



BAYLOR
UNIVERSITY

STUDENT ACTIVITIES

**BAYLOR UNIVERSITY STUDENT ORGANIZATION
POLICIES & PROCEDURES 2017-2018**

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WELCOME TO STUDENT ORGANIZATIONS

The Department of Student Activities desires to support and encourage all student organizations, student leaders, and advisors at Baylor University. We achieve this goal through personal relationships, training sessions, and, in this case, printed materials.

Student organizations are chartered by the University to allow current students to gather together in unison behind a shared mission. These organizations contribute positively to the campus, adhere to expectations for the entire Baylor community, and abide by all University policies governing both individual students and student organizations. Groups of students not chartered by the University may not affiliate themselves with Baylor University, the Department of Student Activities or other official university organizations. Many benefits are extended to chartered student organizations, such as the ability to reserve campus spaces, the ability to advertise for organization activities on campus, and the ability to apply for funding through the Student Government Allocation Fund.

Please review this manual to understand the stated policies and procedures for all Baylor student organizations. These expectations exist to guide, support, empower, and even protect organizations as they operate during the upcoming academic year. As a student organization member or advisor, it is paramount that you are well-versed in these topics to lead your organization properly and achieve both the organization's mission and intended goals. Inside you'll find information regarding practical topics as well as philosophical underpinnings, and come to understand that Student Activities will partner with your organization to help achieve your goals.

If you have any additional questions please come by our office on the first floor of the Bill Daniel Student Center (The SUB) or call us at 254-710-2371. For your convenience, these policies and procedures are also available online on our website: <http://www.baylor.edu/studentactivities>.

Thank you, and best wishes to you and your organization this upcoming year!

UNIVERSITY DEPARTMENTAL GUIDE

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

Department of Student Activities

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

One Bear Place #97074

Waco, Texas 76798-7074

254-710-2371

254-710-2622 (fax)

www.baylor.edu/studentactivities

student_activities@baylor.edu

Baylor Dining Services

Office Location: 2100 River Street

One Bear Place #97106-7106

Waco, Texas 76798

254-710-1414

800-583-0583 (toll free)

www.baylor.edu/dining

Baylor Sciences Building Facilities

Office Location: Baylor Sciences Building, E.128

One Bear Place #97046

Waco, Texas 76798-7046

254-710-1579

254-710-2405 (fax)

www.baylor.edu/bsb

Campus Living & Learning

Office Location: Penland Hall (1110 S. 5th St.)

One Bear Place #97076

Waco, Texas 76798-7076

254-710-3642

254-710-3667 (fax)

www.baylor.edu/cll

Institutional Technology Services

Office Location: Dutton Parking Garage

One Bear Place #97268

Waco, Texas 76798-7268

254-710-2711

254-710-4357 (help line)

<http://its.baylor.edu>

Student Conduct Administration

Office Location: Robinson Tower, Suite 270

One Bear Place #97073

Waco, Texas 76798-7073

254-710-1715

254-710-2562 (fax)

<http://www.baylor.edu/studentconduct/>

Office for Collegiate Licensing

Office Location: Simpson, Suite #254

One Bear Place #97108

Waco, Texas 76798-7084

254-710-3043

254-710-3465 (fax)

www.baylor.edu/licensing

Office of Risk Management

Office Location: Pat Neff Hall, Basement

One Bear Place #97371

Waco, Texas 76798-7371

254-710-4586

254-710-6256 (fax)

www.baylor.edu/risk_management

HOW TO USE THE POLICY AND PROCEDURES MANUAL

This manual is provided as a tool to assist leaders and organizations. Student organizations are encouraged to use this manual regularly to verify compliance with University policies and to ensure the organization's good standing with the Department of Student Activities.

The Quick Reference was developed to aid in finding pertinent policy content efficiently. Additionally, a University Departmental Guide (page 6) is provided to aid leaders and organizations in conducting business.

Policy Origins

All policies, procedures, and addendums identified in this document are reviewed annually by all relevant departments and/or a review committee composed of faculty, staff, and students, and forwarded for approval through the Director of Student Activities, Dean for Student Learning and Engagement, and Vice President for Student Life. Baylor University and the Department of Student Activities reserve 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 and chartered student organizations. All changes to the policy will be noted on the Department of Student Activities website at the time of adoption. The *Student Organization Policies and Procedures Guide* is general information only and it is not intended to be all-encompassing. Baylor University rules, regulations, and policies applicable to students are listed in the policies and procedures and other student-related publications. It is the responsibility of the student to view revisions online or to obtain revisions from the Department of Student Activities or other appropriate 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 University policies, guidelines, and regulations. The policies and procedures identified in this document are reviewed annually by all relevant departments.

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 this information is from the Baylor web site 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 Director of Student Activities at 254-710-2371.

GENERAL POLICIES FOR STUDENT ORGANIZATIONS

Baylor University values the rich opportunities for learning, service, spiritual formation, cultural understanding and leadership development that student organizations provide. Consequently, the university empowers the Department of Student Activities to review and recommend for charter approval student organizations that are consistent with university's mission and meet the requirements as noted within the chartering process. A student organization may not use University resources, including the University's name, facilities, or technology services, to engage in activities contrary to or in support of causes that conflict with the University's mission, values, and/or policies.

Chartering a Student Organization

The following are required steps to becoming a recognized student organization:

1. Meet with Student Activities

Schedule a meeting with the Graduate Apprentice for Student Organizations to discuss the proposed organization and to secure the appropriate forms.

2. Review Organization Policies

Become familiar with institutional policies, specifically student organization policies for officers, advisors, and activities, to ensure that the proposed organization will adhere to expectations for the entire Baylor community.

3. Identify Organization Advisors

Enlist at least one full-time faculty or staff member as an advisor for the organization. Two advisors are recommended and preferred for each student organization. Additional advisors may be obtained as necessary. (For additional information go to Advisor section of policy.)

4. Complete Documentation

Complete the appropriate forms. Student organizations are chartered only once, but each must complete a registration form and roster each semester. The following forms must be completed before recognition and registration are considered:

- a. Application for Recognition
- b. Roster Form
- c. Constitution or By-Laws

All documents (including the constitution) must be signed by both the organization president and the advisor. Unsigned forms will be returned.

5. Submit Documentation

Submit printed copies of the completed forms to the Department of Student Activities in person. If the application is recommended for recognition, the application will be reviewed by the Director of Student Activities, Dean for Student Learning and Engagement, and the Vice President for Student Life for final approval. After receiving a recommendation for recognition, the organization is classified as an interest group. Interest groups may advertise, reserve campus facility space, and host interest meetings for prospective members.

- Please note that religious organizations must proceed through additional approval steps including review by the Spiritual Life Advisory Committee, the University Chaplain, and the President of the University.

6. Attend Charter Workshop Series

Approved organizations' designated officers will attend a workshop series designed to help prepare them to lead their respective organizations. A minimum of two officers are required to attend all workshops, and the workshop series will culminate with an official recognition ceremony for all

organizations. As soon as the organization is recognized at an official recognition ceremony, it may begin operating and meeting.

Timeline for Approval

Each semester two opportunities to charter an organization will be offered. Potential organizations that submit completed documentation by the required deadline may participate in the chartering process. Organizations that do not complete and attend all workshops will not be included in the recognition ceremony; they may not operate as a student organization until all workshops have been completed. For additional information go to <http://www.baylor.edu/studentactivities/organizations/index.php?id=74706>.

Greek Life Expansion Policy

Greek letter fraternities and sororities, defined as single sex social Greek letter organizations, may establish chapters at Baylor University only through formal invitation extended by the University. Invitation is contingent upon the applicants meeting the criteria outlined in the Department of Student Activities Greek Life Expansion Policy. Please refer to this addendum for additional information.

Application Process for Expansion of Greek Letter Organizations

1. Application process will begin by contacting the Greek Life office in the Department of Student Activities. Any group of students wishing to become a recognized Greek letter organization at Baylor University must first petition the Associate Director of Greek Life and/or his or her designee.
2. All Greek letter organizations must be approved through the procedures outlined in the Department of Student Activities Greek Life Expansion Policy prior to seeking recognition from the Department of Student Activities to be a chartered student organization. All social Greek Letter organizations will be governed by one of the four recognized councils – Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), Panhellenic Council (PHC), or Multicultural Greek Council (MGC).

