Student Organizations are an essential part of the McCoy College community and are an integral part of the total academic program. The presence of a diverse group of organizations is in the best interest of the College and its students. Such organizations foster valuable experiences for students that lead to significant learning and development and create a sense of belonging.

As part of a state-supported institution of higher education, McCoy College has the inherent authority to regulate the conduct of its students, both individually and in the context of student organizational activities. College officials have a duty to act in such a manner as to preserve the integrity of the educational mission of the College and to protect the public image of the institution.

UNIVERSITY POLICIES

SA/PPS Documents:

No. 05.04 Student Organization

University Policy & Procedure Documents:

No. 03.01.10 Club Accounting System

No. 04.04.46 Prohibition of Discrimination or Harassment Based on Race, Color, National Origin, Age, Sex, Religion, Disability or Sexual Orientation

No. 05.06.03 University-Sanctioned Student Travel

GENERAL INFORMATION

1. Privileges of Student Organizations Recognized by McCoy College

   Student organizations registered with Campus Activities and Student Organizations (CASO) may apply for recognition by McCoy College by completing an application form in the dean's office. The application must be signed by a currently enrolled McCoy College student who is a member of the organization, affirm that the organization is in good standing with the university, and confirm that the organization's advisor is a McCoy College faculty member.
Recognition by the College makes the organization eligible to apply for additional support, such as:

(a) use of McCoy Hall facilities for meetings and functions in adherence with McCoy Hall Reservation policies (fees may apply);
(b) use of a locker and bulletin board in McCoy Hall;
(c) student development funds from the McCoy Foundation;
(d) use of the name and images of the College with proper approval.

2. General Provisions Regarding Student Organizations

(a) McCoy College encourages and expects its students to act responsibly. Students and student organizations are expected to comply with local, state and federal laws and to engage in conduct which reflects a positive image of the College as an institution of higher learning.

(b) The Texas State Code of Student Conduct, applicable to every student enrolled at the University, requires students to conduct themselves in a manner consistent with the University's mission as an educational institution; the Honor Code requires students to engage in a manner that is beyond reproach; the Academic Honor Code requires members of the University community to be conscientious, respectful and honest; and the McCoy College Values statement requires integrity and adherence to professional and ethical standards. In addition, Texas State supports healthy lifestyle choices for the university community via the On-campus Alcohol Guidelines for Sanctions.

(c) Student organizations are expected to regulate the conduct of their members, guests, alumni and all other persons participating in organizational activities and to impose sanctions on an individual member or members for policy violations when behavior is not consistent with the educational mission of the College. Failure to do so constitutes organizational misconduct.

(d) Student organizations must comply with all federal and state non-discrimination laws. Recognized organizations will not practice any discrimination against a member or prospective member on a basis prohibited by UPPS 04.04.46.

(e) Student organizations or individual students may not enter into agreements or contracts which purport to bind McCoy College for any purpose.

(f) Student organizations may not co-sponsor any event or program with a suspended organization or any of its affiliates.

(g) According to UPPS 03.01.10, section 02.06, advisors to registered student organizations that do not have their accounts and financial records kept by the University shall not have control, including check writing authority, of the bank
accounts or financial records of such organizations (per TSUS Rules and Regulations, Chapter VI, Section 6.2). The advisor's department chair will review off-campus accounts on a regular basis, generally once a semester.

STUDENT ORGANIZATIONS TRAVEL POLICY

1. McCoy College students traveling off-campus to College-related functions or activities are expected to behave in a professional manner, attend each required session at meetings or conferences, dress appropriately (business casual or business attire), and comply with the provisions of the On-campus Alcohol Guidelines for Sanctions.

2. Student organizations participating in McCoy College sponsored travel must also comply with the Texas State travel policy (UPPS 05.06.03) and submit a copy of each of the required travel forms to the department office at least 48 hours prior to trip departure. Student organizations should also maintain a copy of each of these travel forms. Travel participants must complete Attachment I of this PPS.

3. The scope and purpose of some off-campus trips require that the organization's advisor or another member of the university staff or faculty accompany the organization as trip advisor. The faculty advisor will make this determination, in consultation with the department chair.

4. Faculty advisors are expected to use professional judgment in accompanying students on college endorsed travel with the understanding that student behavioral expectations are defined by #1 in this section, and students are ultimately responsible for their own behavior.

ENFORCEMENT

1. All cases involving disciplinary violations by student organizations will be reported to the Coordinator of Student Justice for initial review. The Coordinator will review each case to determine the appropriate course of action for individual misconduct and initiate disciplinary procedures for individual conduct code violations in accordance with SA/PPS No. 05.04.
CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business Administration policy and procedure from the date of the document until superseded.

Review Cycle: Sept. 1, E5Y

Review Date: Sept. 1, 2015

CBAC Review: ___________________________ Date: ______________

Governance Review: _______________________ Date: _____________

Approved: ______________________________ Date: ______________

     Denise T. Smart
     Dean, McCoy College of Business Administration

Last Update: January, 2011
This contract is between ______________________ and ______________________

(Organization Name)     (Student Name)

to attend the _______________________________ __ in ______________________ _________

(CONFERENCE NAME)      (LOCATION)

on ______________________________________  .

(DATES)

I understand that as a member of the above-named organization, I will conduct myself in a professional, safe manner during the trip and will strive to represent well the organization, McCoy College and Texas State University-San Marcos.

I understand that this trip is a privilege that will be immediately revoked if I violate any of the following standards:

1. I will travel with a companion whenever possible.
2. I will attend all required educational sessions.
3. If requested I will provide a written report to the advisor about the sessions I attended.
4. I will arrive on time to all designated travel departures, and I understand I may have to seek alternate transportation at my own expense if I am not present at departure time.
5. I will abide by all Texas State University policies, conference conduct rules, and laws of the land at the conference location.
6. I will be responsible for all damages caused by my actions and/or omissions.

I understand that any violation of the above standards will result in my immediate dismissal from the event and my status within the student organization will be reevaluated. Return travel will be at my expense and I will reimburse the student organization or university for my registration and travel expenses incurred for this event.

**EMERGENCY CONTACT INFORMATION:**

Name: _______________________________________ Relationship: ________________________________

Phone Number(s): ___________________ Address: _____________________________________________

_______________________________________________________________________________
By signing this form I agree to the above stated conditions for participating in this organization trip and do hereby:

1. release, discharge and covenant not to sue the University, College, Advisors and each of them from any and all claims and liability arising out of ordinary negligence of releasees or any other participant which causes the undersigned injury, death, damages or property damage;

2. understand that there is inherent danger in travel which I recognize and voluntarily assume. I voluntarily elect to accept all risks connected with my participation in this event. I have read this document. I understand it is a release of all claims. I understand and assume all risk. I voluntarily sign my name evidencing my acceptance of the above provisions.

Printed name: ______________________  Signature: __________________________ Date: __________

Phone Number(s): __________________ Local address: ______________________________________