/or be initiated, students must:
  - a. Have completed a minimum of twelve (12) semester hours in residence at Baylor University\*.
    - i. \*New transfer students may participate in recruitment, rush, intake processes, pledge and/or be initiated if they have accumulated twenty-four (24) or more hours and have a cumulative grade point average of 3.0.
  - b. Have and maintain a cumulative grade point average of 2.5.
4. Once enrolled at Baylor, a student will always be evaluated on his/her Baylor transcript in order to determine academic eligibility for active membership.
5. Students must have and maintain a current and cumulative minimum grade point average of 2.25 in order to maintain active membership. A one semester probationary period is given to students who fall below the 2.25 current GPA guideline provided that they have above a 2.5 cumulative grade point

average. A student on probation will have only one semester to raise his/her current grade point average above the 2.25 level before being declared inactive.

6. When calculating grades, the summer semester may be used to raise a current grade point average if 12 or more semester hours are completed at Baylor. Anything less than a minimum of 12 semester hours will be computed into the cumulative grade point average. There is no exception made to this grade policy.
7. Students are not eligible to affiliate with a local or national collegiate social/service sorority or fraternity unless the organization is recognized by the University and adheres to university policies. The University will not recognize a local chapter of any group that includes students from other schools.
8. Eligibility for participation in intercollegiate athletics is governed by the Big 12 Conference and National Collegiate Athletic Association regulations and not by the preceding requirements.
9. Graduate students may participate in Baylor University student organizations as long as the organization's constitution and/or by-laws do not prevent graduate student membership. Graduate students wishing to join an organization must be full-time students as defined by the specific program of enrollment.

### **Inactive Status Based on Academic Performance**

The Department of Student Activities will notify presidents and advisors of the names of all members who will become inactive because of academic performance. The specific grade point averages will not be disclosed unless the member has signed a release form.

Students who become inactive members because of academic performance have the following restrictions placed upon them until the time their current grade point average meets the 2.25 level:

1. They may not vote for new members, officers, or other business of the organizations;
2. They may not represent the organization in any manner, including holding an office, participating in intramurals, or participating in campus-wide events;
3. They may not participate in social activities of the organization except during formal rush activities;
4. They may have limited participation in service activities of the organization, but not to exceed 15 hours a semester.

Members who are inactive because of academic performance may attend rush activities and weekly meetings of the organization. They are also expected to pay membership dues, according to the policies of the organization. Organizations with scholastic committees/officers may make reasonable restrictions or offer special study skill assistance in addition to the restrictions listed above.

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## NEW MEMBER PROCEDURES

Organizations should be aware that Baylor University policies supersede policies set forth by national headquarters or sponsoring entities for those organizations. An exception may be made in circumstances in which the national or sponsoring entity policies are more stringent than, but do not conflict with, Baylor policies.

### **Non-Pledging Organizations**

Non-pledging student organizations (groups not requiring rush events or activities for membership such as those commonly found in Greek organizations) must submit an online roster and include the names of new members to the Department of Student Activities each semester. New members must meet minimum requirements as specified in the appropriate organization's recognized constitution and/or by-laws and those requirements established by the Department of Student Activities.

### **Pledging Organizations**

Effective Spring semester 2008 (beginning January 2008), new member education program proposals must be on file in the Department of Student Activities no less than one semester prior to implementation. Changes to the organization's new member education program must be submitted no less than seven working days prior to the first pledge event. An updated, comprehensive calendar of pledge events and activities must be submitted no less than seven working days prior to the first pledge event.

A list of eligible new members to be accepted into the new member program shall be submitted to the Department of Student Activities no less than two weeks before any pledging activities begin.

New member programs should be designed as educational programs during which a process of learning, inspiration, and achievement occurs.

- Each semester before anyone may be pledged to a student organization, a written New Member Education Program describing and justifying the procedures for all new member activities (i.e., ceremonies and activities required to attain membership) must be on file and approved by the Department of Student Activities.
- No student organization shall make any requirement of any new member which is not listed in the statement filed.

### **Academic Priority:**

- If the cumulative grade point for half or more of the new member class drops by .25, the organization shall be placed on probation and will implement an academic plan to address the poor performance.
- Organizations with poor academic performance as defined above for two consecutive pledge periods will not be allowed to pledge and/or initiate new members the following semester.

### **Mandatory Meetings:**

The Department of Student Activities will conduct mandatory fall and spring leadership meetings during which time student leaders will be reminded of specific University and Departmental policies and procedures. Further, organizations will be reminded of acceptable new member activities and the University's intolerance toward hazing and the use of alcohol and other drugs by students.

## **Regulations:**

- All new member programs are limited to a maximum of five weeks from the beginning of pledging through initiation.
- New member activities will be confined to the hours between 8 a.m. and 10 p.m. unless otherwise approved by the Department of Student Activities. In addition, new members must be permitted six (6) continuous, uninterrupted hours of sleep per night.
- New member activities may not take place in any on-campus cafeteria, nor may they be held in conflict with any class or class activity for which the new members are registered.
- No new member activities may occur in any student residences.
- New members and active members are encouraged to interact with one another. When such interactions occur, complete equality must exist between new members and active members.
- Instances of impropriety must immediately be brought to the attention of the organization's president, advisor, judicial officer, new member educator, and the Department of Student Activities.
- New member education programs are intended to include the new members in the activities of the organization. No new member activity or expectation of the new members may serve to isolate them. As a part of the education program, active members should serve alongside new members on committees within the organization or club.
  - New members may be given membership/pledge notebooks. These notebooks may only provide reference material on the organization's national and local history. No new member shall be required to carry a membership/pledge notebook.
  - New and current members may have one-on-one or group interviews to better get to know each other. All Baylor hazing policies apply during these meetings including the involvement of calisthenics or personal servitude.
  - New members will not be required to secure the signatures of active members.
  - No prescribed form of greeting will occur.
  - New members may wear pledge pins and ribbons if they choose. They may not be required to wear such symbols of affiliation unless all members are also required to do so. Wearing pledge jerseys is also optional.
  - New member education programs may include optional study halls. Organization study halls must be open to all members (new and active).
  - New members may participate in intramural activities but are unable to participate in *All University Sing* or *Pigskin Revue*.

## **Ceremonies:**

- Every student group must hold all initiation ceremonies, activation ceremonies, pinning ceremonies, and officer inductions, etc., in the presence of the organization's advisor(s) and/or alumni advisors.



## Policy on Exhibition Shows

Students who are members of Greek-letter fraternities and sororities participate in exhibition shows as a means to promote and enhance the image of their respective fraternal organization and to showcase the talent of their membership. It is tradition for some Baylor fraternities and sororities to hold an exhibition show as part of their intake/new member education process. These shows are used to introduce their new members to the rest of the Baylor student body and provide students, parents, faculty members, university officials, and the public a forum to better understand the unique culture (e.g., history and traditions) of fraternities and sororities. This policy is intended to hold organizations accountable to and focused on this positive tradition.

1. Whether held on campus or off campus, the organization's faculty/staff advisor must be present for the duration of the show.
  - a. Although not mandatory, it is advised that an alumnus/graduate chapter advisor\* be present throughout the show.
2. All elements of the show must be consistent with Baylor's mission as a Christian University. Performances which take the form of dancing, singing and/or skits should not be performed using lewd, indecent, or obscene behavior. All music must be free of profanity or edited so that it is appropriate for use. One CD that is cut and edited, along with the script, will be turned in to the faculty/staff advisor five (5) working days before the show for approval. This CD and script will be the content used during the show. Although freedom of expression is valued by the organization, inappropriate performances are inconsistent with the positive philanthropic and global projects undertaken by organizations. (adapted from NPHC Step Show Conduct)
3. Exhibition shows should not involve the degradation and/or belittlement of any other Greek-letter organizations, including fraternities and sororities affiliated with the National Pan-Hellenic Council, National Association of Latino Fraternal Organizations, Baylor Multicultural Greek Council, North American Interfraternity Conference and the National Panhellenic Conference (i.e. using other organizations' colors, mascot, symbols, chant, name, founding date, etc.). (*Taken from NPHC Step Show Conduct*)
4. In order to verify the consistency of the show with the above expectations, the organization's faculty/staff advisor must view and approve the content of the show before it is performed. This should be done in a dress rehearsal or practice of the show at least two days prior to the actual performance. A written script of the show must also be provided to the organization's faculty/staff advisor. Failure to follow the above standards may result in the show being cancelled or ended mid-performance.
5. Organizations may host events where non-Baylor students perform. The hosting organization is expected to inform all participants, in writing, of these policies. The hosting organization is responsible for the conduct of their guests and will be held accountable for any violations of these policies. While it is difficult to preview these performances before an event, the same standards of conduct apply and inappropriate shows may be ended at any time during the performance.
6. The nine national presidents of the historically African American NPHC fraternities and sororities strongly urge undergraduates to consider positive themes when developing step shows. Such shows can highlight famous African American contributions to society. When skits are performed, they should be developed to convey positive political, social justice, and moral messages.

7. The Exhibition/Step Show Checklist form must be completed and submitted to the Department of Student Activities prior to any performance.

Any organization in violation of these policies may be referred to the Department of Student Activities as well as their respective governing council for judicial action. Violating organizations may lose the privilege of performing future step shows, probates/exhibition shows in addition to other sanctions.

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## BAYLOR UNIVERSITY STATEMENT ON HAZING

Baylor University has elected to adopt the standards set forth in the Texas Education Code that prohibits hazing at an educational institution and has elected to apply these standards to students in attendance at the University. Following is a summary of information from the Texas Hazing Law.

### Definitions

"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. At Baylor, the term "New Member" is used in place of the term "pledge." "Student" means any person who: (A) is registered in or in attendance at an educational institution; (B) has been accepted for admission at the educational institution where the hazing incident occurs; or (C) 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.

### Hazing includes:

- (A) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- (B) 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;
- (C) 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;
- (D) 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; and
- (E) 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:

- (1) engages in hazing;
- (2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- (3) recklessly permits hazing to occur; or
- (4) 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 dean of students or other appropriate official of the institution.

### **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.

### **Consent Not A Defense**

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

### **Immunity From Prosecution Available**

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 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 Provisions**

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

Copies of the entire hazing law enacted by the Texas legislature are available from the Judicial Affairs office or the hazing bill may be viewed in its entirety at the "[Texas Legislature Online](http://www.capitol.state.tx.us/statutes/ed.toc.htm)" Web site at: <http://www.capitol.state.tx.us/statutes/ed.toc.htm>. Information about hazing may be found in the Texas Education Code, Chapter 37, sections 37.151 through 37.157 and Chapter 51, section 51.936.

For information regarding hazing as defined as misconduct by Baylor University, please see the "[Student Disciplinary Procedure](http://www.baylor.edu/student_policies/index.php?id=32286)," section III, "[Misconduct Defined](http://www.baylor.edu/student_policies/index.php?id=32286)" at this website location: [http://www.baylor.edu/student\\_policies/index.php?id=32286](http://www.baylor.edu/student_policies/index.php?id=32286)

Information regarding new member procedures may be reviewed at the "[Policies for Student Organizations](http://www.baylor.edu/student_activities/policies)" link at: [www.baylor.edu/student\\_activities/policies](http://www.baylor.edu/student_activities/policies)

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## STUDENT ORGANIZATION RECOGNITION BY BAYLOR UNIVERSITY: Organizational Compliance

Student organizations will be allowed to operate only after they are properly recognized as a student organization. Students organizations must be registered with the Department of Student Activities each year, and abide by all university policies governing student organizations. The Baylor student body does not have the authority to abolish any student organization. This decision is vested with the Vice President for Student Life. To maintain its official university recognition, a student group must:

- Submit a current roster of officers and members with the Department of Student Activities by September 15 of each fall semester and February 1 of each spring semester; Roster information must be updated throughout the academic year whenever the membership changes, grows, or when officers change.
  - Organizations who do not submit rosters for two consecutive semesters will be declared inactive by the Department of Student Activities.
- Have at least one organizational advisor who shall signify in writing a willingness to advise the organization and attend its meetings and social functions. This advisor must be a full-time faculty or staff member at Baylor.
- Have at least one officer of the group attend the Student Organization Summit held in the fall and other mandatory student organization meetings held throughout the year (i.e. hazing and alcohol education).
- Seek approval for all events, including scheduled meetings, on the online event form through the Department of Student Activities in compliance with established calendar regulations.
- Baylor University will not recognize or maintain recognition for any organization that discriminates on the basis of ethnicity or race.
- Hold all initiation ceremonies, activation ceremonies, pinning ceremonies, and officer inductions, etc., in the presence of its advisors or alumni advisors.
- Abide by all University policies governing student organizations including, but not limited to:
  1. Pledge procedures
  2. Scheduling and implementing events
  3. Campus facilities use and campus solicitation policy
  4. Student publications
  5. Campus speakers
  6. Advisors of student organizations
  7. Statement on hazing
  8. Nondiscrimination policy
  9. Student disciplinary policy
- For additional information regarding the registration of events, membership and submitting online rosters, please visit the Student Activities website at:  
[www.baylor.edu/student\\_activities](http://www.baylor.edu/student_activities)
- Failure to adhere to recognition policies and/or guidelines may result in the loss of privileges and/or loss of University recognition.