Baylor University Policy for Religious Organizations

Baylor University is governed by a 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. Baylor may charter and grant official recognition to other Christian organizations according to the process outlined below.

Process for Chartering Religious Organizations

The potential organization must submit an application for recognition, a constitution, a registration form, and a roster (i.e., the same requirements as all student organizations). Additionally, religious organizations requesting charter must:

- Affirm their consonance with the basic tenets of the Statement of Common Faith included herein; and
- Submit a statement of their faith.

Submit printed copies of the completed forms to the Department of Student Activities in person. Requests for charter will be reviewed by the Spiritual Life Advisory Committee. After reviewing all of the materials submitted, the Spiritual Life Advisory Committee will make a recommendation to the Vice

President for Student Life concerning the approval or disapproval of charter. If the Spiritual Life Advisory Committee recommends a charter, the Vice President for Student Life will consult with the President of the University before making a final decision.

In order to maintain a charter, the leadership of the organization must operate the organization in a manner consistent with its mission and the policies and procedures of the University, including submission of a registration form and current roster each year (i.e., the same requirements for all student organizations). Additionally, the campus minister affiliated with the organization or senior officer of the organization will meet with the Chaplain each semester. The campus minister, if applicable, must participate in the Community of Campus Ministers (CCM).

Statement of Common Faith

We believe in the one living God, the Creator of heaven and earth, revealed in three persons: Father, Son, and Holy Spirit. We believe in Jesus Christ, the Word become flesh, fully God and fully human, who died for us and was raised from the dead and ascended into heaven. Christ's return will complete God's redemptive mission. We believe in the Holy Spirit, God's presence with us, who leads us to grow in faith.

We believe that the Bible is the divinely inspired authority for life and faith. We believe that humans were created in the image of God. Because humans have sinned from the beginning, they are separated from God and stand in need of redemption. Salvation comes by grace through faith in Jesus Christ. We believe that the church is the gathered community of believers, serving as the body of Christ in the world.

Voluntary Inactive Status and Reactivation Process

An organization may, at any time, choose to become inactive while not dissolving the official charter of the organization. The organization president and advisor must notify the Department of Student Activities of the desire to become inactive, at which point all official functions of the organization will cease. Organizations may also be declared inactive by Student Activities for failure to comply with organizational expectations.

At any time, an inactive organization may seek to reactivate under the original charter. Organizations that remain inactive for less than two years may gain active status by reaching compliance with Student Activities' organizational expectations. Organizations that remain inactive from two to five years must complete the reactivation process to regain active status. This process requires an initial meeting with Student Activities, followed by submission of the appropriate materials to reactivate the existing charter:

- Application for Organization Recognition
- Roster Form
- Constitution or By-Laws

After completing all requirements of the reactivation process, including approval by the Director of Student Activities and completion of the charter workshop series and/or the Student Organization Summit, the organization may begin operating and meeting.

Organizations that remain inactive for more than five years must be re-chartered by the University.

STUDENT ORGANIZATION RECOGNITION

Organizational Expectations

Student organizations may operate after they are officially chartered with Baylor University. Student organizations are expected to renew their Connect page annually with the Department of Student Activities, operate within their stated mission, and abide by all University policies governing student organizations. Failure to adhere to recognition policies and/or guidelines may result in the loss of privileges and/or loss of University recognition. This decision is vested with the Vice President for Student Life. To maintain its official university recognition, a student organization must:

- Provide a current roster of officers and members to the Department of Student Activities by September 15 of each fall semester and February 1 of each spring semester. Roster information must be updated by renewing the organization's portal profile in the Connect online management system and by updating the People tab of the organization's Connect portal throughout the academic year whenever the membership or officers change.
 - Organizations that do not renew their Connect portal profiles for two consecutive semesters will be declared inactive by the Department of Student Activities.
 - Organizations with less than five members for two consecutive semesters will be declared inactive by the Department of Student Activities. Student organizations which do not meet these criteria may remain active if the organization applies for and receives an exemption from the Department of Student Activities.
- Provide a current student organization constitution and/or bylaws;
- Recruit and retain at least one full-time faculty or staff member who advises the organization and attends off-campus meetings and social functions. Graduate students may serve as secondary advisors (see advisor under Student Organization Membership and Structure).
- Submit all events for approval, including regular scheduled meetings, on the online Event Registration form through the Department of Student Activities in compliance with established calendar requirements.
- Provide at least one executive officer to participate in all mandatory student organization meetings as instructed by the Department of Student Activities. Student leaders will receive information regarding updates to University policies and procedures, leadership development opportunities, and state-mandated risk management training.
- Provide at least one officer to attend additional trainings as required by the Department of Student Activities.

For additional information regarding the registration of events, membership, and submitting online rosters, please visit the Student Activities web site at: www.baylor.edu/studentactivities

Connect

Baylor University student organizations are required to send at least one officer to participate in all mandatory student organization meetings (including training modules) in person or online for the Connect software system each academic year. Failure to comply with any one of these expectations may

prohibit the student organization from hosting events, with the exception of general business meetings, for the remainder of the academic year.

Risk Management Policy

In accordance with Texas state law, all Baylor University student organizations, with the exception of the academic student organizations that meet all of the listed criteria below, are required to attend a risk management program offered each semester by the Department of Student Activities in conjunction with Risk Management, Student Conduct Administration, and the Office of General Counsel. Due to the low level of risk involved in their activities, academic student organizations that meet all of the following criteria are exempt from attending this risk management program:

- Exist solely for honorary, achievement-based academic purposes
- Induct new members without hosting recruitment events or activities
- Host only induction ceremonies (and not any other events throughout the course of the semester)

Who Must Attend

All Baylor University student organizations are required to send officers and advisors to the mandatory risk management program. Representatives must include, but are not limited to, the organization president (or equivalent), risk management officer (or equivalent), and organization advisors. The risk management program is open to all students and is strongly recommended to all officers and advisors of all student organizations.

Attendance

The Department of Student Activities will maintain attendance records for the risk management program for no less than three years as mandated by Texas state law. Officers for organizations must demonstrate attendance at a minimum of one risk management program for the duration of their term in elected (or equivalent) office.

Advisors serving multiple years with a given organization must attend their first year of service and at least once every three years thereafter in order to familiarize themselves with changes and/or updates deemed appropriate by University officials.

Report to Organization

In accordance with Texas state law, student representatives and advisors are expected to report to a meeting of the full membership the content of the risk management program. This report must be conducted in a timely manner no less than three weeks following a risk management program. The Department of Student Activities may ask the student representatives and advisor(s) to verify that the report was given.

Failure to Attend

Organizations whose president (or equivalent), risk management officer (or equivalent), and advisor(s) fail to attend the mandatory risk management program, and are not exempted from doing so, will be:

- Prohibited from participating in and hosting all events (social events, priority events, student productions, intramurals, etc), with the exception of general business meetings, for the semesters in which attendance is neglected; and
- Placed on organizational probation. Failure to attend the mandatory risk management program for two consecutive semesters will result in the organization being declared inactive and losing recognition by the University and Department of Student Activities; and

- Posted on the Student Activities website on a list of non-compliant student organizations.

Content

In accordance with Texas state law, the risk management program may address any issue determined to be appropriate by Baylor University. The program must also address:

- Possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;
- Hazing;
- Sexual abuse and harassment;
- Fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device;
- Travel to a destination outside the area in which the institution is located;
- Behavior at parties and other events held by a student organization; and
- Adoption by a student organization of a risk management policy.

Constitutions

Every student organization is expected to have an up-to-date constitution and/or by-laws on file at the Department of Student Activities and to operate within their constitution and by-laws. These documents are required to contain:

- Name of organization (and any national affiliation)
- Concise statement of purpose, goals, direction, etc.
- Clear definition of membership requirements including minimum current GPA of 2.0 and cumulative GPA of 2.33 (see Academic Eligibility under Organization Management and Structure section)
- List of officers, their duties, and requirements
- Meetings and quorums to conduct business
- Process for the assessment of dues and other finances
- Amendments to the constitution
- Advisors
- Judicial Process

To submit constitution amendments for review, the student organization should submit the following items to Student Activities in person in hard copy form:

1. A revised constitution with signatures from the organization president and advisor
2. A document highlighting the revisions made from the previous constitution.

The Director of Student Activities, Dean for Student Learning and Engagement, and/or the Vice President for Student Life will review these documents and provide a confirmation decision to the organization via email.

STUDENT ORGANIZATION MEMBERSHIP & STRUCTURE

Eligibility for Participation

Students desiring to serve as a member or officer of a student organization are expected to meet the following requirements:

Students are required to be registered for and maintain a minimum of 12 semester hours. Only graduating seniors needing fewer than 12 hours for graduation are exempt from this requirement. Students with fewer than 12 semester hours due to an internship or practicum experience recognized by an academic department may request an exception to this policy at the discretion of the Director of Student Activities.

- Students wishing to pursue elected/selected officer positions within student organizations must be registered for, and continue to be enrolled in, a minimum of 12 semester hours both at the time of election/selection and during the term of office.
- Student organizations have the right to have additional requirements in place for prospective officers in accordance with their duly approved constitutions and/or by-laws.

First-semester students may seek to join any student organization immediately upon arrival at Baylor University with the following exceptions:

- First-semester students are prohibited from joining organizations which utilize a pledging or new member education process.
- New transfer students may participate in recruitment, rush, intake processes, pledging, new member education and/or be initiated. A student is classified as a transfer if he/she has attended a college during a fall or spring semester after high school graduation, obtained a minimum of 24 transfer hours and a 3.00 cumulative grade point average on all transferable hours. If the only college work completed is dual credit, an entering student is not considered a transfer student.
- Organizations which prohibit freshman student membership as outlined in their respective constitutions and/or by-laws.

Baylor University employs a deferred recruitment philosophy for first-year students participating in recruitment, rush, intake processes, new member processes, and/or to be initiated.

Requirements for all students wishing to participate in recruitment, rush, intake processes, new member processes, and/or to be initiated include:

- Completing a minimum of 12 semester hours in residence at Baylor University
- Having and maintaining a minimum cumulative grade point average of 2.67

Academic Eligibility

For membership in a student organization, students must have and maintain a cumulative minimum grade point average of 2.33 and a current minimum grade point average of 2.00 in order to maintain active membership. In order to hold a leadership position in an organization, a student must have and maintain a cumulative minimum grade point average of 2.67 and a current minimum grade point average of 2.00. Leadership positions include any and all membership roles in an organization (executive officers, minor officers, committee chairs, etc.). The Department of Student Activities reserves the right to consider extenuating circumstances when making final decisions regarding eligibility. Students may appeal their eligibility status by submitting an Academic Eligibility Appeal form to the Department of Student Activities in the Bill Daniel Student Center. Academic eligibility reviews

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will be conducted initially by the Director of Student Activities and then reviewed by the Dean for Student Learning and Engagement as applicable. Please allow up to five working days for the results of the review. For additional questions regarding academic eligibility for student organization participation, individuals may contact the Department of Student Activities.

Student organizations may have higher academic standards than Baylor's. Such student organizational academic eligibility expectations for active membership should be outlined in their approved constitutions and/or bylaws. Once enrolled at Baylor, students will be evaluated on official Baylor transcripts in order to determine eligibility for active membership.

<u>Membership status</u>	<u>GPA</u>
Leadership Eligible	Cumulative 2.67 or higher and Current 2.00 or higher
Active	Cumulative 2.33 or higher and Current 2.00 or higher
Inactive	Cumulative 2.329 or lower or Current 1.99 or lower

Students are not eligible to affiliate with a local or national collegiate social 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 organization that includes students from other schools.

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.

Inactive Member Status Based on Academic Performance

The Department of Student Activities will notify organization presidents and advisors of the names of all individuals within the organization who have been declared inactive members in based on their academic performance. Students' grade point averages will not be disclosed due to the Family Educational Rights and Privacy Act (FERPA).

Students who have been declared inactive members based on their academic performance have the following restrictions placed upon them.

Inactive members may not:

- Vote for new members, officers, or other business of the organization;
- Represent the organization in any manner, including:
 - a. Serving as an elected or selected officer;
 - b. Participating in intramurals, sport events, or competitions; or
 - c. Participating in campus-wide events including SING/Pigskin, Homecoming, etc;
- Participate in social activities of the organization except during formal rush activities.

Inactive members may:

- Participate in up to, but may not exceed, two hours per week for service activities or general meetings related to the organization, including practices, work-outs, rehearsals, etc.
- 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.

Graduate Students

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 in good academic standing as defined by the Graduate School. A graduate student may participate as either a student member of a student organization or as a secondary advisor (if he/she serves as a graduate apprentice/assistant and satisfies advisor requirements). No graduate student may serve as both an advisor and member in any student organization.

Advisors

Student organizations are required to have a minimum of one full-time staff or faculty member employed at the University serving as an advisor. Due to Fair Labor Standards Act regulation, non-exempt employees (defined as recording work hours and paid on an hourly basis), cannot serve in a voluntary capacity as a student organization advisor. That is, as a full-time, non-exempt employee, all hours dedicated to this student organization advisor role will be considered as paid-time, including overtime and will be recorded for these purposes within the employee's departmental budget. As such, written approval from the direct supervisor is required to be provided to the Department of Student Activities prior to serving in this capacity.

Graduate apprentices/assistants who have fully completed all undergraduate requirements and who work within a university department that has a formal relationship with a specific student organization may also may serve as secondary advisors if one full-time employee (staff or faculty) is the primary advisor of record and the graduate apprentice supervisor approves. A graduate apprentice/assistant may not serve as the only (or primary) advisor to any student organization. Graduate students may not approve online event registration requests, student organization rosters, or t-shirt or product requests, etc. for student organizations. Graduate apprentices/assistants may attend off-campus and overnight events as a representative of the University pending approval and completion of the appropriate training as delivered by the Department of Student Activities. Further, graduate students may participate as either student members of a student organization or as a secondary advisor but not both at the same time.

The Role of an Advisor

The student organization advisor's role is as follows:

- To provide guidance for understanding Baylor University policies and procedures 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 appropriate.
- To attend, as the University representative, all off-campus and overnight activities providing guidance and support and assuming leadership in the event of an emergency.

An 'Advisor Expectations' agreement form will be included as an addendum to the policy guide for all student organization advisors to sign at the outset of their initial term of service that summarizes the advisor role in a manner consistent with current policy practice. The suggested agreement document outlines expectations of and support of advisors.

Exceptions to Advisor Attendance at Organization Events

- 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 go to the location occasionally to check progress and provide encouragement to the organization membership.

Substitute Advisors

If a primary advisor is unavailable to attend an off-campus or overnight event, one or more substitute advisors may attend in his or her place with appropriate notice to and approval from the Department of Student Activities. Substitute advisors may be current Baylor faculty or staff with sufficient knowledge and experience serving in an advisory role. Graduate students who have fully completed all undergraduate requirements and who work within a university department that has a formal relationship with a specific student organization may also qualify to serve as a substitute advisor. All substitute advisors must also complete appropriate training prior to the event as delivered by the Department of Student Activities. Appropriate notification includes submitting a written request of the intent to have a substitute advisor 48 hours prior to the event and appropriate approval is the receipt of a written response from the Department approving the request.

Organizational Considerations for Advisors

Student organizations must give the following considerations to their advisors:

- The leaders of the organization are expected to consult advisors well in advance of all activities and obtain their approval before plans are finalized. Advisors may refuse to approve any activity that they believe is not consistent with the university mission, policy, or procedure, or is not in the best interest of the organization and/or its members.
- The organization is expected to keep the advisor informed of all organization business. A calendar of events for the entire semester is to be given to the advisors; also, two weeks before an event, a personal invitation is to be extended to the advisor. It is an expectation that advisors are welcome to attend any meeting (committee or executive meetings included) at any time.
- The organization is expected to 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 or 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
- Behavior resulting in unreasonable and/or unnecessary risk for students

Student organizations may have the right to remove an advisor from his or her role with the organization. Should a student organization believe it is in the best interest of the organization to remove an advisor, the following steps should be taken:

1. Student organization leadership meets with the advisor to address and explain any concerns regarding the advisor's role in the organization.
2. Student organization leadership and advisor agree on a specified period of time for the concerns to be properly addressed.
3. If concerns are not addressed adequately, then the organization must submit a request to remove the advisor to the Department of Student Activities. Formal requests must include reasons and justifications for the removal.
4. Only after approval from the Department of Student Activities may an organization inform an advisor that he or she has been removed from his or her responsibilities and/or affiliation with the organization.