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*Baylor University Student Organization Policy & Procedure Guide ~ Last Revised: August 2007*



## ADVISORS

The role the Student Organization Advisor plays within an organization is pivotal to the success of that organization. The following expectations of Student Organization Advisors should be discussed between the advisors and the leadership of the organization. A clear understanding of expectations of all parties will be instrumental for current and future successes of the organization. All Advisors to student organizations are volunteers and advise organizations because of a deep desire to impact students' lives through their involvement in co-curricular activities.

Organizations must have a minimum of one advisor that is a full-time employee for the University as a staff or faculty member. Graduate Assistants may serve as secondary advisors, but organizations utilizing Graduate Assistants as advisors must also have a full-time employee (staff or faculty) as the primary advisor of record. A Graduate Assistant may not serve as the only (or primary) advisor to any student organization.

### THE ROLE OF THE ADVISOR

The student organization advisor's role is as follows:

- To interpret Baylor University regulations and policies and to provide leadership for the adherence to those rules by the organization.
- To review and approve requests for organization events, activities, publicity, and t-shirts.
- To act as a consultant in the areas of setting goals, problem-solving, policy making, and upholding guidelines and purposes. This includes attendance at organization and officer meetings as deemed necessary.
- To attend, as the University representative, all off-campus and overnight activities, assuming leadership in emergencies. In cases where an event is not for the entire membership (such as small service projects, delegations to meetings, etc.), the advisors are to use discretion about whether or not advisor attendance is required. The advisors are to provide positive leadership at the official activity, and if the event is overnight, at the approved overnight facility.
  - ***Special note regarding Mixers:*** At least one advisor from each of the participating organizations must be present at mixers bringing together multiple organizations.
  - ***Special note regarding Float Build Sites and SING/Pigskin Rehearsal locations:*** Advisors are not expected to be present during float construction or rehearsals for SING/Pigskin at off-campus locations, though they are encouraged to occasionally go to the location to check progress and provide encouragement to the organization membership.
  - ***Special Note regarding substitute advisors:*** If a primary advisor is unavailable to attend an off-campus or overnight event, substitute advisors may attend in his/her place. Substitute advisors may be current Baylor faculty or staff, alumni or current Baylor graduate students. Substitute advisors must appear on the organization's online roster and the Department of Student Activities must be notified of the substitution for the affected event(s).
- To notify the Department of Student Activities if the student organization fails to assume any of the responsibilities as outlined in the policy and procedure manual.

## **ORGANIZATIONAL CONSIDERATIONS FOR ADVISORS**

Student organizations must give the following considerations to their advisors:

- The leaders of the organization must consult advisors well in advance of all activities and obtain their approval before plans are finalized. Advisors may refuse to approve any activity.
- The organization must keep the Advisor informed of all organization business. A calendar of events for the entire semester should be given to the advisors; also, two weeks before an event, a personal invitation should be extended to the advisors. It is understood that advisors are welcome to attend any meeting (committee or executive meetings included) at any time.
- The organization must pay babysitting fees for advisors who need this service in order for them to attend an activity for the organization; food, travel, and lodging must also be paid for advisors and spouses when attending out-of-town events and off-campus functions with their organization.
- Students are expected to recognize the major responsibilities of an advisor and coordinate all activities of the organization with the advisors.

## **REMOVAL OF AN ADVISOR**

The Department of Student Activities reserves the right to remove an advisor from his/her role with a student organization should circumstances require such action. Grounds for removal of an advisor include but may not be limited to:

- Inappropriate behavior and/or language
- Behavior that violates University policy and/or procedure
- Direct knowledge of hazing incidents and/or failure to report such incidents
- Direct knowledge of, advocacy for and/or participation in illegal activities and/or behavior
- Placing students at unreasonable and/or unnecessary risk

Student organizations may have the right to remove an advisor from his/her role with the group. Should it become necessary for an organization to remove an advisor, the group must submit a request to remove the advisor to the Department of Student Activities. Formal requests must include reasons and justifications for the removal. Only after approval from the Department of Student Activities may an organization inform an advisor that he/she has been removed from his/her responsibilities and/or affiliation with the organization.

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## EVENT PLANNING

***Ultimate responsibility for any actions at an event (and at an approved overnight facility) rests with the organization. Students are at all times accountable to the University while attending on-campus, off-campus and overnight events.***

The official calendar of events is kept by the Department of Student Activities. The calendar is available for review on the Student Activities web page.

***Please note:*** The Department of Student Activities recognizes events and activities that meet any or all of the following criteria as being student organizational activities:

- Events or activities paid for by student organizational funds;
- Events or activities approved by the Department of Student Activities via the *Online Event Registration* form;
- Events or activities that use the Baylor University name or trademarks in the event or activity name, advertising and/or marketing;
- Events or activities which serve as recruitment activities for the student organization

As student organizational activities, events and activities meeting the above criteria must be in compliance with University and Department of Student Activities policies and procedures. Please note that events and activities that may not meet the above criteria may still be considered a “university-related activity.” As such, those events and activities which may be considered “university-related activities” may still be the responsibility of the student organization as outlined below.

It is important to understand that when dealing with allegations of student organization violations, the University defines a “university related activity” as:

*A "university related activity" is any activity sponsored by the University or by any organization recognized by the University.*

*The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity, but depends upon whether the activity is related to the organization as described in the two categories listed below. Student organizations may be held responsible for the acts of individual members:*

- *when the acts grow out of, or are directly related to, the student organization's activities or an environment created or knowingly permitted by the organization; or*
- *when a member of an organization is violating local, state, or federal law or University regulations and other members present, by failing to discourage such activity, tacitly condone the behavior. In addition to the group being held responsible, members and officers may also be held responsible as individuals for their roles in any violation of University policy."*

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## Approval for Organizational Event

- Events may not be scheduled more than one calendar year in advance.
- An *Online Event Registration* form must be submitted for approval to the Department of Student Activities at least one week in advance ([www.baylor.edu/Student\\_Activities](http://www.baylor.edu/Student_Activities)). If the event involves assistance from the Waco Police Department or comparable agencies, or if the event is out-of-town or overnight, approval should be requested **one month in advance**. Anything submitted less than 72 hours before an event may not be approved.
- An *Online Event Registration* form must be completed, received and filed with the Department of Student Activities. Approval may only be given by the Associate Director or Director of Student Activities after a student organization advisor has approved the event application.
- Every event, including weekly meetings and new member meetings must be submitted to the calendar of events.
- Religious activities open to the general student body must be coordinated through the Religious Affairs Committee and the Department of Student Activities before approval is given.
- If an advisor is unable to attend any or all of the event, it is the responsibility of the student organization leadership to secure an acceptable substitute advisor and have that individual approved by the organization's advisor, and the Associate Director or Director of Student Activities.
- **NOTE FOR MIXERS AND OTHER EVENTS INVOLVING MULTIPLE ORGANIZATIONS:** In order to have a mixer among two or more organizations, at least one advisor from each of the involved organizations must be in attendance at the event. The *Online Event Registration* form must be submitted indicating "mixer" and with special comments included in the "notes" section of the form to identify partner organizations.
- Some student organization on-campus events may require additional approval from the Special Events Committee convened through the Office for Risk Management. Organizations facilitating events requiring Special Events Committee approval must submit a Special Events Request Form. Submission of the Special Events Request Form must occur no later than thirty (30) days prior to the event. Events requiring this additional approval may include, but not be limited to:
  - Use of outside (non-Baylor) vendors
  - Non-Baylor participants
  - Impacts multiple Baylor resources and/or departments

## Time Regulations

Events may *not* be scheduled during the following times:

1. Sunday-Thursday past midnight
2. After 1 a.m. on Friday and Saturday
3. Sundays before 1 p.m.
4. During Baylor Thanksgiving worship service, or the Easter worship service.
5. During University holidays.
6. During Welcome Week, Parents Weekend\*, Homecoming Week\*, Diadeloso, Steppin' Out, Late Night @ the SLC, and/or Bearathon.

- \*Organizations may plan events during appropriate and designated times during Parents Weekend and Homecoming Week with expressed written permission from event organizers

7. After the last day of class.

**General Rules Applying to All Events:**

- No alcoholic beverages, illegal drugs or harmful chemical substances are to be promoted, possessed, or consumed at any activity sponsored by an organization.
- No chartered organization, including sororities and fraternities, may own or lease any form of facility off-campus with the exception of storage facilities, float sites, and/or practice (i.e., Sing/Pigskin, athletics) facilities. Any sign identifying the organization with a building is prohibited.

**Rules Applying to Off-Campus Events:**

- Prior to approval, an off-campus facility should be identified and reserved for the function. Individual apartments and residential areas may not be used for off-campus activities/parties.
- An organization must choose appropriate venues for its off-campus activities. Venues where alcohol or other prohibited activities are the main attraction may not be approved.
- The Department of Student Activities reserves the right to reject any off-campus event due to inappropriate choice of venue.

**Rules Applying to Overnight and Out-of-Town Events:**

- Two overnight activities (one social, one retreat) per organization will be permitted each semester. One of these trips each semester may include two nights if the student organization advisor approves.
- Trips beyond 100 miles (see “Student Organization Travel”) are prohibited unless all members and guests of the organization travel on commercial transportation including chartered buses with bonded drivers or rented vans with University approved drivers (i.e., faculty, staff, or students). Some exceptions may be granted at the discretion of the Director for Student Activities.
- For ground transportation, organizations may use the following chart to determine the appropriate form of transportation for their events/activities:

Miles from Baylor University Campus	1-49 Miles	50-100 Miles	101+ Miles
<b>Number of Organization and/or Guest Participants</b>			
<b>1-25 Participants</b>	Personal vehicles	Personal vehicles	Commercial and/or chartered vans
<b>26-50 Participants</b>	Personal vehicles	Personal vehicles	Commercial and/or chartered vans
<b>51+ Participants</b>	Personal vehicles	Commercial and/or chartered vans	Commercial and/or chartered vans or bus

- Baylor University travel policy supersedes organizational travel policy (including national and/or regional affiliate policies) except when an organization’s policy is more restrictive than the Baylor University policy indicated above.

- Student drivers must submit a completed driver form for events occurring over the 100 mile travel limit when exceptions are granted by the Director for Student Activities.
  - Student drivers must pass a driving record check performed by the Office for Risk Management prior to an exception being granted by the Director for Student Activities.
- A completed trip form and a complete list of participants must be given to the advisor, the Department of Student Activities, and Risk Management **four workdays** before an event.
- A copy of the bus charter agreement must be submitted for overnight and out-of-town events that exceed the 100 mile travel limit.
- An emergency telephone number must also be included on the trip form and submitted to the Department of Student Activities so that a participant can be reached if necessary.
- Curfews during out-of-town overnight trips should be set jointly by the advisors and the student leaders.
- One facility shall be approved as the official overnight facility, and all members and guests will stay in that facility except with the permission of the attending student organization advisor. The name of this facility and an emergency telephone number must be indicated on the *Online Event Registration* form for a university event in the Department of Student Activities.
- Men and women are prohibited from cohabitating during overnight events and activities.
- Forms pertaining to travel may be found at the following websites:
  - Travel/Event form: [www.baylor.edu/content/services/document.php?id=14017](http://www.baylor.edu/content/services/document.php?id=14017)
  - Participant/Driver form: [www3.baylor.edu/Safety/ParticipantDriverList.pdf](http://www3.baylor.edu/Safety/ParticipantDriverList.pdf)
  - Driving Policy: [www3.baylor.edu/Safety/Driving.pdf](http://www3.baylor.edu/Safety/Driving.pdf)

### **Rules Applying to All-University Events**

All-University events are defined as events of significant size and scope which involve outside vendors, non-Baylor participants (including the general public or other constituencies), or significant numbers of attendees which impact multiple Baylor resources and/or departments. As such, these events must be initiated by departments or chartered student organizations in good standing with the Department of Student Activities.