Involvement by Non-Baylor Students, Faculty, or Staff

Under limited circumstances the Department of Student Activities, in consultation with a given student organization, may determine that outside involvement by members of the extended Waco community (i.e., those not already serving in official advising capacities) will serve to enhance Baylor's mission and the mission of the student organization. Student organizations desiring such involvement by outside individuals must seek written approval by the Department of Student Activities and comply with any conditions specified by the department including, but not limited to, the signing of release forms and acknowledgement of Baylor student organization policies and procedures.

Under no circumstances may an outside individual be an officer, voting member, or have any other membership status/authority within the organization as Baylor student organizations are to be run/governed by Baylor students only. The Department of Student Activities will hold the student organization responsible for all conduct occurring at its meetings or events, whether by members or outside individuals.

Outside individuals are expected to adhere to all University policies and procedures, and are not to perform roles designated for student organization advisors. The Department of Student Activities may remove any outside individual for behavior that does not align with the mission of the University or the organization.

New Member Procedures

Baylor University policies supersede policies set forth by national headquarters or sponsoring entities for all 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 which do not require rush events or activities for membership 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.

Organizations Participating in a Recruitment Process (Pledging)

New member education program proposals must be on file in the Department of Student Activities no less than four weeks 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 new member event. An updated, comprehensive calendar of new member events and activities must be submitted no less than seven working days prior to the first new member event. No student organization shall make any requirement of any new member which is not listed in the statement filed.

New Member Education Requirements

- All new member programs are limited to a maximum of five weeks from the beginning of the new member period 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.
- New member activities may not take place in any on-campus dining facility, 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 private residences with the exception of the full-time faculty or staff advisor's home when he/she is present at the event.
- Instances of impropriety must immediately be brought to the attention of the organization's president, advisor, judicial officer, or new member educator, and the Department of Student Activities.
- As a part of the education program, active members serve alongside new members within the organization or club, with a designated officer providing overall oversight to the new member education program. Examples include, but are not limited to:
 - New members may be given membership 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 notebook.
 - New and current members may have one-on-one or group interviews to get to know each other.
 - New members will not be required to secure the signatures of active members.
 - New members will not be prescribed a form of greeting.
 - New members may wear new member 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 new member 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 organization 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.

BAYLOR UNIVERSITY STATEMENT ON HAZING

Baylor University abides by 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.

Definition of a New Member

A "new member" is defined as 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. Participating in a new member education process 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 Policy

"Hazing" is defined as 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 any type of:

- Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- 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;
- 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;
- 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
- Activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Personal Hazing Offense

A person commits an offense if the person:

- engages in hazing;
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- recklessly permits hazing to occur; or
- has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or has firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report that knowledge in writing to Dean for Student Learning and Engagement 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, new members, 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 Dean for Student Learning and Engagement 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 Student Conduct Administration or the hazing bill may be viewed in its entirety at the "[Texas Legislature Online](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm)" website at: <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.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.

DEFINITION OF STUDENT ORGANIZATIONAL ACTIVITIES AND UNIVERSITY-RELATED ACTIVITIES

The Department of Student Activities recognizes events and activities that meet any or all of the following criteria as being student organizational activities which includes, but not limited to, events or activities:

- Paid for by student organizational funds
- Either approved by or required to be approved by the Department of Student Activities via the online Event Registration form
- Using the Baylor University name, organization name, or trademarks in the event or activity name, advertising, and/or marketing
- Serving as recruitment activities for the student organization
- Publicize using chapter resources, including but not limited to, Facebook, Twitter, Listserves, announcements in meetings, and/or websites

Student organizational 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 that may be considered "University-related activities" may still be the responsibility of the student organization as outlined below.

Baylor defines a "University-related activity" as 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
- 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 organization being held responsible, members and officers may also be held responsible as individuals for their roles in any violation of University policy

EVENT PLANNING

Ultimate responsibility for any actions at an event or an approved overnight facility being used for an event rests with the organization. Students are at all times accountable to the University while attending on-campus, off-campus and overnight events and therefore are responsible for conducting themselves in a manner consistent with University policies and procedures as well as representing themselves, their organization, and the university in a positive light. The official calendar of events is kept by the Department of Student Activities.

Students may request an exception to policy by completing the Exception to Event Request Guidelines form within the Connect system. Exceptions may be considered on a case-by-case basis by the Director of Student Activities.

Approval for an Organization Event

- Events may not be scheduled more than one calendar year in advance.
- Every event, including weekly meetings, new member activities, and off-campus or out-of-town events, must be submitted for approval to the Department of Student Activities through the online Event Registration form within the Connect system (www.baylor.edu/baylorconnect) at least one week in advance. Anything submitted less than 72 hours before an event may not be approved.
- Event requests involving contracts, insurance requirements, outside businesses or agencies, non-Baylor participants, a large number of participants, multiple Baylor resources and/or departments, or other complex activities, or if the event is out-of-town or overnight, approval is to be requested **one month in advance**. Events with the aforementioned characteristics may require additional review and approvals from additional university personnel and, based on the event review process, a student organization advisor may be required to be in attendance throughout the duration of the event.
- Event approval may only be given by the Director of Student Activities or his/her designee after an Event Request has received the approval of one of the organization's full-time advisors.

Time Regulations

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

- Before the first day of classes or after the last day of classes in the fall and spring semesters
- Sunday-Thursday past midnight

- After 1 a.m. on Friday and Saturday
- Sundays before 1 p.m.
- Official University Holidays
- During Study Days and Final Exams
- During protected priority events
 - Organizations may plan events during appropriate and designated times during Homecoming Week with expressed written permission from the Department of Student Activities.
- Home football game dates
 - Events are prohibited two hours prior to the start time and until three hours after the start time unless the event is in conjunction with the football game.

Priority Events

Baylor University reserves the right to restrict the scheduling of events for designated priority events as determined by the Department of Student Activities. The events include, but are not limited to, Late Night, Homecoming Week (Thursday – Sunday), Christmas on 5th Street, and Diadeloso. Student organizations may request exceptions to the priority event policy by submitting an Exception to Event Request Guidelines Form no less than 14 days in advance of the event.

General Expectations for 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 a facility off campus. Exceptions may be made for storage facilities, float sites, and/or practice (i.e., Sing/Pigskin, athletics) facilities. Owners and managers are not held accountable, but the organization is responsible to the university. Any sign identifying the organization with a building is prohibited.
- 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.
- Student organizations and individual members may be held responsible for events preceding and following student organization events.
- The sponsoring student organization will be held responsible for addressing the conduct of all attendees and/or notifying university personnel.

Expectations for Off-Campus Events

- Prior to approval, an off-campus facility is to be identified and a non-binding hold placed for the function. Venues where alcohol or other Baylor-prohibited activities are the main attraction may not be approved.
- A full-time student organization advisor or an approved Substitute Advisor who completes Student Organization Advisor Summit training must attend all off-campus events.
- 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 approved Substitute Advisor who completes Student Organization Advisor Summit training and have that individual approved by the organization's advisor and the Associate Director or Director of Student Activities.
- Private residences may not be used for off-campus activities/events. However, the residence of the full-time faculty/staff advisor may be used if the advisor is present throughout the activity/event.
- The Department of Student Activities reserves the right to reject any off-campus event.

Expectations for Overnight or Out-of-Town Events

- All overnight and out-of-town events must be registered no less than one month prior to the date of the event using the online Event Registration form.
- Overnight events may not involve non-members.
- One one-night overnight retreat activity per organization will be permitted each semester.
 - Club Sports may travel (including overnight events) for recognized athletic competitions as often as deemed necessary and appropriate by the Assistant Director of Campus Recreation. Club Sports may find additional travel expectations and procedures in the [Sport Club Manual](#), provided the [Sport Club Manual](#) policies do not contradict the policies contained within this guide.
 - Exceptions may be requested and will be considered on a case-by-case basis by the Director of Student Activities.
- Expectations 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 procedures.
- Trips beyond 125 miles are prohibited unless all members and guests of the organization travel on commercial transportation including chartered buses with bonded drivers, commercial airlines, or rented vans with University-approved drivers (i.e., faculty, staff, or students) according to the mileage requirements. Exceptions may be granted at the discretion of the Director of Student Activities.
- Students may provide their own transportation (personal vehicles) for trips or events occurring within 125 miles (one way) of campus and fewer than 51 participants.
- 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	50-125 Miles	126 - 350 Miles	350+ Miles
Number of Organization and/or Guest Participants				
1-25 Participants	Personal vehicles	Personal vehicles	Commercial and/or chartered vans	Commercial and/or chartered vans
26-50 Participants	Personal vehicles	Personal vehicles	Commercial and/or chartered vans	Charter Bus or Commercial Air
51+ Participants	Personal vehicles	Commercial and/or chartered vans	Commercial and/or chartered vans or bus	Charter Bus or Commercial Air

**Please note that when securing the services of charter transportation, the organization is doing so on behalf of the organization and *not* Baylor University.

- Advisors may drive their personal vehicles to and from events and will be expected to travel with the organization and remain with the organization for the duration of the trip. If the advisor elects to travel in their personal vehicle, the student organization will continue to cover all expenses with the exception of gas and mileage.
- 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. To view Baylor University travel policy in its entirety, visit www.baylor.edu/risk_management.

- A completed Domestic Travel Form and Participant List must be signed by the advisor and submitted to the Department of Risk Management **ten work days** before an event.
- A full-time student organization advisor or an approved Substitute Advisor who completes Student Organization Advisor Summit training must attend all overnight or out-of-town events. The name and contact number of the attending trip advisor must also be included on the Event Request 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 commercial facility shall be approved as the official overnight facility, and all members will stay in that facility. 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.
- Student drivers must submit a completed driver form for events occurring over the 50 mile travel limit. Students driving must pass a driving record check performed by the Office for Risk Management.

Driver Eligibility Checks for Personal Autos (more than 50 miles)

Risk Management will conduct driver eligibility checks on the drivers of personal vehicles for trips that are directed by Baylor faculty/staff to conduct the business of Baylor University. Student organizations driving for the sole purpose of their student organization will not be required to obtain authorized driver designation, unless directed by the Department of Student Activities.

- Students are legally responsible (and possibly liable) for all passengers in their vehicle.
- Students must carry their own insurance to cover liability.

Commercial Carrier (more than 126 miles or 51 participants)

Commercial travel carriers provide their own insurance and drivers and, therefore, assume liability for transportation. This method of transportation is mandatory for student organization travel when it involves more than 50 student participants and/or traveling distances greater than 125 miles from campus.

Forms pertaining to travel may be found at the following websites:

- Baylor Travel Form & Participant List (10 days prior)
<http://www.baylor.edu/content/services/document.php/72185.pdf>
- Authorization to Release and Obtain Information Form (Driver Approval Form) (10 days prior)
<http://www.baylor.edu/content/services/document.php/17228.pdf>
- Driving Policy
<http://www.baylor.edu/content/services/document.php/69747.pdf>

Expectations for Student Organization Service and/or Mission Trips

Student organizations wishing to provide a mission and/or service trip (either domestic or international) opportunity to their members should follow these guidelines:

- For international mission/service trips:
 - Coordinate all ministry efforts and mission trip objectives with the Department of Spiritual Life and the Director for Missions
 - A full-time faculty or staff member must commit to serve as director for the trip

- Following approval by the Director for Missions, a trip proposal must be submitted to the Center for International Education (<http://www.baylor.edu/cie>) no later than six months prior to departure.
 - The full-time faculty or staff member appointed as director for the trip must complete a formal training experience, provided by the Department of Spiritual Life. Please note that international mission/service trips will not be approved until the director completes the training experience.
 - All team members are required to attend an orientation provided by BU Missions prior to departure.
 - Submit an online Event Registration form through the student organization Connect portal for the trip no less than three months prior to the departure date
 - Comply with all policies and procedures as set by BU Missions, CIE and Risk Management.
- For domestic (continental U.S.) mission/service trips:
 - Organizations traveling for service and/or mission experiences over official University holidays (i.e., spring break, Christmas break, fall break, etc.) are required to submit information pertinent to the trip including, but not limited to:
 - Overview of service/tasks to be completed
 - Overnight accommodations (including contact information)
 - Emergency contact information for individuals leading trip
 - List of participants
 - *Additional information may be requested in order to aid the Department of Student Activities. The organization is expected to comply with all requests in a timely manner.*
 - Please note that mission/service trips are exempt from University travel policy. In lieu of University travel policy, the Director of Student Activities will work with the organization to determine the appropriate method of travel and any other considerations as necessary and appropriate.

Expectations for Blood Drive Events

Blood drives may be hosted on Baylor University's campus once every four weeks to ensure a sizable population of potential donors are available to participate. Once a blood drive is scheduled on campus, all student organizations are prohibited from hosting a similar event within four weeks of the established blood drive event date. Third-party vendors participating in the blood drive must also receive approval from Student Activities via Baylor University Health Services prior to performing collection services on campus. Additionally, blood drive collections are prohibited from occurring within campus facilities and should be staged in a mobile facility provided by the third-party vendor.

Expectations for Events Involving Political Activity

In addition to review by the Department of Student Activities, student organization events open to public display or participation which include levels of political activity (voting registration drives, hosting political speakers, etc.) will be reviewed individually by the Office of Governmental Relations (<http://www.baylor.edu/ogr>) and/or the Office of General Counsel (<http://www.baylor.edu/ogc>) to ensure the University will not be politicized. Organizations will be asked to comply with conditions set forth by the Office of Governmental Relations and the Office of General Counsel.

Expectations for Events Involving Expressive Activity

Baylor University and its Department of Student Activities values open dialogue and the exchange of ideas in a manner that is consistent with the University's mission for the purposes of education. Within this context, a recognized student organization may engage in expressive activity as long as the activity maintains the dignity of and is consistent with the mission of the University and does not infringe on the rights of others. Additionally, any recognized student organization planning to engage in expressive activity must adhere to the spirit of these expectations:

- Student organization expressive activity must be registered with the Department of Student Activities through the online Event Registration form within the Connect system 24 hours in advance and follow all guidelines as requested by Student Activities in the event approval notice.
- Only members of the Baylor University community may organize, lead, or participate in expressive activity on campus; therefore, students, faculty members, and staff are encouraged to have their Baylor University ID card in their possession to verify their ability to participate.
- Activities must not violate local, state, or federal laws, or university policy and activities must not disrupt Baylor University functions or impede access to or use of campus facilities. Similarly, chanting or sustained, repeated noise which substantially interferes with communication during a planned activity is not permitted.
- Participants may not employ amplified sound in their activities in order to avoid significant disruption of university functions.
- Signage, leaflets, or other distributable or displayable materials will be reviewed prior to expressive activity for approval. Signage should be constructed of soft materials such as cardboard or cloth and should not be attached to rigid sticks or poles.
- The University reserves the right to control time, place, message, and manner of the expressive activity.
- Commercial activity is outside the scope of expressive activity and must adhere to established solicitation policies.
- The Department of Student Activities and/or designated university personnel may intervene as appropriate for violations through expressive activity.

Expectations for Student Organization Tailgating

- Student Organization Tailgating is an alcohol and smoke-free environment.
- Any person damaging University property will be responsible for the cost of repair.
- All vehicles require a parking pass/hang tag to access the Student Organization Tailgating parking areas.
- Delineating perimeters, "staking grounds", for tailgate sites is prohibited.
- Use of motorized recreational vehicles – four wheelers, golf carts, gators, and scooters – is prohibited.
- All animals must be kept on a leash; animals are prohibited inside the stadium.
- Tents/canopies or tailgating amenities (furniture, grills, generators, satellite dishes) may not obstruct sidewalks, drive lines, or pedestrian walkways.
- All trash must be disposed of in trash receptacles and hot coals in the hot coal barrels located in the tailgating area. Hot coals may not be disposed of on the ground.
- The Department of Student Activities, Baylor Athletics, or any Baylor University entity is not responsible or liable for accidents, damage, loss, or theft of materials/items/personal property left in the tailgating area.
- Commercial activity or solicitations are not allowed on property; vendor spaces are available on game day through Baylor IMG (254-710-3076).

Food Service Policy

By contract, Baylor Dining Services shall provide, or provide and serve, all food items on the Baylor campus. Student organizations 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.

If serving food at a public event, please know that the Waco-McLennan County Public Health guidelines for food/beverage handling must be followed since non-members are participating. To comply with these guidelines you may serve pre-packaged food or drink, or provide food or drink supplied by an approved caterer. Event planners cooking and serving their own food need to apply for a Food Establishment Permit Application with the City of Waco (254-750-5464) and identify all ingredients for food allergies and post this listing at the point of sale, along with information stating whether or not the food was prepared in a commercial facility.