1. Any all-University event must adhere to Baylor University's core convictions, uphold and uplift the University's mission: to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.
2. All-University events must be sponsored by chartered student organizations or university departments.
3. All-University events must be calendared with the Department of Student Activities at least one month in advance.
4. All-University events must be presented to the Special Events Committee for approval (through the Department for Risk Management) using the Special Events Form.
  - a. The Special Events Committee may convene a meeting to discuss the proposed all-University event at which event organizers and advisors may be expected to appear and provide supplemental information to the committee members.

- b. Event organizers must demonstrate adequate insurance, risk management and security coverage as determined necessary by the Special Events Committee. Failure to demonstrate adequate coverage may result in the cancellation of the event.
  - c. An all-University event may not proceed without the approval of the Special Events Committee.
5. The Special Events Committee will determine reasonable capacities for all facilities to be used during all-University events. These capacities must be strictly enforced.
  6. The faculty advisor and student leaders of the sponsoring organization must be present for the duration of the event.
  7. The sponsoring student organization will be held responsible for the conduct of all attendees.

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### **Appropriate Use of Legal Contracts:**

Organizations must be aware of the following guidelines in reference to legal contracts to secure the services of performing artists, vendors, and/or entertainment supplies (i.e. inflatables, ferris wheels, sound equipment, etc.):

- Organizations signing contracts do so in their own name – *not* in the name of Baylor University.
- Contracts being signed by student organizations for events occurring on campus and open to the general student population, general public, and/or off-campus constituencies should submit contracts for review by the Office of General Counsel (campus extension 3821) prior to signing documents. Any contract which requires a student organization or Baylor University to provide insurance for an event must be submitted to the Office of General Counsel for review prior to signing.
- Any contracts that include “hold harmless” and/or “indemnification” agreements should be supplemented by additional insurance coverage for the specific event or activity identified in the contract.
- The Attorney for Students (campus extension 3586) is available to answer questions regarding contracts entered into by student organization.

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## SPEAKERS

- Speakers invited to the campus by any person or group of persons should be selected on the basis of their contribution to the overall education purpose of the University.
- Baylor has no obligation to provide a forum on its campus for everyone with a speech to make. Particular concern should be taken that the University not be politicized. The campus and facilities thereon are not places for partisan political rallies but for speeches and discussion which contribute to the understanding of the issues.
- The primary purpose of the speakers should be to provide understanding and education.
- Speakers who advocate violent rebellion and illegal resistance to the laws of the state and nation or the rules of the University should not be invited. Speakers whose purposes and methods are basically contrary to the purposes and methods of a Christian university such as Baylor should not be invited.
- The use of profanity will not be tolerated.
- It is recognized that there will be no question as to the acceptability of most of the hundreds of speakers who come to the University each year, but in questionable cases those planning to invite a speaker will consult with the Vice President for Student Life or his/her designate, who shall be the final judge of such matters. The responsibility for proper clearance shall be upon the inviting student or students, and disregard of such responsibility will be grounds for university disciplinary action.

An organization must submit an *Online Event Registration form* to the Department of Student Activities to have the activity approved. Include in the note box that a *Speaker Approval Form* will also be submitted for approval. (Please remember that the event will not be approved until the *Speaker Approval Form* has been approved). The Speaker Approval Form may be located at:

[www.baylor.edu/student\\_activities/organizations/index.php?id=35455](http://www.baylor.edu/student_activities/organizations/index.php?id=35455)

This content was developed and/or provided by:

Department of Student Activities

Office Location: Bill Daniel Student Center, First Floor, Suite Number 101

One Bear Place #97074

Waco, Texas 76798

254-710-2371 (general office)

254-710-2622 (fax)

[www.baylor.edu/student\\_activities](http://www.baylor.edu/student_activities)



## STEP SHOWS (see “Exhibition Shows,” page 17)



## PUBLICITY

Student organizations may produce publicity in order to advertise for their events, activities, rush events, etc. Designs and messages on all products must be in good taste; student organizations may not sell or distribute any product that would embarrass the University in view of her constituencies or conflict with the private aims of the University as a Christian institution of higher learning. The Department of Student Activities reserves the right to remove publicity materials should the content be deemed inappropriate or offensive in accordance with Baylor University policy.

### PRINT PUBLICITY

#### Flyers, Handouts, and Mailbox Stuffers

- Two copies of the flyer must be submitted to the Department of Student Activities for approval prior to printing. **Get the original flyer approved *before* making copies.**
- The text must include the name of the organizations sponsoring the event.
- **Each person posting a flyer must have a signed and approved copy** of the flyer with him/her for verification purposes.
- Events for which publicity is to be used must be submitted using the *Online Event Registration* form before approval for publicity items and/or materials will be granted.
- **NOTE:** Approved flyers may only be posted on bulletin boards. Do not post on doors, walls, classrooms or restrooms.

This content was developed and/or provided by:  
Department of Student Activities  
Office Location: Bill Daniel Student Center, First Floor, Suite Number 101  
One Bear Place #97074  
Waco, Texas 76798  
254-710-2371 (general office)  
254-710-2622 (fax)  
[www.baylor.edu/student\\_activities](http://www.baylor.edu/student_activities)

#### Posting Publicity in Residence Halls

- 1) Prior to posting, the **Office of Student Activities must approve all posters/flyers.** The office is located in the Bill Daniels Student Center, 1<sup>st</sup> floor. It is prudent to **have your poster or flyer approved prior to copying. The sponsoring club must be named on the flyer.**
- 2) Please **provide all posters/flyers to the Campus Living & Learning office** (located in Penland Hall) **at least 7-10 days prior to the event** to insure timely advertising.
- 3) **Flyers should be no smaller than 8 ½" X 11" and no larger than 11" X 17"** and housing staff will post on each floor, wing or building. **Please provide 152 copies to Campus Living & Learning.**
- 4) **No posting is allowed by persons other than residence hall staff.** All fliers that are posted in violation of these procedures will be removed and disposed.

This content was developed and/or provided by:  
Campus Living & Learning  
Office Location: Penland Hall  
One Bear Place #97076,  
Waco, Texas 76798  
254-710-3642 (general office)  
254-710-3667 (fax)  
[www.baylor.edu/cll](http://www.baylor.edu/cll)

## Table Tents

- Events for which publicity is to be used must be submitted using the *Online Event Registration* form before approval for publicity items and/or materials will be granted.
- Table tents placed in any of the campus dining facilities must be approved by the Department of Student Activities and Baylor Dining Services. To have the table tents approved, submit two copies of the design to Student Activities for processing.
- Table tents must be on cardstock.
- Baylor Dining Services will permit no more than two (2) table tents to be displayed in dining facilities at any given time. Approvals will be granted on a first-come, first-served basis.

This content was developed and/or provided by:

Baylor Dining Services  
Office Location: Penland Hall  
One Bear Place #97106,  
Waco, Texas 76798  
254-710-1414 (general office)  
[www.baylor.edu/dining](http://www.baylor.edu/dining)

## NON-PRINT PUBLICITY

### Campus Computer Screen Savers

To request a slide on the screensavers on campus computers, visit this website:

[www.baylor.edu/lib/stutech](http://www.baylor.edu/lib/stutech)

The Information Commons Services (ICS) Screen Saver that runs on all of our computers across campus accepts slides from Official Baylor Student Organizations & Baylor University approved campus events. To request a slide, please fill out the form. Upon ICS approval (which is normally done on the same day or within 24 hours), an e-mail will be sent to the address provided containing a PowerPoint slide template & further instructions. You have the freedom to design your slide however you choose (as long as you follow the instructions in the e-mail & the guidelines below). Please keep in mind that slides will only be added or removed during the work week (Monday through Friday).

*\*ICS reserves the right to edit any slide.*

### Guidelines for PowerPoint Slides

- ICS has set a limit of one slide per "event" (if you need more than one slide, tell us why in the "Description" box of this form)
- No video or audio is allowed in the slides
- PowerPoint animation is permitted (Please do NOT set animation to occur "on click")
- Please keep slide running time (including all animation) to 30 seconds or less
- No active hyperlinks for web addresses or e-mail addresses
- Avoid use of copyrighted or trademarked material
- If you are using Baylor Logos, consult the [Baylor Trademarks Page](#) and [Graphic Standards Page](#)
- Keep in mind that simple yet informative slides convey the most information to the reader
- Make sure to use a font that is at least 14 point in size & easy to read
- Try to use colors for fonts & backgrounds that are easy to read
- On the PowerPoint slide template, do not alter the name of the file or the black box that states "Press CTRL-ALT-DEL to unlock this computer."

This content was developed and/or provided by:  
Institutional Technology Services  
Office Location: Multiple locations  
One Bear Place #97268,  
Waco, Texas 76798  
254-710-2711 (general office)  
254-710-4357 (help line)  
<http://its.baylor.edu>

### **Chalking at the Baylor Science Building (BSB)**

The intent of this policy is to maintain the attractiveness of the Baylor Sciences Building and to limit chalking to those areas that will be readily cleansed by rain.

- The use of colored chalk in any area surrounding the Baylor Science Building is prohibited.
- Chalking activities must be approved by Student Activities and must conform to this policy.
- No chalking on any vertical surfaces including the bridge crossing Waco Creek.
- No chalking in the opening underneath the clock towers.
- No chalking on the steps or walls surrounding the fountains and plaza.
- No chalking beneath any overhang, no matter how high. This includes those patio areas under the roof supported by the columns.

This content was developed and/or provided by:  
Baylor Science Building Facilities  
Office Location: Baylor Science Building, D.111  
One Bear Place #97046  
Waco, Texas 76798  
254-710-2400 (general office)  
254-710-2405 (fax)  
[www.baylor.edu/bsb](http://www.baylor.edu/bsb)

### **General Chalking Guidelines**

- Indicate desire to chalk when submitting the *Online Event Registration* form
- If approved, messages may be placed on Baylor sidewalks and streets by writing with white chalk
- **NEVER** use colored chalk. Violators will be billed for damages caused by colored chalk stains
- **NEVER** chalk on walls, steps, or sides of any building
- **NO** spray chalk may be used under any circumstances
- Chalking is strictly prohibited in areas that are protected from rain including, but not limited to:
  - Brooks Arch
  - Beneath BSB Towers
- Organizations may begin chalking no more than **seven days** prior to a scheduled event

### **Lobby Use Permits:**

When a student group gains approval from Student Activities for lobby use through the *Online Event Registration* form, they are clear to go straight to Penland and Collins Hall for securing their reservation and arranging for tables or other needs.

### **Donation Boxes:**

Once a student group has received approval through the *Online Event Registration* form for a drive or collection such as clothing, toys or coins, the group should contact the Director for Personnel & Resident Learning for Campus Living & Learning with the following information:

- Approved Student Activities notice
- Description of drive/collection
- Dates desired for event (normal approval timeline is two-weeks)
- Locations desired for event



- Additionally, the group should understand the following Campus Living & Learning expectations:
- The collection unit should be monitored daily
- The collection unit should clearly display the desired contents and for whom the event benefits
- Contact information for collection chairperson

### **Door-to-door distribution of flyers, notices or promotional items**

Campus Living & Learning does not allow activities such as we place a high value on the privacy of the residents.

This content was developed and/or provided by:

Campus Living & Learning  
 Office Location: Penland Hall  
 One Bear Place #97076,  
 Waco, Texas 76798  
 254-710-3642 (general office)  
 254-710-3667 (fax)  
[www.baylor.edu/cll](http://www.baylor.edu/cll)

### **T-Shirts and Other Products**

Student organizations desiring to sell or distribute t-shirts or other products on campus must obtain written approval through the Department of Student Activities. Additional approvals may be required as outlined below. Designs and messages on all products must be in good taste; student organizations may not sell or distribute any product that would embarrass the University in view of her constituencies or conflict with the private aims of the University as a Christian institution of higher learning. Permission to sell products may be given to student organizations that adhere to the following policy and complete the request form:

- T-shirt sales and distributions are very common fundraisers and promotional techniques on campus. In order to receive permission to sell or distribute t-shirts a *Student Organization T-shirt and Other Product Request for Approval and Licensing* form must be completed and submitted to Student Activities PRIOR to printing.
- A detailed sketch of the shirt design must be attached in duplicate.
- Designs including the Baylor name and/or trademarks must be reviewed by the Coordinator for Campus Services and Collegiate Licensing. It is strongly recommended that designs be submitted no less than five (5) working days prior to printing in order to accommodate the extended approval process.
- A *Solicitation Request* form must be submitted for approval when t-shirts are to be sold.

This content was developed and/or provided by:

Department of Student Activities  
 Office Location: Bill Daniel Student Center, First Floor, Suite Number 101  
 One Bear Place #97074  
 Waco, Texas 76798  
 254-710-2371 (general office)  
 254-710-2622 (fax)  
[www.baylor.edu/student\\_activities](http://www.baylor.edu/student_activities)

## **USE OF COPYRIGHTED OR TRADEMARKED MATERIAL**

Baylor University will not allow student organizations to use copyrighted materials, trademarks, or parodies of copyrighted materials or trademarks without the expressed written permission from the company, agency or organization that created and/or owns the intellectual property intended to be used.

Printers will not print Baylor Student Organization t-shirts or other promotional materials without first receiving appropriate documentation and written approval from the Department of Student Activities. Student organizations using inappropriate or copyrighted materials, or who have had their materials printed first without appropriate documentation and approval from Student Activities will forfeit their right to have t-shirts and/or other items printed and approved.

Baylor University strongly recommends that student organizations wishing to use copyrighted material or trademarks begin the design process early in order to have sufficient time to secure the required written permission from the intellectual property owner, as well as securing approval from the Department of Student Activities. The Department of Student Activities will confiscate T-shirts or other materials printed without the required approval.

Please note that this policy regarding the use of copyrighted materials, trademarks, logos, etc. applies to t-shirts, and all printed materials including (but not limited to): flyers, posters, table tents, Homecoming floats, and other promotional and advertising materials that are used by any student organization.

Information in this section was pulled from a variety of state and national legal guidelines. A wide scope of resources were used and are noted where possible in the content of the section.

## **USE OF BAYLOR TRADEMARK SYMBOLS**

A trademark is simply a symbol or word used by a manufacturer or organization to identify its goods or services and distinguishes them from its competitors. A trademark conveys to consumers the desirability of the product bearing the mark and helps to promote the goods it is identified with.

Baylor's visual identity distills the qualities that make the University unique, and it conveys this "brand" to the world. The promise of academic excellence, Christian commitment, and development and growth of a caring community-these and other attributes of the University come alive in a very real and meaningful way for thousands of people around the world when they see the University seal, the Baylor University wordmark, and other Baylor "marks."

Consistency in the way these icons are presented is important for a thriving institution that is growing in both quality and stature. A strong and consistent visual identity helps shape the way key constituents view Baylor, both now and in the future.

## **Process & Procedures**

Student organizations desiring to sell or distribute t-shirts or other products on campus must obtain written approval through the Department of Student Activities. Additional approvals may be required as outlined below. Designs and messages on all products must be in good taste; student organizations may not sell or distribute any product that would embarrass the University in view of her constituencies or conflict with the private aims of the University as a Christian institution of higher learning. Permission to sell products may be given to student organizations that adhere to the following policy and complete the request form.

A. Licensing approval for the use of registered Baylor marks on any product for sale or distribution by student organizations will be subject to the following restrictions and requirements:

1. Written approval must be obtained through the Department of Student Activities prior to submission to the Coordinator for Campus Services and Collegiate Licensing.
2. Written approval must be obtained from the Office of Collegiate Licensing prior to the production of any product using registered Baylor marks.
3. Any screenprinting or embroidery work on the product must be produced or purchased from company licensed with Baylor University. A list of licensed screenprinters and embroiderers is available from the Office of Collegiate Licensing.
4. The product must have the name (or letters) of the student organization prominently displayed on the product.
5. Distribution of the product is generally restricted to sell only to their members and dates for a particular function. Based on the event and the campus-wide impact, exceptions can be made for the sponsors of events such as Homecoming, Parents Weekend, Diadeloso, Bear Downs, Christmas Tree Lighting, and all-University dances and tournaments.
6. Use of Baylor marks on the products must be confined to the standard registered marks. Such marks can be incorporated into a custom design on the product with appropriate approval from the Office of Collegiate Licensing.
7. Design requirements must be met on all areas of the product. For example, printing on the inside of a shirt for reversible wearing must meet all requirements.
8. No reference can be made, either directly or indirectly, to any individual athlete, athletic squad, athletic team, or athletic event that the University participates in as a competitive representative of the Big 12 Athletic Conference under NCAA rules and regulations.
9. Effective February 17, 1999, all products produced for student organizations containing or including any registered Baylor marks to be worn by the members and their dates for a specific function will not be subject to any royalty. All products containing or including any registered Baylor marks produced for resale to the general public by student organizations will be subject to a 3.75% royalty of the gross sales price of the licensed product sold by the licensee to the student organization. The appropriate royalty will be collected from the Baylor licensee by the Office of Collegiate Licensing on a quarterly basis.
10. Compliance with Baylor University Guidelines for Product/Art Approval will apply to all student organizations.

B. Designs containing non-Baylor trademarks and phrases (Coke, "Just Do It," cartoon characters, etc.) must have written permission from the copyright owner before the design will be approved.

C. Products sold by residence life groups must also have the written approval of the appropriate Hall Director and Campus Living and Learning prior to being submitted to Student Activities for processing.

D. Violators of the established policy will be subject to the following sanctions:

1. For unapproved, but approvable, product designs, a 10% fine on the cost of the product will be imposed. For example, if an organization prints 100 shirts at \$6.00 each, the fine would be \$60 (assuming the design would have been approved if submitted). Distribution of the product shall be stopped until the design is approved and the fine is paid. All fines will be deposited into the A.A. Hyden Endowed Scholarship Fund.

2. For unapproved and unapprovable product designs, the organization will not be able to sell or distribute the product and must pay a 10% fine on the cost of the product. All fines will be deposited into the A.A. Hyden Endowed Scholarship Fund. In addition, one or more of the following sanctions may be imposed:

- a. If the product can be corrected (overprinted), the group may be allowed to distribute the product once a 10% fine is paid.
- b. For design problems that cannot be corrected, the product will be collected and destroyed.
- c. Additional fines and/or ban on future t-shirts and other products will be imposed.

### **Forms**

The Student Organization T-Shirt and Other Products Request for Approval form (including two copies of the artwork and/or design to be used on the t-shirt or product) must be submitted to the Department of Student Activities prior to printing.

### **Approved Licensees**

Students and student groups are required to use Local and Restricted Licensees for the reproduction of Baylor logos, marks and indicia on products that will be used in advertisement, promotion and in resale (local licensees only).

This content was developed and/or provided by:  
Office for Collegiate Licensing  
Office Location: Robinson Tower, Suite 500  
One Bear Place #97084  
Waco, Texas 76798  
254-710-4552 (general office)  
254-710-3465 (fax)  
[www.baylor.edu/licensing](http://www.baylor.edu/licensing)



## RELEASE FORMS

- The purposes of a general release (indemnification, hold harmless agreement) are
  - to protect a sponsoring organization from lawsuits that could arise from personal injuries
  - to inform the participants of the nature of the activities and any risk involved
- This does not mean that having all the participants sign a form removes the responsibility of the organization to exercise proper care and good planning. That responsibility is always there.
- The General Counsel and the Office for Risk Management can assist organizations with planning the event and in preparing the proper forms. The office for General Counsel is located on the second floor of Pat Neff Hall (710.3821). The office for Risk Management is located on the third floor of Pat Neff hall (710.8990) Questions about insurance and the approval of drivers should be addressed to Risk Management, Pat Neff Hall, #306.
- All participants must complete all relevant and pertinent release forms prior to the start of the activity. If a participant is less than 18 years of age, a parent or guardian must also sign his/her form.



## STUDENT ORGANIZATION TRAVEL

Student Organizations occasionally want to travel to conferences, retreats, field trips, formals, etc. For ground transportation, organizations may use the following chart to determine the appropriate form of transportation for their events/activities:

Miles from Baylor University Campus	1-49 Miles	50-100 Miles	101+ Miles
<b>Number of Organization and/or Guest Participants</b>			
<b>1-25 Participants</b>	Personal vehicles	Personal vehicles	Commercial and/or chartered vans
<b>26-50 Participants</b>	Personal vehicles	Personal vehicles	Commercial and/or chartered vans
<b>51+ Participants</b>	Personal vehicles	Commercial and/or chartered vans	Commercial and/or chartered vans or bus

- Baylor University travel policy supersedes organizational travel policy (including national and/or regional affiliate policies) except when an organization’s policy is more restrictive than the Baylor University policy indicated above.
- Students may provide their own transportation for trips or events occurring within 100 miles (one way) of campus.
- For events or activities occurring beyond a 100 mile radius of campus, all members and guests of the organization must travel on commercial transportation with bonded drivers or with Baylor University approved drivers in rented vehicles (rented church buses are not acceptable).
- An online *Application for Student Organization Event* must be submitted for approval to the Department of Student Activities at least one month in advance of the event.
- If travel outside Waco is necessary for an event, a completed trip form and a complete list of participants must be given to the advisor, the Department of Student Activities and Risk Management four days before the event.
- An emergency telephone number must be submitted on the online event for to the Department of Student Activities so that a participant can be reached if necessary.
- Curfews for out of town trips are to be set jointly by the organization’s advisors and organization student leaders.
- One facility shall be approved as the official overnight facility and all members and guests will stay in that facility except with the permission of the attending student organization advisor. The name of this facility and an emergency telephone number will be listed on the application for a university event in the Department of Student Activities.
- Rules for student conduct and behavior for the duration of an off-campus event may be established by the organization advisor. These rules should not conflict with established rules for conduct and behavior set by the Baylor University Policies and Procedure.

- As we become more “liability conscious,” students and advisors should be aware of their liability in traveling as well as the various alternatives available. Listed below are the three basic means of traveling available to student groups and the advantages / disadvantages associated with each.
  1. Personal Autos (under 100 miles only)
 

Most flexible method; least expensive; driver must be approved by Baylor; individual driver is responsible for passengers; drivers should carry their own insurance to cover liability; no control available to organization (highest level of liability and risk to the student and/or organization).
  2. University Vehicles:
 

Some insurance coverage provided; driver must be approved by Baylor; difficult to schedule; more expensive than personal autos (moderate level of liability and risk to the student and/or organization).
  3. Commercial Carrier (more than 100 miles):
 

Carrier provides own insurance and drivers and assumes liability; least amount of time to coordinate; sometimes more expensive; may have to pay in advance; must arrange early; usually requires written agreement (lowest level of liability and risk to the student and/or organization).
- Please consider these options carefully as trips are planned. Having more control over the trip (and less liability) may be worth a little more money. Commercial carriers are the best method from a liability viewpoint and are mandatory for travel distances over 100 miles. If, however, personal autos are to be used for trips within the 100-mile limit, drivers must have a good driving record and have adequate insurance.
- Forms pertaining to travel may be found at the following websites:

Travel/Event form: [www.baylor.edu/content/services/document.php?id=14017](http://www.baylor.edu/content/services/document.php?id=14017)  
 Participant/Driver form: [www.baylor.edu/content/services/document.php/20486.pdf](http://www.baylor.edu/content/services/document.php/20486.pdf)  
 Driving Policy: [www3.baylor.edu/Safety/Driving.pdf](http://www3.baylor.edu/Safety/Driving.pdf)

This content was developed and/or provided by:  
 Office of Risk Management  
 Office Location: Pat Neff Hall, Suite 306  
 One Bear Place #97191,  
 Waco, Texas 76798  
 254-710-8990 (general office)  
 254-710-8592 (fax)  
[www.baylor.edu/risk\\_management](http://www.baylor.edu/risk_management)



### **Copyrights and Your Rights**

*(Information provided by Swank Motion Pictures, Inc.)*

#### **PUBLIC PERFORMANCE** (from www.mpa.org)

Unauthorized public performances refer to situations where an institution or commercial establishment shows a tape or film to its members or customers without receiving permission from the copyright owner. This includes “public performances” where an admission is charged as well as those that are simply offered as an additional service of the establishment. “The Congress shall have power... To promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings or discoveries...” Article I, Section 8, The United States Constitution