Official Catering Policy

Baylor University, in partnership with Baylor Dining Services, has extended the catering options on campus to include off-campus and on-campus vendors. Although Baylor Dining Services still remains the preferred provider of all food and beverage for the campus community and is still recommended for any catering function or affair on campus, approved off-campus caterers may be used as described in this policy.

- Baylor's Department of Institutional Events maintains on its website a list of University approved off-campus caterers. Visit <http://www.baylor.edu/events/index.php?id=97960> for this information.
- There is no exception to the approved list of off-campus caterers or service providers (i.e., you may not use any off-campus caterer that is not on the approved list for any campus catering needs).
- Off-campus caterers will not be authorized to use production facilities, kitchens, or pantries furnished and/or managed by Baylor Dining Services. Those facilities are:
 - Bill Daniel Student Center (1st floor kitchen, 2nd floor production facility)
 - Brooks, Memorial, East Village Dining Commons, and Penland Residential Dining Facilities
 - McMullen-Connally Faculty Center, Mayborn Museum, and Truett Seminary
- Student organizations using off-campus caterers are responsible to ensure compliance for the following:
 - Baylor University PepsiCo Beverage contract
 - Not using production facilities, kitchens, or pantries furnished and/or managed by Baylor Dining Services (see the *Information about Off Campus Caterers* section for specific locations)
 - Baylor's Campus Solicitation Policy
 - Proper clean-up and disposal of trash, etc. from the event. The sponsoring student organizations will be charged housekeeping fees if the facility is not properly cleaned up by the off-campus caterer
 - Not selling, serving, or offering alcoholic beverages on campus
 - Facility where their event is being held will allow off campus caterers to cater events
 - Notifying the appropriate campus units for the following services (if applicable):
 - Facility lock and unlock
 - Table and chair order and setup/breakdown
 - Audio/visual services and equipment
 - HVAC services

Legal Responsibilities for Events

Release Forms

The purposes of a general release and informed consent (indemnification, hold harmless agreement) are to protect a sponsoring organization from lawsuits that could arise from personal injuries and to inform the participants of the nature of the activities and any risk involved. These release forms are appropriate when the event contains an inherent amount of risk (such as events involving minors on campus, university-wide events, etc). 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. All participants must complete all relevant and pertinent release forms prior to the start of the activity. If a participant is under 18 years of age, a parent or guardian must also sign his/her form.

Assistance and Support for Legal Responsibilities

The General Counsel and the Office for Risk Management may 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 (254-710-3821). The Office for Risk Management is located in the basement of Pat Neff Hall (254-710-3867). Questions about insurance and the approval of drivers may be addressed to Risk Management as well.

Contracts

The following guidelines are used 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.

Guidelines for Consideration in a Contract Review

- **Hold Harmless Agreements:** Contracts including hold-harmless agreements often put the liability for accidents, damage, or injury onto the student organization hosting the event, often times even if the accident or the damage is caused by the other party. If the vendor will not remove this section, you may ask the vendor to add an additional section requiring the vendor to hold Baylor harmless for our acts of negligence. You may want to remove this and/or purchase additional insurance to cover any potential issues.
- **Cancellation Clauses:** Cancellation clauses often include weather related issues, illness of the performer, or other unforeseen circumstances. Pay particular attention to clauses that allow the vendor to cancel without penalty, reimbursement, or just cause. A band that fails to show up for the night of your dance but agrees to come a week later may not be of much value to your organization.
- **Insurance Requirements:** Baylor requires vendors to have \$1 million liability and \$2 million in aggregate insurance and that Baylor University be named as an additional insured. If your contract does not require this and you expect the vendor to perform their services on Baylor University's campus, please include this in your contract. Be sure to read the insurance requirements of all your contracts to make sure your organization is purchasing any insurance you are required to have in place.

Insurance

Events utilizing outside contractors, companies, or vendors require insurance certification by the University. Event planners are expected to submit all required documents to the Coordinator of Insurance & Risk Services for review a minimum of three business days before date of services proposed. It is imperative for event planners to identify vendors and provide Baylor's insurance requirements to them as early as possible. Refer questions regarding Baylor's insurance requirements

to the office of Risk Management, located in the basement of Pat Neff Hall, or by calling them at 254-710-3867.

MOVIES, FILMS, AND SPEAKERS ON CAMPUS

Public Performance (from www.mpa.org)

Unauthorized public performances refer to any showing of a movie without first obtaining the required 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

Copyright Exception

In some instances, it is not required to obtain a movie license when exhibiting copyrighted materials such as videocassettes or DVDs. 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
- 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.

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.

T-Shirts and Other Products

Permission to sell or distribute products may be given to student organizations that adhere to the following policy and complete the request form:

- Student organizations may receive permission to sell or distribute t-shirts by completing the Online Student Organization T-shirt and Other Product Request. Requirements for t-shirt approval include:
 - Detailed sketch of the shirt design. Hand-drawn sketches will not be accepted.
 - Approval from Collegiate Licensing if designs include the Baylor name and/or trademarks.
 - Approval from the Sales and Solicitation Committee if the t-shirt is being sold to anyone outside the sponsoring organization. The Solicitation Request form can be found through the online Event Registration Form and is required to be submitted for approval.
 - All aforementioned processes will be handled by the Department of Student Activities after completion of the Online Student Organization T-shirt and Other Product Request. Student

Organizations are not responsible for seeking permissions from Collegiate Licensing nor the Sales and Solicitation Committee.

Trademarks and Copyrights for T-Shirts and Other Products

Student organizations desiring to sell or distribute t-shirts or other products on campus are first required to obtain written approval through the Department of Student Activities. Permission to sell products may be given to student organizations that adhere to the following policy and complete the request form.

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:

- Written approval is expected to be obtained through the Department of Student Activities prior to submission to Collegiate Licensing by Student Activities.
- Written approval will be sent from the online product approval process by the Office of Collegiate Licensing and is required for the production of any product using registered Baylor marks.
- Production or purchase of any screen printing or embroidery work on the product requires the use of a company licensed with Baylor University. A list of licensed screen printers and embroiderers is available online: <http://www.baylor.edu/licensing/index.php?id=46178> .
- Use of the name (or letters) of the student organization displayed on the product is expected.
- 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, Family Weekend, Diadeloso, Bearathon, Christmas Tree Lighting, or similar events.
- 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. Marks to be used should not closely mimic official Baylor marks or representations that will create confusion as to the origin of the design.
- Use of any individual athlete, athletic squad, athletic team, or athletic event that the University participates in as a competitive representative of the Big 12 Conference under NCAA rules and regulations is prohibited.
- Use of 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 5% 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.
- Compliance with Baylor University Guidelines for Product/Art Approval will apply to all student organizations. For more information go to <http://www.baylor.edu/licensing>

Violations of Copyright and Trademark Guidelines

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

- For unapproved, but approvable, product designs, a 10% fine on the cost of the product will be imposed. Distribution of the product shall be stopped until the design is approved and the fine is paid. All fines will be used at the discretion of the Department of Student Activities.
- 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 used at the discretion of the Department of Student Activities. In addition, one or more of the following sanctions may be imposed:

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

Speakers for On-Campus Events

- Speakers invited to the campus for any purpose, including speaking engagements at closed meetings or events open exclusively to an organization’s membership, 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 speakers invited by student organizations. Particular concern should be taken that the University not be politicized.
- Speakers whose purposes and methods are contrary to the purposes and methods of Baylor University 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 speakers who come to the University each year. In questionable cases those planning to invite a speaker will consult with the Vice President for Student Life or his 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 the online Event Registration form to the Department of Student Activities to have the activity approved. Include in the notes box that a Speaker Approval Request form will also be submitted for approval. (Please remember that the event may not be approved until the Speaker Approval Request form and accompanying rider has been approved.)

PUBLICITY

Print Publicity

Only chartered student organizations and University departments are eligible to post information in campus facilities. 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. Improperly posted materials will be removed and discarded and violations can result in posting privileges being restricted or removed and other sanctions as deemed appropriate.

Flyers and Posters

- Approval Process:
 1. Submit a digital copy of the flyer/poster for review to the Department of Student Activities through the online Student Organization Print Publicity form within the Connect system (www.baylor.edu/baylorconnect). Allow 2 – 3 business days for completion of the approval.
 2. Once an approval has been granted, bring in all copies of the intended poster/flyer to the Department of Student Activities to be stamped. The stamping process will be completed upon delivery. Any flyer/poster without a stamp will be removed by building managers across the campus.