#### **FAIR USE**

In some instances, it is not required to obtain a Movie when exhibiting copyrighted materials such as videocassettes or DVD’s. This “face-to-face” teaching exemption applies only if a teacher is in attendance, the showing takes place in the classroom setting and the movie is an essential part of the current curriculum being taught. Examples of situations where a Movie Copyright Compliance Site License must be obtained are:

- Public libraries
- Day care facilities
- Discussions used for cultural value and enrichment
- Non-classroom entertainment movies being used at school for after school activities

This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

#### **WHAT THE LAW SAYS** (from www.copyright.org)

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home. In some instances no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Examples of situations where a public performance license must be obtained include taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day care facilities, parks and recreation departments, churches, and non-classroom use at schools and universities. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

#### **PENALTIES FOR COPYRIGHT INFRINGEMENT**

“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

*Information in this section was pulled from a variety of state and national legal guidelines. A wide scope of resources were used and are noted where possible in the content of the section.*





## FOOD SERVICE POLICY

- By contract, Baylor Dining Services shall provide, or provide and serve, all food items on the Baylor campus. Student groups are not allowed to sell or distribute any food items on the campus unless special written permission has been granted by the Director of Baylor Dining Services.
- Arrangements for food and beverage requirements are to be made with the Catering Coordinator (710-4762). This should be done at least two weeks in advance.
- The complete catering policy, including menus and costs, is available from the Catering Coordinator or online.
- Please be aware of how many people will be attending, the date, the time, and the location of the event before contacting the Catering Coordinator. Also, make note of any special requirements such as: Seated? Buffet? Special arrangements? Special occasion or theme? Special dietary needs for any guests?
- Be sure that you understand all charges for the event such as outside catering charges, charges for weekend events, tablecloths, guarantee policy and cancellation policy.
- For additional information regarding Food Service Policy and Baylor Dining Services, please refer to the following website:

[www.baylor.edu/dining](http://www.baylor.edu/dining)

This content was developed and/or provided by:

Baylor Dining Services  
Office Location: Penland Hall  
One Bear Place #97106,  
Waco, Texas 76798  
254-710-1414 (general office)  
[www.baylor.edu/dining](http://www.baylor.edu/dining)



## SALES AND SOLICITATION

Student organizations desiring to solicit, advertise, or sell a product or service on campus, in the community, or through the campus mail service must comply with the Campus Facilities Use and Campus Solicitation Policy and obtain approval through the Department of Student Activities. An online event form (and in some cases, a *Student Organization Solicitation Request* form) must be submitted and approved before the activity may be held.

- **FUNDRAISERS/BAKE SALES:**

In order to help students raise funds for student organizations, we would like to offer suggestions to help facilitate the use of Baylor Dining Services on campus.

For health safety reasons, we must be very careful to limit the sale of products that are not made on our campus and in our food service facilities. We may be held responsible for any bacteria born illness through food contamination and therefore, have to protect the students, faculty and staff. Because of this, foods for fundraising events must meet the following standards:

- It must be a shelf stable product (cookies, brownies, candy, popcorn)
- It must not be a refrigerated item
- It must be approved through Baylor Dining Services
- The request must be submitted at least 2 days prior to event

All bake sales must be approved by Baylor Dining Services before an *Application for Organization Event* form is submitted to Department of Student Activities.

To obtain approval, email the Food Service Director with the following information:

- Contact Name \_\_\_\_\_
- Organization \_\_\_\_\_
- Item for Fundraiser \_\_\_\_\_
- Date of Fundraiser \_\_\_\_\_
- Location of Sale \_\_\_\_\_

You will be informed your event has been accepted via e-mail. Dining Services will be happy to assist in acquisition of food products and containers as a significant discount from retailers off campus in order to accommodate your organization. If assistance is needed, please feel free to contact Baylor Dining Services.

For additional information and appropriate forms, please visit the following website:

[www3.baylor.edu/Student\\_Activities/SOLICITATION\\_REQUEST02-03.pdf](http://www3.baylor.edu/Student_Activities/SOLICITATION_REQUEST02-03.pdf)

- **GAMBLING/GAMES OF CHANCE**

Unlawful gambling is strictly prohibited on Baylor’s campus. Unlawful gambling is defined as “unlawfully conducting, organizing, or participating in an activity involving a game of chance, including but not limited to, casino or sports wagering.” Unlawful gambling includes any activities or games of chance that include the exchange of cash resulting in a chance of a financial return greater than that paid.

Mock casino and/or gambling events (i.e. Texas Hold ‘Em competitions) may be permitted by the Department of Student Activities in circumstances in which no cash changes hands or may be won by participants.

- **Outside Vendors**

Vendors may be invited to campus by an approved student organization or other Baylor University entity. Hosting organizations must submit a Solicitation Request form in order for vendors and promoters to sell material goods on campus for approved events and activities. Organizations may negotiate a flat fee or percentage of take to allow the vendor access to our student community. Negotiations for fees should be completed before the *Solicitation Request* is submitted.

[www3.baylor.edu/Student\\_Activities/SOLICITATION\\_REQUEST02-03.pdf](http://www3.baylor.edu/Student_Activities/SOLICITATION_REQUEST02-03.pdf)

This content was developed and/or provided by:

Campus Facilities and Solicitation Committee, the Department of Student Activities,  
and Baylor Dining Services

For more information regarding these policies, contact the Department of Student Activities

*Office Location: Bill Daniel Student Center, First Floor, Suite Number 101*

One Bear Place #97074

Waco, Texas 76798

254-710-2371 (general office)

254-710-2622 (fax)

[www.baylor.edu/student\\_activities](http://www.baylor.edu/student_activities)



## CAMPUS FACILITIES USE AND CAMPUS SOLICITATION POLICY

### I. GENERAL PROVISIONS

#### ***Rule 1. What is the purpose of this statement?***

This statement prescribes policies and procedures that govern use of campus facilities and solicitation upon or in campus facilities. Its purpose is to assure that the University will be able to preserve its status as a private forum and as a tax-exempt entity.

#### ***Rule 2. Who must comply with the statement?***

Any enrolled student, faculty member, or staff member, or any other individual, campus organization, partnership, association, or corporation desiring to use campus facilities or to solicit upon or in campus facilities or solicit through the campus mail service must comply with this statement. This statement also applies to any official department of the University and to any party furnishing goods or services to the University under contract.

#### ***Rule 3. What gives Baylor this right to enforce the rules prescribed in the statement?***

Baylor University is a private university controlled by an all-Baptist board of regents operated within the Christian-oriented aims and ideals of Baptists, and affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches. Accordingly, the campus is private property; and no party may enter or remain upon it without the consent of the University. Furthermore, no party may conduct or participate in an activity, including any facilities use or campus solicitation, that would embarrass or bring discredit to the Convention or to Baylor in the view of their constituencies.

#### ***Rule 4. Under what circumstances may a party who is subject to the statement use campus facilities?***

Except as otherwise provided in this statement, a party may use campus facilities or solicit upon or in campus facilities only after obtaining, by appropriate application written permission from the University Committee On Facilities Use And Campus Solicitation (the Facilities Use and Campus Solicitation Committee).

#### ***Rule 5. What criteria will be applied in determining the permissibility of a proposed use of campus facilities or a proposed campus solicitation?***

The proposed use or solicitation will be considered in light of the status of the University as a private forum and its status as a tax-exempt entity. More specifically, but not exclusively, the proposed use or solicitation must satisfy both of the following criteria:

- i. The use or solicitation must integrate or accommodate the private aims of the University as a Christian institution of higher learning as those aims are specifically articulated from time to time. Any use or solicitation inconsistent with these aims will be excluded.
- ii. The use or solicitation must advance the education functions of the University or be at a minimum incidental, e.g., necessary and conducive to the educational functions of the University.

**Rule 6. Are there restrictions that may be placed on facilities use or campus solicitation other than those prescribed in this statement?**

The Facilities Use and Campus Solicitation Committee or its designee or any other party or division responsible for oversight of this statement or responsible for giving any permission under this statement may specify such additional rules or considerations as that party in his, her, or its sole discretion deems appropriate under the circumstances. Also, any use or solicitation must be in conformity with any applicable local, state, or federal ordinance, law, or regulation and must be in conformity with any other established and applicable university policy.

**Rule 7. What procedure is to be followed to obtain permission for use or solicitation when permission is required under this policy?**

Unless otherwise provided, an application by letter explaining the nature and character of the proposed use or solicitation shall be submitted as follows:

- i. In the case of an enrolled student, faculty member, or staff member, or any other individual, campus organization, partnership, association, or corporation, the application shall be submitted at least two weeks prior to the event to the Division of Student Life (Department of Student Activities) or the Division of Human Resources, as appropriate, depending on the nature of the proposed use or solicitation. The division shall forward each application to the Facilities Use and Campus Solicitation Committee or its designee for consideration and a decision. Submissions not meeting the two week deadline may not be considered by the committee.
- ii. In the case of an official department of the University or any party furnishing goods or services to the University under contract, the application shall be submitted to the Office of the University General Counsel. The Office of the University General Counsel, in consultation with the Vice President for Student Life, shall determine whether the application warrants consideration by the Facilities Use and Campus Solicitation Committee. As a general rule, the application will not be forwarded to the Facilities Use and Campus Solicitation Committee if the Office of the University General Counsel and the Vice President for Student Life determine that the proposed use or solicitation is to be done or conducted as part of official departmental activities or is within the scope of any contract that the party has with the University.
- iii. All off-campus requests for facilities usage and solicitations must be submitted to and coordinated by the University host in Wiethorn Information Center, One Bear Place #97033, Waco, TX 76798-7033.

**II. USES OR SOLICITATIONS IN PARTICULAR AREAS OF CAMPUS**

**Rule 8. As a general rule, what activities may be undertaken in the residence halls and in the Bill Daniel Student Center without prior written approval?**

Currently enrolled students, faculty members, or staff members may solicit, advertise, or sell personal items, e.g., books, bicycles, etc., by placing a 3" x 5" advertisement on any designated bulletin board in the residence halls or in the Bill Daniel Student Center so long as such postings are not repetitive in nature. More than one such posting during any two-week period will be considered repetitive.

**Rule 9. Will there be any circumstances in which the activities that are described in Rule 8 will require prior written permission?**

If the party engaged in the activity is notified that permission is needed from the Facilities Use and Campus Solicitation Committee, the Division of Student Life (Department of Student Activities), or the Division of Human Resources, written permission from the Facilities Use and Campus Solicitation Committee or its designee will be required to engage further in the activity.

### **III. USES AND SOLICITATION OF AND IN SPECIAL AREAS**

#### ***Rule 10. May a person solicit in an academic building?***

If granted prior written permission by the Division of Student Life (Department of Student Activities), and, if prior written permission has been obtained from the Chair of the involved academic department or Dean of the involved school, a party may solicit in an academic building by placing a notice or advertisement on the designated department or school bulletin boards in accordance with any specific rules that may be prescribed by the Chair or Dean.

#### ***Rule 11. May a person solicit in nonacademic buildings located on campus?***

If granted prior written permission by the Division of Student Life (Department of Student Activities), and, if prior written permission has been obtained from the administrative head of the involved nonacademic department, a party may solicit in a nonacademic building by placing a notice or advertisement on the designated bulletin boards within the department in accordance with any specific rules that may be prescribed by the administrative head.

#### ***Rule 12. May university sidewalks be used to solicit?***

Campus organizations may advertise a service or an event by writing with chalk (95percent pure levigated whiting) on Baylor sidewalks and streets, if the text of the advertisement has received prior written permission from the Division of Student Life (Department of Student Activities).

### **IV. CAMPUS REPRESENTATIVES**

***Rule 13. An enrolled student may be employed by a party as a representative at the University if prior written approval is obtained from the Division of Student Life and the director of Career Services Center.***

### **V. OFF-CAMPUS SOLICITATIONS, ADVERTISEMENTS, AND SALES BY BAYLOR STUDENTS AND CAMPUS ORGANIZATIONS**

***Rule 14. If a Baylor student or campus organization wishes to solicit contributions from an off-campus business or an individual not connected with the University, what steps should be taken to do so?***

A Baylor student or a campus organization seeking a contribution from an individual or business located off campus must first obtain written approval from each of the following:

1. The Division of Student Life (Department of Student Activities).
2. The Division of University Development (Director of Development).