- Expectations:
 1. Any images or logos used in printed materials should be original artwork, purchased through an approved service, or used with express permission for those purposes.
 2. Flyers should be no smaller than 8 ½" X 11" and no larger than 11" X 17".
 3. 8 ½ x 11 or 11" X 17": 75 poster limit for non-residential campus facilities.
 4. 8 ½" X 11" or 11" X 17": 173 poster limit for Campus Living & Learning facilities.

- Posting Process:

Flyers and posters may be posted on public bulletin boards in campus buildings. Flyers and posters may not be posted on furniture, walls, windows, doors, parking facilities, bathroom stalls, classroom spaces, or other campus locations.

- Posting Process for Residence Halls:

Once flyers/posters are approved and stamped through the Department of Student Activities student organizations may bring up to 173 copies to the Campus Living & Learning office (located in Penland Hall) at least seven to ten days prior to the event. Residence hall staff will post on each floor, wing, or building. No posting is allowed by persons other than residence hall staff. All flyers that are posted in violation of these procedures will be removed and disposed.

Handouts, Mailbox Stuffers, and Table Tents

- *Approval Process:*
 1. Submit a digital copy of the flyer/poster for review to the Department of Student Activities through the online Student Organization Print Publicity form within the Connect system (www.baylor.edu/baylorconnect). Include information describing the intended distribution method (campus mailbox, information table, information distribution event, etc). Allow 2 – 3 business days for completion of the approval.
 2. Table tents placed in any of the campus dining facilities must also be approved by the Baylor Dining Services after receiving approval from the Department of Student Activities.

- Expectations:
 1. Any images or logos used in printed materials should be original artwork, purchased through an approved service, or used with express permission for those purposes.

- Distribution Process:
 1. Once handbills are approved by Student Activities the materials may be distributed in the approved distribution manner.
 2. Baylor Dining Services will permit no more than two table tents to be displayed in dining facilities at any given time. Approvals will be granted on a first-come, first-served basis.

General Chalking Guidelines

Chalking is permitted for recognized student organizations as a method of on-campus publicity. Organizations desiring to publicize an event or activity through chalking should indicate the intent to chalk in the marketing section of the relevant online Event Registration form. All campus chalking should adhere to the following guidelines:

- All chalking must include the name of the sponsoring organization. Unidentified chalking may be removed.
- Place messages on Baylor sidewalks and streets by writing with white chalk once approved. Colored chalk is not permitted. Violators will be billed for damages caused by colored chalk stains.
- Chalking on walls, steps, or sides of any building is not permitted.
- Spray chalk may not be used under any circumstances.
- Chalking is strictly prohibited in areas that are protected from rain including, but not limited to, the Brooks arch, the Baylor Sciences Building (BSB) Towers, and the steps and walks supporting the BSB plaza and fountains and patio.
- Organizations may begin chalking no more than **seven days** prior to a scheduled event.

Door-to-Door Distribution of Promotional Items, Flyers, and/or Notices

Campus Living & Learning does not allow door-to-door distribution of flyers, notices, or promotional items for resident privacy purposes.

Student Organization Technology Usage Policy

Policies regarding student organization use of web sites, electronic mail (email), web publishing, Baylor information systems usage, and sanctions for inappropriate usages may be found online at 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.

Copyrights and Trademarks

A trademark is 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.

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 printing their materials without appropriate documentation and approval from Student Activities beforehand 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.

Use of Baylor Trademarked Symbols

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.

Approved Licensees

Students and student organizations are required to use current licensees for the reproduction of Baylor logos, marks, and indicia on products that will be used in advertisement, promotion, and resale.

For samples of Baylor marks approved for reproduction on t-shirts and other products, please visit the Collegiate Licensing web site at www.baylor.edu/licensing/logos.

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 Registration form (and in some cases, a Student Organization Solicitation Request form) must be submitted and approved before the activity may be held.

Fundraisers and Bake Sales

In order to help students raise funds for student organizations, suggestions are offered to help facilitate the use of Baylor Dining Services on campus.

For health safety, foods for fundraising events will meet the following standards:

- Shelf stable product (cookies, brownies, candy, popcorn)
- Not be a refrigerated item
- Be served with proper utensils or individually wrapped items
- Approved through Baylor Dining Services
- Request submitted at least two days prior to event

It is an expectation that ingredients are to be posted on the packaging, and the Department of Student Activities preference is for items to be store-bought or commercially-produced. Additionally, if homemade goods are sold, then identification of the ingredients for food allergies need to be posted at

the point of sale, along with information stating whether or not the food was prepared in a commercial facility.

All bake sales must be approved by Baylor Dining Services, in conjunction with the Sales and Solicitation Committee, through the Online Event Registration form within the Connect system (www.baylor.edu/baylorconnect).

Gambling and 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 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. The Sales and Solicitation Committee will make solicitation decisions on a case-by-case basis for each organization's request.

STUDENT ORGANIZATION FINANCE, TAXES, AND LAW

Federal Income Tax

Registration with and official recognition by Baylor University as a chartered student organization does not exempt a student organization from paying federal income tax, nor does it allow the student organization to share in the University's 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 organization's tax-exempt status and able to use the parent organization's tax exempt identification number.

A student organization may wish to apply for tax-exempt status as to federal income tax; however, applying for such exemption is a complex and very technical process. Should the organization decide to apply for tax-exempt status, the following publication and forms should be referenced: Publication 557, Form 1023, and Form 1024, on the Internal Revenue Service (IRS) website at 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.

Texas Sales Tax

Baylor University is exempt from paying sales tax on its purchases; however, student organizations 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. A student organization may avoid paying sales tax by applying and attaining exempt status with the State of Texas. 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 mission.

Generally, all student 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 are made by a qualified student organization. Qualified student organizations are exempt from collecting and paying sales tax to the State Comptroller on the following sales:

- First \$5,000 in Sales – The first \$5,000 in total taxable sales held in a calendar year that are not exempted as outlined in the following bullet point.
- One-Day Tax-Free Sale – Qualifying student organizations affiliated with the University can hold a one-day tax-free sale once a month if the primary purpose of the sale is to raise funds for the organization. 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 a resale 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.

To be designated as a qualified student organization, 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.

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 obtain the form on the IRS website at www.irs.gov.

Gift Receipts for Donations

Those student organizations that have received a determination of 501(c)(3) status from the IRS may receive tax deductible contributions directly to the organization, meaning that donors may receive gift credit for their gifts. However, various reporting obligations exist with the right to give gift credit to donors.

This information is not intended as legal, tax, or accounting advice to any person or student organization. The information provided is intended to be general in nature; and individuals or student

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organizations are strongly recommended to consult their own professional tax, accounting, and legal advisors on tax matters.

STUDENT ORGANIZATION CONDUCT EXPECTATIONS AND PROCEDURES

Policy 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 has 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.

Minor Infractions

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 Director for Student Activities.

Multiple minor 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. Student organizations demonstrating extreme negative or inappropriate behavior may be referred directly to the Student Organization Judicial Board for appropriate sanctioning.

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

Student Organization Policy Violations Process

I. Scope of Authority

The Department of Student Activities typically handles minor student organization violations or conflicts; however, certain violations may be handled by the Student Organization Judicial Board due to the nature of the violation. For example, incidents that involve hazing or alcohol related allegations are referred to the Student Organization Judicial Board (SOJB). The SOJB is responsible for hearing serious allegations of student organization violations after the Dean for Student Learning & Engagement (SL&E), or his/her designee, has reviewed and accepted the case. The SOJB then receives evidence of alleged violations from the Dean for SL&E.

What Constitutes Student Organizational Misconduct?

The following criteria, taken individually or as a whole, suggest grounds on which to proceed with an organizational conduct case:

1. Would a reasonable person understand the behavior to fall within the scope of the organization's activity?
2. The behavior is committed by one or more members of an organization and more than one member of the organization is aware of it.
3. The behavior is committed by one or more members of an organization during the course of an activity financed by the organization and/or approved by the organization.
4. The officers of the organization had prior knowledge that the incident would take place or were not forthcoming to the University about the behaviors that occurred.

II. Membership

The Student Organization Judicial Board is composed of:

- a. Nine student representatives on the Board:
 1. One Student Court Justice
 2. Four members from the Greek Councils, each student representing a different Council:
 - a. Interfraternity Council (IFC) organization
 - b. Panhellenic Council (PHC) organization
 - c. National Pan-Hellenic Council (NPHC) organization
 - d. Multicultural Greek Council (MGC) organization
 3. Four students who are members of student organizations not represented by the Greek Councils
- b. Four faculty and staff representatives on the Board including the Dean for Student Learning & Engagement and two or three student organization advisors. The Dean for Student

Learning & Engagement, or his/her designee, will serve as Chair; and a student serves as the SOJB Vice-Chair.

III. Preliminary Procedures

a. Report of Charge

A person wishing to report an allegation shall notify the Department of Student Activities. Student Activities shall evaluate the report by examining the facts regarding the alleged violation. If the initial evidence suggests that a serious violation may have occurred, the Department of Student Activities will either request that the student organization provide an initial report in regards to the allegation or send the allegation directly to the Dean for Student Learning & Engagement.

b. Organization's Investigation and 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).

1. The student organization leader will conduct an internal investigation into the matter and submit a report indicating the findings of the investigation to the entity who requested the report. The internal investigation will be conducted within ten business days.
2. If a violation occurred, the organization will 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.
3. If it is determined that additional investigation is warranted, the student organization leader will be notified what additional evidence or witnesses are requested.

c. Charge Letter

The Director of Student Activities and Dean for Student Learning & Engagement reserve the right to make inquiries of a student organization prior to official charges being levied or formally addressed. An activity (official or unofficial) where a serious violation may have occurred, a hearing letter will be sent to the student leader of the organization, the advisor, and the national organization, if applicable. In the hearing letter, the student organization leader may be asked to conduct further internal investigation into the matter and report those findings to the Chair within a specified period of time.

d. Review and Decision by the Judicial Board

The Chair of the Student Organization Judicial Board will call a meeting of the Board. The Board will review information regarding the alleged charge(s) and the evidence that has been collected by, or provided to, Student Activities or the Chair and his/her designee, and the investigative report submitted by the organization. The Board will determine one of the following:

1. The alleged violation is unsubstantiated and no further action is necessary.
If the alleged violation is determined to be unsubstantiated, the Board will deliver a letter to the student organization leader, the advisor, and the national organization, if applicable; indicating the charge(s) has been dismissed.
2. The alleged violation is substantiated, and the action taken by the organization is deemed to be sufficient by the Board. The Board will deliver a letter to the student organization leader, the advisor, and the national organization, if applicable, stating that the Board believes that the student organization has taken sufficient action to address the issue (assuming sufficient follow through).

3. The alleged violation is substantiated by the Board, and the internal actions appear insufficient and the Board believes that additional specific sanctions are necessary. The Board will set sanctions and deliver the sanction letter to the student organization leader, the advisor, and the national organization, if applicable. Ideally, sanctions will be educational or developmental for the organization.
- IV. Core Principles: This is an educational endeavor where we protect student health and safety and administer the hearing impartially and fairly. Everyone involved in the hearing should be objective, professional, and courteous.
 - V. Procedures for the Student Organization Judicial Board
 - a. Recusal/Disqualification

A member of the Student Organization Judicial Board shall recuse himself/herself if he/she feels that, in reaching a decision as to whether or not a violation occurred, he/she cannot act on the weight of the evidence without bias or prejudice. If the student organization is aware of some fact that would disqualify a member of the SOJB, its representative should notify the Chair of the Board prior to the start of the proceeding. If the Chair determines that the member should be disqualified, the Chair shall appoint a replacement with the same or similar membership qualifications as the disqualified member.
 - b. Student Organization Judicial Board Rules

The SOJB may adopt specific procedural rules for hearings, provided such rules include 1) making sure that the officers are not biased, 2) providing notice of the charges to the accused organization, 3) allowing the accused parties to hear the evidence, 4) allowing accused parties to provide an explanation of the conduct, and 5) providing notice of the decision and a brief explanation of the basis for the decision. The Board reserves the right to remove from reports identifying information such as the names of reporting parties, witnesses, or other students. 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.
 - c. Student Organization Judicial Board Hearing Date

The Student Organization Judicial Board will make a reasonable effort to meet to hear the case within ten business 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.
 - d. Quorum

A quorum for a hearing is two faculty and/or staff members and four student members. All decisions must be by a majority vote.
 - e. Confidentiality

All members of the Student Organization Judicial Board must sign a confidentiality agreement at the beginning of each academic year in order to serve on the Board. All proceedings conducted before the Board must be kept confidential. At the conclusion of all proceedings regarding a specific matter, the Chair of the Board is the sole spokesperson and is permitted to communicate regarding any findings, conclusions and sanctions, or any other matter as he/she deems appropriate within the scope of his/her role and in accordance with University and federal standards related to the privacy of educational records.

- f. **Who May Attend**
Only members of the 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. Student organization advisors are typically allowed to be present when the students they advise are also present. Lawyers representing the student organization and individual students are prohibited from attending any portion of the hearing.
- g. **The Hearing**
The SOJB 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 Student Organization Judicial Board.
- h. 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 an individual disciplinary action by referring individual students for processing under the Student Conduct Code.

VI. Appeal Process

- a. 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 student organization leader may appeal to the Vice President for Student Life. The Vice President, or his/her designee, shall consider the request. The request shall be made in writing within three business days of the organization receiving the decision and shall contain specific information supporting the request for an appeal.
- b. The Vice President for Student life shall review the appeal and may confer with the Chair of the Student Organization Judicial Board and with any party or witness he/she deems necessary. If the Vice President finds substantial evidence exists that the decision rendered regarding whether a violation occurred was arbitrary or capricious, he/she may reverse the decision. Otherwise, the Vice President 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 1) affirm the sanctions; 2) modify the sanctions or impose different sanctions; or 3) suspend the sanctions. The decision of the Vice President for Student Life is final.

Probation, Suspension, & Revocation of Charter of Student Organizations

The following information outlines the definition, status, expectations, and procedures for student organizations sanctioned by the Student Organization Judicial Board or Department of Student Activities. Sanctions by the Department of Student Activities may be appealed to the Dean for Student Learning & Engagement. Sanctions given by the Student Organizations Judicial Board may be appealed to the Vice President for Student Life.

Probation Status: 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 (*Student Organization Policy & Procedure Guide*).

Suspension: Termination of the student organization's status at the University for a specified period of time (*Student Organization Policy & Procedure Guide*). This will allow the organization time away from campus to conduct a systematic reorganization in an effort to address its deficiencies.

Revocation of Charter: Termination of the student organization's status with Baylor on a permanent or for a specific period of time as sanctioned by the Student Organizations Judicial Board. This sanction may be appealed to the Vice President for Student Life.

Expectations for Suspension and Revocation of Charter: Behavior of individuals previously associated with or acting on behalf of the organization within this period will be noted and considered as a part of the decision to allow the organization to reorganize and return to campus. The public image of the organization during this time will also be noted and used in the decision process. When placed in this status, all activities of the organization, both formal and informal unless otherwise specified, must cease. Attempts to operate the organization whether overtly or covertly, such as selecting officers, conducting socials, etc. will negatively affect the decision to allow the organization to reorganize and return to campus.

Process for Reorganization: If an organization is eligible for reorganization, a plan outlining the organization's intentions must be submitted to the Director of Student Activities. The plan should include the following:

1. Composition of the steering committee coordinating the reorganization process. Details regarding the frequency and locations of the steering committee meetings will also be provided.
2. Steps that will be taken to insure the problems causing the suspension/revocation of charter will be eliminated. If the problems are individuals in the organization, how will this be addressed?
3. Timeline for the reorganization process.
4. Use of alumni/alumnae and alumni/alumnae advisory Boards. The composition of any advisory Boards must be submitted.
5. Utilization of other University governing organizations (Interfraternity, Panhellenic, National Pan-Hellenic, or Multicultural Greek Council).

Alumni/alumnae Communication: During the period of probation, suspension, and revocation of charter status, all correspondence with alumni/alumnae must be approved by the Baylor administration prior to distribution.

The reorganization plan must be submitted to the Director of Student Activities, reviewed by the Dean for Student Learning & Engagement, and approved by the Vice President for Student Life before implementation. If approved, the steering committee may request that meetings in campus facilities be scheduled to disseminate information to members and to garner support for the reorganization plan. Request for meetings must be forwarded to the Director of Student Activities in accordance with University calendar guidelines. These meetings must be business-related only and may not include social events.