***Rule 15. What steps should be taken by a Baylor student or campus organization seeking to offer a service or product to an individual or business located off campus?***

A Baylor student or campus organization seeking to offer a service or product to an individual or business located off campus must first obtain written approval from each of the following:

1. The Division of Student Life (Department of Student Activities).
2. The Division of University Development (Director of Development).

## **VI. OTHER THINGS YOU NEED TO KNOW**

### ***Rule 16. What is the policy of the University with regard to holding events on campus?***

In addition to any other rule applicable to the event under this policy, events held on the Baylor campus must comply with any applicable policy established by the Facilities Use and Campus Solicitation Committee or its designee.

### ***Rule 17. Where may I obtain copies of the policies established by the Facilities Use and Campus Solicitation Committee?***

Copies of the policies established by the Facilities Use and Campus Solicitation Committee may be obtained in the following offices:

University Host-Wiethorn Information Center  
Student Life- McLane Student Life Center  
Student Activities-first floor, Bill Daniel Student Center.

### ***Rule 18. What are the penalties for violating the solicitation rules?***

An enrolled student or campus organization found to have violated this statement is subject to disciplinary action by the Division of Student Life (Department of Student Activities). A faculty or staff member who violates this statement may be subject to reprimand or other appropriate action taken by an appropriate supervisor. A non-university person or entity who violates this statement may be barred from further access to university property.

### ***Rule 19. How do I contact the Division of Student Life?***

The Division of Student Life is located in the McLane Student Life Center; or written correspondence may be directed to One Bear Place Box 97016, Waco, TX 76798-7016. The Department of Student Activities is located on the first floor of the Bill Daniel Student Center; or written correspondence may be directed to One Bear Place Box 97074, Waco, TX 76798-7074.

### ***Rule 20. How do I contact the Division of Finance and Administration?***

The Division of Finance and Administration, Office of the Business Manager is located on the fifth floor of Clifton Robinson Tower; or written correspondence may be directed to One Bear Place Box 97086, Waco, TX 76798-7086.

### ***Rule 21. How do I contact the Division of University Development (Vice President of Development)?***

The Division of University Development is located on the eighth floor, Clifton Robinson Tower; or written correspondence may be directed to One Bear Place Box 97026, Waco, TX 76798-7026.

### ***Rule 22. How are the key words in these rules defined?***

When used in this policy

- A. Campus organization means an organization chartered by the Division of Student Life (Department of Student Activities) or otherwise officially recognized by the University.
- B. Event means an activity held in university-owned or leased facilities or an activity primarily involving enrolled students, faculty members, or staff members.
- C. Solicit (or any derivative thereof) means to use persuasion or entreaty to promote or sell a product, service, or activity.

- D. Facility (or any derivative thereof) means any real property, improvements thereon, or personal property of Baylor University.
- E. Use means any occupation of, or activity upon (including solicitation).
- F. Campus means all of the facilities of Baylor University.

This content was developed and/or provided by:  
Campus Facilities and Solicitation Committee

For more information regarding these policies, contact the Department of Student Activities  
*Office Location: Bill Daniel Student Center, First Floor, Suite Number 101*

One Bear Place #97074  
Waco, Texas 76798  
254-710-2371 (general office)  
254-710-2622 (fax)  
[www.baylor.edu/student\\_activities](http://www.baylor.edu/student_activities)





## STUDENT ORGANIZATION TAX POLICY AND LAW

### Issue 1 -- Federal Income Tax

Registration with and official recognition by Baylor University as a “chartered” student organization does *not* give a student organization federal income tax exemption. Only University offices and departments may use Baylor University’s tax identification number for tax-exempt status. If the student organization is a chapter of a larger national organization, the student organization should check with the parent organization to determine if it is covered by the parent’s tax-exempt status and able to use the parent’s tax exempt identification number.

Additionally, any organization (other than a private foundation) that normally has annual gross receipts of not more than \$5,000 and meets the requirements of IRC section 501(c)(3) is considered exempt. However, even if an organization has 501(c)(3) status under this less than \$5,000 test, there are special rules for “unrelated business income” or UBI, which may require the tax-exempt organization to pay federal income taxes on any income generated by activities unrelated to the organization’s tax-exempt purpose. An exempt organization which has UBI of \$1,000 or more in any year must file Form 990-T, Exempt Organization Business Income Tax Return, and pay the related tax.

If none of the above exemption options pertain to the organization, it may wish to apply for tax-exempt status as to federal income tax; however, applying for such is a complex process and will take a minimum of six months, up to one year for a final determination. In order to be granted tax-exempt status, the organization must be operated as a *non-profit organization*, meaning that no part of the net earnings of the organization are paid to a member of the organization for his/her benefit alone. There are different types of non-profit organizations that can be granted tax-exempt status if they are organized for charitable or other socially beneficial purposes under IRS code section 501(c). *Not all non-profits are tax-exempt.* If tax-exempt status applies, a student organization will most likely fall under one of the following categories: charitable entities organized and operated exclusively for, among other things, religious or charitable purposes (Code Section 501(c)(3)), civic leagues and organizations operated exclusively for the promotion of social welfare (Code Section 501(c)(4)), clubs organized for pleasure, recreation or other non-profitable purposes (Code Section 501(c)(7)).

There are advantages, disadvantages, and exceptions to each, and these should be studied in-depth before application is made. If the organization decides to apply for tax-exempt status, the following publication and forms should be referenced: Publication 557, Form 1023, and Form 1024, on the IRS website at [www.irs.gov](http://www.irs.gov). As procedures and laws constantly change, a student organization should consider consulting an attorney specializing in this area if it wishes to apply for tax-exempt status.

### Issue 2 – Texas Sales Tax

#### Purchases by Student Organizations

Sales tax exempt status only allows an organization to avoid paying sales tax when *buying, leasing, or renting* taxable items that are necessary to the organization’s exempt function. An item purchased tax-free cannot be used by a private party or another individual for his/her private benefit. An organization must apply to the Texas State Comptroller’s Office to receive sales tax-exempt status. Baylor University is exempt from paying sales tax on its purchases; however, student organizations (other than bona fide chapters as designated by Baylor – see below discussion) are not to use Baylor’s tax-exempt status when making purchases. **Registration with and official recognition by Baylor University as a “chartered” student organization does *not* give the student organization Texas sales tax exemption status.**

#### Sales by Student Organizations

All student organizations (other than bona fide chapters as designated by Baylor – see below discussion), even tax-exempt organizations, must obtain a sales tax permit and collect sales tax on every taxable item *sold*, and then remit this money to the State, if the student organization is the seller of more than two sales

of taxable items during any 12 month period. An exception to the sales tax permit requirement exists if the sales *only* take place on the tax-free sales days allowed certain organizations. This exception is further discussed in a later section.

Taxable item means taxable services as well as tangible personal property. Tangible personal property is any personal property that can be seen, weighed, measured, felt, touched, or that is perceptible to the senses in any other matter. Sales of services are exempt unless specifically designated as taxable; please visit the Texas Comptroller website to see which services are currently taxable.

If the student organization is merely acting as a sales representative for a retailer, the organization may receive a commission for the sales, but is not the seller. In that situation, the retailer is responsible for collecting and remitting the tax, the organization should not issue any resale certificate. If the student organization is the seller, the organization should issue resale certificates to its suppliers when buying items for resale and collect the sales tax when making the sale. A student organization should review the State Comptroller's website and publications to determine when sales tax collected is due.

### **Exemptions**

Other sales tax exemptions also exist, but under Texas rules, a student organization must be classified as a (A) an organization created for religious, education or charitable purposes if no part of the net earnings benefits a private individual or a 501(c)(3), (4), (8), (10), or (19) under the Internal Revenue Code, (B) a bona fide chapter of Baylor University, or (C) a qualified student organization of Baylor University, before the different sales tax exemptions can be applied.

#### **A. Organization Created for Religious, Education or Charitable Purposes or a 501(c)(3) or (4) Designation by IRS Held by Organization or Parent**

A non-profit organization created for religious, education or charitable purposes or having tax-exempt status under the IRS designation of 501(c)(3) or (4) will be given sales tax exemption by the State of Texas. If the organization wishes to apply for state sales tax exemption it should complete the appropriate Application for Exemption found on the Texas website, <http://www.window.state.tx.us>.

Reminder, if a student organization is a chapter of a national organization, it should check with the parent organization to determine if it is covered by the parent's tax-exempt status and able to use the parent's tax exempt identification number for sales tax purposes.

Organizations that are created for religious, education or charitable purposes or have a 501(c)(3) or (4) determined status and are granted sales tax exemption for purchases by the State are allowed to have two one-day, tax-free sales *each calendar year*. During such sales the organization may sell any taxable item tax free as long as the price of the item does not exceed \$5,000. However, an exception exists – a taxable item with a price of over \$5,000 may be sold tax-free if the item is manufactured by the organization or is donated to the organization and is not sold back to the donor. One day is defined as a consecutive 24 hour period. The two sales can be held back-to-back, but cannot exceed 48 hours.

#### **B. Bona Fide Chapter of Baylor University**

A student organization is a bona fide chapter of the University *only* when designated as such by Student Activities. Student Activities will designate the organization when the organization is an authentic branch of the University, created for the purpose of some business or activity other than instruction or participatory group work, and organized by electing officers, holding meetings, conducting business, etc. For example, the Senior Class may be considered a bona fide chapter of the University, but an intramural team is not. A student organization must apply to Student Activities to receive this designation.

A bona fide chapter student organization is allowed to have two one-day, tax free sales *each calendar year*. During such sales the organization may sell any taxable item tax free as long as the price of the item does not exceed \$5,000. However, an exception exists – a taxable item with a price of over \$5,000 may be sold tax-free if the item is manufactured by the organization or is donated to the organization and is not sold back to the donor. One day is defined as a consecutive 24 hour period. The two sales can be held back-to-back, but cannot exceed 48 hours.

If a bona fide chapter student organization’s sales fall outside these exceptions, then sales tax must be collected and reported by the University. All bona fide chapter student organization sales need to be coordinated through the University Student Activities.

### **C. Qualified Student Organization**

To be designated as a qualified student organization, the organization must not be a bona-fide chapter of the University, and the University must file a University-issued certification with the Texas State Comptroller showing the organization is affiliated with Baylor University. This certification is obtained by sending a request to Student Activities for review in conjunction with the Tax & Compliance Department. The certification is valid until the student organization is decertified, suspended, or otherwise loses its campus privileges or affiliation and the University notifies the State Comptroller. Once an organization has this designation, the following sales tax exemptions apply:

- **First \$5,000 in Sales** – The first \$5,000 in total taxable sales held by a qualifying organization on days other than the one-day tax-free sale (see below) are exempt from sales tax.
- **One-Day Tax-Free Sale** -- Qualifying student organizations affiliated with the University can hold a one-day tax-free sale *once a month*. One day means a 24-hour period. The student organization itself must have a primary purpose other than engaging in business or performing an activity designed to make a profit, and the purpose of the sale must be to raise funds for the organization. If an item is sold for more than \$5,000, the exemption does not apply unless the item was made by the organization, or the item was donated and not sold back to the donor. When buying taxable items to resell, the student organization may supply the vendor with an exemption certificate showing the student organization as the purchaser and stating the reason for the exemption is that the items are being purchased for resale during such a one-day sale. If questioned by customers as to why no tax is being charged, the student organization should indicate that the sale is one of its tax-free events.

The Texas Comptroller’s Office also has what it has termed the “yearbook policy”, though the policy applies not only to yearbooks, but also to any taxable item pre-sold and delivered to the seller on one date. Under this policy, items that are pre-sold and generally prepaid have the date the items are delivered to the student organization designated as the “one-day” for purposes of the tax-free sale. If customers buy from surplus stock on the date of delivery, the customers do not owe tax. If customers buy from surplus stock on subsequent dates, tax is owed on the sales.

### **Issue 3 -- Bank Accounts Outside Baylor University**

If a student organization opens an off-campus bank account, the bank will ask for the organization’s tax identification number, also called the Employer Identification Number. If the organization has been deemed tax-exempt by the IRS, or the organization is able to use the number of a parent organization, then the tax-exempt number should be used. **Registration with and official recognition by Baylor University as a “chartered” student organization does *not* give a student organization the right to use Baylor’s tax identification number. Only University offices and departments may use Baylor University’s tax identification number.** If the student organization needs to apply for a tax identification number, it will need to complete a SS-4 form for the IRS. The organization can fax a request for a catalog #16055 to the IRS in Austin, Texas at 703-368-9694 and the IRS will fax back this form. The

*Baylor University Student Organization Policy & Procedure Guide ~ Last Revised: August 2007*

organization can also obtain the form from the following IRS website:  
<http://www.irs.gov/formspubs/index.html>.

#### **Issue 4 – Agency Accounts with Baylor University**

By setting up an agency account with Baylor University, the University is acting as the student organization's bank. The funds belong to the student organization, but it must comply with University policies and procedures to deposit or withdraw funds. A request to create an agency account must be submitted by e-mail to the Director of Gift and Investment Accounting, Tom Lindsey at [Tom\\_Lindsey@baylor.edu](mailto:Tom_Lindsey@baylor.edu). The requestor or faculty advisor will then be given agency account number that has been assigned to the student organization. The faculty advisor will be used to facilitate creating vouchers for disbursements.

#### **Issue 5 – Gift Receipts for Donations**

Those student organizations that have received a determination of 501(c)(3) status from the IRS can receive tax deductible contributions directly to the organization. Those student organizations who have received a different 501(c) designation from the IRS can receive tax deductible contributions if the organization sets up a separate charitable fund that meets the requirements of section 501(c)(3) and the notice requirements of section 508(a). Legal assistance should be obtained in setting up such a fund. If the student organization does not have 501(c)(3) status or has not set up such a fund, it must inform potential donors of the non-deductibility of any donations that would be made to the student organization.

*This information is not intended as legal, tax or accounting advice to any person or student group. The information provided is intended to be general in nature and individuals or student groups are strongly recommended to consult their own professional tax, accounting and legal advisors on tax matters.*



## STUDENT ORGANIZATION TECHNOLOGICAL RESOURCE USAGE POLICIES

Policies regarding student organization use of websites, electronic mail (e-mail), web publishing, Baylor information systems usage, and sanctions for inappropriate usages may be found online at:

[www.baylor.edu/its/policies](http://www.baylor.edu/its/policies).

Be advised that these policies are subject to frequent change and it is the responsibility of the student and/or student organization to be familiar and in compliance with current policies and procedures.

This content was developed and/or provided by:  
Institutional Technology Services  
*Office Location: Multiple locations*  
One Bear Place #97268  
Waco, Texas 76798  
254-710-2711 (general office)  
254-710-4357 (help line)  
<http://its.baylor.edu>



## CHRISTIAN ORGANIZATIONS at Baylor University

### Regents Policy on Religious Organizations at Baylor University

Baylor University is controlled by an all-Baptist board of regents and is operated within the Christian-oriented aims and ideals of Baptists. Baylor also is affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches. As such, Baptist Student Ministries is the chartered and officially recognized religious organization of Baylor University. Baylor may not charter or grant official recognition to other denominational or non-denominational groups, but instead will, as appropriate, treat these groups in a cooperative and friendly fashion as they strive to minister to those members of the Baylor student body who are either members of other denominations or who seek Christian fellowship in a general way.

### What it Means to be Cooperative and Friendly with Non-Chartered Christian Organizations

- The University will allow organizations to post flyers on campus. Flyers must be submitted to the Department of Student Activities for approval prior to posting (as is the procedure for all chartered student organizations).
- The University will allow organizations to chalk notices on sidewalks around campus. Notices must be approved through the Department of Student Activities (as is the procedure for all chartered student organizations).
- The University will provide a campus mailbox (in the BDSC) free of charge for use by the organization. Approval may be denied based on the lack of necessary resources.
- The University will share information about the organizations through main contact points for students (such as the Dean for University Ministries Office and the Department of Student Activities). Thus, students who contact these offices asking for contact information on organizations will have current information available to them. In addition, the organizations may be listed in the Welcome Week notebook under the churches and religious organizations directory.
- The University will allow one event or activity on campus per organization per semester. The event will be limited to making students aware of the ministry—e.g., a Dr Pepper trailer, an information table, or the like—with the emphasis on sharing information about the ministry instead of a ministry event or worship service. These events must go through the regular approval process in order to achieve this benefit (i.e., an *Application for Organization Event* must be completed and approved), and all applicable university policies must be followed.
- The University will provide Web Home Page access through the Dean for University Ministries website.

#### **General guidelines applying to these pages include:**

- The Dean for University Ministries must request the Web Home Page using the appropriate application form. After the organization develops its Web Home Page it is submitted to the Dean for University Ministries who is responsible for reviewing and approving its contents.
- All usage of an organization's Web Home Page is to be in accordance with Baylor policies including the Policies for System Usage and the Facilities Use Policies.

- Approval of a Web Home Page may be denied based on the lack of necessary resources.

**Additional guidelines applying to these pages include:**

- Web pages cannot be used for commercial purposes, including hot links to commercial sites.
- Since a Baylor “facility” (the web server) is being used to store Web Home Pages, these pages should not contain any material that would embarrass or bring discredit to the Baptist General Convention of Texas or to Baylor in the view of its constituencies (Rule 3, Campus Facilities Use and Campus Solicitation Policy).
- Organizations must abide by copyright laws when developing Web Home Pages.
- Baylor graphics and images are owned by Baylor University and cannot be altered in any way.
- Violation of these policies may result in the organization losing its privilege to have a Web Home Page.

This content was developed and/or provided by:  
Department of Student Activities  
*Office Location: Bill Daniel Student Center, First Floor, Suite Number 101*  
One Bear Place #97074  
Waco, Texas 76798  
254-710-2371 (general office)  
254-710-2622 (fax)  
[www.baylor.edu/student\\_activities](http://www.baylor.edu/student_activities)



## POLICY STATEMENT ON ALCOHOL AND OTHER DRUGS

Baylor University policy prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or another dangerous drug such as a controlled substance analogue (designer drug) on or off the campus. It is also a violation of University policy for anyone to possess, use, or be under the influence of an alcoholic beverage on the campus or at a University-related activity off campus. An off-campus University-related activity is defined in the "Process for Student Organization Violations." Anyone violating these policies is subject to disciplinary action ranging from warning to expulsion.

The University believes that spiritual, intellectual, emotional, physical, and social development have their greatest growth free from mind-altering chemicals. Its goal is to provide an environment where the entire campus community is challenged and motivated to live a chemical-free lifestyle.

As a first step toward reaching that goal, the University makes every effort to seek full compliance with University policy and federal, state, and local laws and ordinances; to discourage by every means possible the use of alcohol; to promote sobriety; to provide social and recreational alternatives to the use of alcohol and other drugs; and to offer confidential, effective, and redemptive assistance to employees and students who seek help for substance-abuse problems, while focusing on the development of a comprehensive program of non-residential services.

Because the University is committed to a caring relationship among its students, staff, faculties, administrators, and regents—a caring that is characterized by understanding, forgiveness, and respect for individuality—its disciplinary procedures are intended to be constructive and redemptive. For students who seek help for substance-abuse problems, complete confidentiality will be strictly observed to the limit of the law. Insofar as federal and state statutes and professional ethical standards permit, no professional on the Baylor counseling or medical staff will in any way notify the administration of the name of a specific student who comes for assistance for substance abuse or any other type problem, and no records will be forwarded to the administration regarding the services or the problem.

This content was developed and/or provided by:

Judicial Affairs

Office Location: Robinson Tower, Suite 420

One Bear Place #97073,

Waco, Texas 76798

254-710-1715 (general office)

254-710-2562 (fax)

[www.baylor.edu/judicial\\_affairs](http://www.baylor.edu/judicial_affairs)





## MINOR INFRACTION VIOLATIONS

The Department of Student Activities is charged with the responsibility to ensure student organization compliance with University policies and procedures as presented in this document. The Department of Student Activities, therefore, has the right and responsibility to investigate infractions and violations by student organizations and their members. Major violations (i.e. alcohol violations, hazing, etc.) may be investigated and pursued by the Student Organization Judicial Board. Minor infractions (i.e. failure to register an event, lack of approval on postings or t-shirts, etc.) will be investigated exclusively by the Department of Student Activities. Minor infractions may result in loss of organizational privileges or other sanctions as deemed appropriate by the Department of Student Activities and/or the Director for Student Activities.

### **Sanctions for Minor Infractions Committed in One Academic Year**

1. First Infraction: Notification of violation by the Department of Student Activities
2. Second Infraction: Written warning
3. Third Infraction: Revocation of privilege directly associated with violation (i.e., failure to register event will result in the organization's loss of privilege of hosting events for a period of time to be determined by the Department of Student Activities)

Four or more infractions committed by an organization within one academic year (fall and spring semester) may result in the organization being referred to the Student Organization Judicial Board for suspension or expulsion. The Department of Student Activities reserves the right to revoke organization privileges should demonstrated organizational behavior warrant such action. Record of minor infractions will be maintained for no less than four semesters by the Department of Student Activities.

The Department of Student Activities reserves the right to appropriate sanctions as necessary. Organizations demonstrating extreme negative or inappropriate behavior may be referred directly to the Student Organization Judicial Board for appropriate sanction.

Organizations wishing to appeal sanctions for minor infractions may do so in writing and must submit their appeal directly to the Dean for Student Development for review.

This content was developed and/or provided by:  
Department of Student Activities  
*Office Location: Bill Daniel Student Center, First Floor, Suite Number 101*  
One Bear Place #97074  
Waco, Texas 76798  
254-710-2371 (general office)  
254-710-2622 (fax)  
[www.baylor.edu/student\\_activities](http://www.baylor.edu/student_activities)



## STUDENT ORGANIZATION VIOLATIONS PROCESS

Policies regarding student organization violation processes, sanctions, and appeals may be found online at:

[www.baylor.edu/student%5Fpolicies/index.php?id=32299](http://www.baylor.edu/student%5Fpolicies/index.php?id=32299)

*Be advised that these policies are subject to frequent change and it is the responsibility of the student and/or student organization to be familiar and in compliance with current policies and procedures.*

### Process for Student Organization Violations

#### I. General

##### A. General Information

The Department of Student Activities or the appropriate governing bodies typically handle minor student organization violations or conflicts; however, certain violations may be handled by Baylor's Student Organizations Judicial Board due to the nature of the violation. Cases that involve hazing or alcohol related allegations are two examples.

**B. General Expectations for Student Organizations** The recognition of a student organization represents University endorsement and approval of the goals and purposes of that organization as being consistent with and in support of the goals and mission of Baylor University. It is the University's preference for student organizations to handle violations internally (within their membership); however, if the University feels that an organization has not sufficiently addressed a problem, the University reserves the right to take action and determine sanctions for the organization.

##### C. University Related Activities Defined

It is important to understand that when dealing with allegations of student organization violations, the University defines a "university related activity" as:

*A "university related activity" is any activity sponsored by the University or by any organization recognized by the University.*

*The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity, but depends upon whether the activity is related to the organization as described in the two categories listed below. Student organizations may be held responsible for the acts of individual members:*

- *when the acts grow out of, or are directly related to, the student organization's activities or an environment created or knowingly permitted by the organization; or*
- *when a member of an organization is violating local, state, or federal law or University regulations and other members present, by failing to discourage such activity, tacitly condone the behavior. In addition to the group being held responsible, members and officers may also be held responsible as individuals for their roles in any violation of University policy."*

#### II. Authority and Responsibility for Student Organization Disciplinary Matters

##### A. Student Organizations Judicial Board

The Student Organizations Judicial Board is responsible for hearing serious allegations of student

organization violations. The Judicial Board receives evidence of alleged violations in cooperation with the Dean for Student Development. The Judicial Board is composed of:

**1. Student Members**

There are seven (7) student representatives on the Board: a Student Court Justice recommended by the Student Body President; a student who is a member of an Interfraternity Council (IFC) organization; a student who is a member of a Panhellenic Council (PHC) organization; a student who is a member of a National Pan-Hellenic Council (NPHC) organization; a student who is a member of a Multicultural Greek Council (MGC) organization; and two students who are members of other student organizations not represented by the organizations listed above.

The Vice President for Student Life appoints the student members of the Judicial Board to one year terms and appoints one of the student members as the Judicial Board Vice Chair.

**2. Faculty & Staff Members** There are three (3) faculty and staff representatives on the Board: the Dean for Student Development and two student organization advisors.

The Dean for Student Development, or his or her designee, will serve as the Judicial Board Chair. The Vice President for Student Life will appoint the two advisors to a one year term.

**B. Director of Student Activities**

The Director of Student Activities is responsible for the oversight of all student organizations and may handle minor violations.

**C. Dean for Student Development**

The Dean for Student Development is the person appointed by the Vice President for Student Life to be primarily responsible for investigating all serious allegations of student organization violations. Serious allegations might include, but are not limited to: hazing, making alcohol available to minors, and criminal mischief. The Dean for Student Development, or his or her designee, conducts investigations in cooperation with the Student Organizations Judicial Board.

**D. Vice President for Student Life**

The Vice President for Student Life is responsible for the overall coordination of rules and regulations regarding student organizations. The Vice President may assign a designee to act in his or her stead. The Vice President reserves the right to determine if a case should be handled by Baylor University Student Life administrators rather than the Student Organizations Judicial Board when in the Vice President's sole discretion, he or she believes that the circumstances warrant such action.

**III. Preliminary Procedures**

**1. Report of Charge**

A person wishing to report an allegation shall notify the Chair of the Judicial Board. The Chair shall evaluate the report with the Vice Chair of the Judicial Board by examining the facts regarding the alleged violation. If the initial evidence suggests that a serious violation may have occurred, and the Chair and Vice Chair believe an investigation is warranted, a charge letter will be sent to the student organization.

**2. Charge Letter**

Once a report has been received and reviewed that indicates members of an organization were involved in an activity (official or unofficial) where a serious violation may have occurred, a

"charge letter" will be delivered to the president of the organization (or the team captain in the case of a sport club), the advisor, and the national organization if applicable. In the charge letter, the president or team captain will be asked to conduct an investigation into the matter and report those findings to the Chair and Vice Chair within a specified period of time.

### **3. Organization's Investigation & Report**

Organizations are advised to include the facts regarding what actually occurred (failure to disclose information can result in additional charges or more severe sanctions). If a violation has occurred, the organization should discuss what action has been, or will be, taken within the organization to prevent such an incident from being repeated in the future. Organizations should make certain to list the names of all individuals involved.

After the president or team captain has conducted an investigation into the matter, the president or team captain will submit a report indicating the findings of their investigation to the Chair and the Vice Chair of the Judicial Board. If the Chair and Vice Chair determine that additional investigation is warranted, the Chair will notify the involved parties and communicate what additional evidence or witnesses are requested.

### **4. Review and Decision by the Judicial Board**

The Chair of the Judicial Board will call a meeting of the Board. The Judicial Board will review information regarding the alleged charge(s) and the investigative report submitted by the organization. The Judicial Board will then determine one of the following:

- a) The alleged violation is not substantiated and no further action is necessary;
- b) The alleged violation is substantiated and the action taken by the organization is sufficient; or
- c) The alleged violation is substantiated and sanctions, or additional sanctions, will be determined by the Judicial Board.

If the alleged violation is determined to be unsubstantiated, the Judicial Board will deliver a letter to the president or the team captain, the advisor, and the national organization if applicable, indicating that the charge(s) has been dismissed.

If the alleged violation is determined to be substantiated, the Judicial Board will deliver a letter to the president or team captain, the advisor, and the national organization if applicable, indicating one of the following:

- 1) The Board believes that the student organization has taken sufficient action to address the issue (assuming sufficient follow through occurs); or,
- 2) The internal actions appear insufficient and the Board believes that specific sanctions are necessary, in which case, the Board will set sanctions and deliver the sanction letter to the president or team captain, the advisor, and the national organization if applicable. While some sanctions may be punitive in nature, often sanctions are administered to be educational or developmental for the organization.

Often, the University will only take action against the organization as a whole; however, depending on the violation(s), the University reserves the right to proceed with individual disciplinary action if it is deemed that student misconduct has occurred as defined by the Student Disciplinary Procedure.

## **IV. Standard of Proof**

In determining whether or not a violation has occurred, the Judicial Board will use the preponderance of evidence standard of proof. A preponderance of evidence means such evidence as, when considered and

compared with that opposed to it, has more convincing force and produces in the minds of the Board members the belief that the alleged violation more likely occurred than not.

## **V. Appeal Process**

An organization against which sanctions have been imposed may, if the organization feels that either the decision that a violation occurred or the sanctions are inappropriate, appeal the decision or sanctions.

If the student organization believes that there is substantial evidence that the decision rendered was arbitrary or capricious, or that the sanctions imposed are inappropriate, the president or the team captain may appeal to the Vice President for Student Life, and the Vice President, or his or her designee, shall consider the request. The request shall be made in writing within three school days of the organization receiving the decision and sanctions. The Vice President for Student Life shall review the case and may confer with the Chair of the Judicial Board, and with any party or witness he or she deems advisable. If the Vice President finds substantial evidence exists that the decision rendered regarding whether a violation occurred was arbitrary or capricious, he or she may reverse the decision. Otherwise, the Vice President for Student Life shall affirm the decision. In reviewing the appeal of sanctions, the Vice President shall, based upon the review with the Chair of the Board, decide to:

- a) Let the sanctions stand;
- b) Modify the sanctions or impose different sanctions; or
- c) Suspend the sanctions.

The decision of the Vice President for Student Life is final.

## **VI. Procedures Applicable to the Judicial Board**

### **1. Disqualification**

A member of the Judicial Board shall disqualify himself or herself if he or she feels that, in reaching a decision as to whether or not a violation occurred, he or she cannot act on the weight of the evidence without bias or prejudice. If the student organization is aware of some fact which would disqualify a member of the Judicial Board, it should notify the Chair of the Board. If the Chair determines that the member should be disqualified, the Vice President for Student Life shall appoint a replacement with the same or similar membership qualifications as the disqualified member.

### **2. Judicial Board Rules**

The Judicial Board may adopt specific procedural rules for hearings, provided such rules are not inconsistent with University standards for hearings. These rules may provide for the recess of a hearing if the Chair feels that a break is needed due to the length of time the hearing has proceeded.

**3. Judicial Board Hearing Date** The Judicial Board will make a reasonable effort to meet to hear the case within ten school days after the student organization has submitted its investigative report or within a reasonable amount of time if the hearing timeframe would fall during a University holiday, break in the semester(s), during the summer months, or until a quorum of the Board is available.

**4. Quorum** A quorum for a hearing is two faculty and/or staff members and three student members. All decisions must be by a majority vote.

### **5. Confidentiality**

All members of the Judicial Board must sign a confidentiality agreement at the beginning of each academic year in order to serve on the Judicial Board. All proceedings conducted before the

Judicial Board must be kept confidential by the Judicial Board. At the conclusion of all proceedings regarding a specific matter, the Chair of the Judicial Board is the sole spokesperson for the Board and is permitted to communicate regarding any findings, conclusions and sanctions, or any other matter as he or she deems appropriate.

#### **6. Who May Attend**

Only members of the Judicial Board may attend the hearing unless witnesses or other involved parties are asked to appear. Witnesses or other involved parties who are asked to appear before the Board may only be present during times determined by the Chair. Lawyers representing the student organization or the University or witnesses are specifically prohibited from attending any portion of the hearing.

#### **7. The Hearing**

The Judicial Board is presided over by the Chair. The Chair is in charge of the hearing and has broad discretion. The Chair shall exercise control over the conduct of all persons participating in the hearing. The Chair shall act as a hearing examiner by developing the facts and evidence necessary to enable the Board to make a decision as to whether or not a student organization violation occurred. In so doing, the Chair may exclude irrelevant, immaterial, and unduly repetitious evidence.

In order to clarify issues, resolve inconsistencies or conflicts in information, or to ascertain facts, each member of the Board may ask questions of any person appearing before the Judicial Board.

#### **8. Evidence**

In order to preserve the objectivity of the members of the Judicial Board, no person may present evidence regarding a case to a member of the Board prior to a hearing.

The Chair may present information regarding past violations of the organization if such evidence shows a pattern of behavior that has bearing on the case being heard.

#### **9. Failure to Appear**

The burden is on the student organization to have its witnesses present at a hearing when requested by the Judicial Board.

### **VII. Types of Sanctions**

#### **A. Warning**

Written warning to the student organization that members of the organization have engaged in misconduct by violating university rules, regulations, or policies and that continuation or repetition of misconduct may result in more severe sanctions.

#### **B. National Office Notified**

Notification of the offense and sanctions sent to the organization's national office (if applicable).

#### **C. Probation**

Written notice explaining the serious nature of misconduct and outlining the terms of probation. It is possible for the terms of probation to include other requirements or restrictions including, but not limited to, community service, fines, educational classes or initiatives, and/or prohibition from participation in social and co-curricular activities.

**D. Restitution** Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student organization's misconduct.

**E. Eviction** Restriction or removal from campus facilities as designated in a written notification.

**F. Suspension** Termination of the student organization's status at the University for a specified period of time.

**G. Revocation of Charter** Termination of the student organization's status at the University permanently or for an indefinite period of time. This sanction will be automatically appealed to the Vice President for Student Life.

## **EXAMPLES OF SANCTIONS FOR ALCOHOL VIOLATIONS**

**In all cases, the nature of the violation will determine the sanctions administered.**

For example, a student organization may be suspended for a first offense. The sanctions listed below are simply informational in nature to give student organizations a general idea of the types of sanctions that may be administered.

### **1st Offense**

- Probation for one semester
- National office notified of the incident (if applicable)
- \$500 fine (to be given to the University for alcohol education)
- In cases of alcohol violations, the group may be required to propose an alcohol awareness program/speaker for their organization and the campus (to be approved by the administration) or the group may be required to attend a Victims Impact Panel

### **2nd Offense**

- Probation for one calendar year
- National office asked to come and investigate (if applicable)
- Provide a report regarding what the organization is doing to address the use of alcohol at gatherings
- \$1000 fine (to be given to the University for alcohol education)
- No social activities (or competitions in the case of sport club) for one semester

### **3rd Offense**

- Placed on notice that the charter will be suspended with another violation National office notified again (if applicable)
- \$2000 fine (to be given to the University for alcohol education)
- No social activities (or competitions) for one year
- No new members during the next recruitment period

### **4th Offense**

- Student organization suspended

## **EXAMPLES OF SANCTIONS FOR HAZING VIOLATIONS**

**In all cases, the nature of the violation will determine the sanctions administered.** For example, a student organization may be suspended for a first offense. The sanctions listed below are simply informational in nature to give student organizations a general idea of the types of sanctions that may be administered.

### **1st Offense**

Depending on the nature of the violation, more severe sanctions may be administered on the first violation.

- Probation for one year
- National office notified of the incident (if applicable)
- \$500 fine (to be given to the University for hazing prevention education)
- Required to provide a report outlining the organization's plan to educate the members about hazing
- Members must attend an educational seminar (specifics to be detailed in the sanction letter)
- The new member program will be reviewed with the Director of Student Activities (or his or her designee) prior to the next recruitment period
- No new members during the next recruitment period
- Restriction of activities as specified in the sanction letter

### **2nd Offense**

**Depending on the circumstances, a second violation may result in a suspension.**

- Probation for two or three years
- National office asked to come and investigate (if applicable)
- \$1000 fine (to be given to the University for hazing prevention education)
- Required to provide a report outlining the organization's plan to educate the members about hazing
- Members must attend an educational seminar or the organization may be required to present a special seminar for their members (specifics to be detailed in the sanction letter)
- No new members during the next recruitment period
- The new member program will be reviewed with the Director of Student Activities (or his or her designee) prior to the next new member program
- The organization's president or team captain must meet with the Director of Student Activities (or his or her designee) at least once a month for the next semester to provide an update on the progress of the organization
- Restriction of activities as specified in the sanction letter
- Placed on notice that the charter will be suspended with another violation

### **3rd Offense**

- Student organization suspended

### **Policies to Review**

Organizations are encouraged to review the Policies for Student Organizations and the General Expectations of Baylor Students as defined in the Student Disciplinary Procedure. All of these items may be found on the Baylor website under Student Policies and Procedures.

### **Questions**

If organizations have questions regarding this document or other information related to student organization violations, they should contact the Dean for Student Development at 710-1020 or the Director of Student Activities at 710-2371.

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