Preface

This Advisor Handbook is designed to help advisors become familiar with University policies and procedures related to student organizations and to provide suggestions and helpful recommendations for productive activities. For assistance call or stop by Student Involvement on the 4th floor in the LBJ Student Center.

This handbook was prepared on the basis of the best information available at the time of publication, therefore, all information included herein is subject to change. Any additions, deletions, or corrections to this handbook, once approved, will be available at Student Involvement and on http://getinvolved.lbjsc.txstate.edu/. This publication is for informational purposes only.

The Student Organizations Handbook is effective November 14, 2017.
If you require this information in an alternative format due to a disability, please contact Student Involvement at 512-245-3219.

Relationship Statement
Texas State University believes that freedom of thought, innovation and creativity are fundamental characteristics of a community of scholars. To promote a safe learning environment, the university has a special responsibility to build a diverse community, instill a global perspective in its students, and to nurture sensitivity, tolerance, and mutual respect. Discrimination against or harassment of individuals on the basis of race, color, national origin, age, sex, religion, disability, veterans’ status, sexual orientation, gender identity or gender expression is inconsistent with the purposes of the university.

The Division of Student Affairs at Texas State University is committed to the recruitment and retention of a diverse and qualified student body, and to providing services that enhance their personal development and contribute to the fulfillment of their goals. The following procedures contribute to the implementation of these commitments.

Student organizations at Texas State University actively participate in and contribute to a vibrant university community by meeting these expectations. The nearly 400 registered student organizations at the university provide valuable experiences and opportunities for students to grow as individuals, leaders, and community members. Student Involvement staff, in conjunction with LBJ Student Center, work to be proactive in guiding student organizations by providing education, training, and consultation. The LBJ Student Center and Student Involvement partner with registered student organizations to continue to enhance the University community.
LBJ Student Center

Vision Statement
Making a difference in the lives of those we serve.

Mission Statement
The LBJ Student Center builds a sense of community by facilitating learning, leadership and personal development to enhance student success and celebrate diversity. We do this by providing co-curricular programs and services such as organizational advising, meeting rooms, office space, retail and food services.

Core Values
- **Service** – being proactive, effective, reliable and responsive in helping others achieve their goals
- **Excellence** – looking to exceed the expectations of those we serve with integrity always in pursuit of a higher standard
- **Respect** – believing in the inherent worth of people, and with a positive outlook, we treat others with sensitivity and value their contributions to the community
- **Empowerment** – creating a student-centered environment where opportunity, openness, enthusiasm, accountability and a sense of purpose combine to provide a rewarding experience that promotes confidence to lead for change
- **Collaboration** – sharing knowledge, learning and building consensus, incorporating one’s values and skills to create a dynamic structure for teaching and leading where we work jointly toward a common end
- **Stewardship** – the careful and responsible management of the fiscal and human resources entrusted to one’s care

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Student Involvement

Mission Statement
Student Involvement is committed to enriching Bobcats through service, student organizations and activities. We encourage you to get involved.

Motto

Hours
*Academic Year*
Monday – Thursday: 8:00am - 8:00pm
Friday: 8:00am - 5:00pm

*Summer and Break Periods*
Monday – Friday: 8:00am - 5:00pm

Physical & Mailing Address
Texas State University
LBJ Student Center 4-2.1
601 University Drive
San Marcos, TX 78666-4684
Phone: 512-245-3219

Contact Information

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Student Organizations Council

**Relationship Statement**

Texas State University believes that freedom of thought, innovation and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the university has a special responsibility to seek cultural diversity; to instill a global perspective in its students; and to nurture sensitivity, tolerance, and mutual respect. Student organizations at Texas State University actively participate in and contribute to a vibrant university community by meeting these expectations.

The approximately 400 registered student organizations at the university provide valuable experiences and opportunities for students to grow as individuals, leaders, and community members. Student Involvement @ LBJSC staff members, in conjunction with LBJ Student Center staff, work to be proactive in guiding student organizations by providing education, training, and consultation. The LBJ Student Center and Student Involvement partner with registered student organizations to continue to enhance the university community.

**Purpose**

As a representative body and a chartered student organization recognized by Texas State University, the Student Organizations Council (SOC) provides direction and support for all registered student organizations at the university.

**Contact Information**

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*Outreach- Marketing; Orgs (St-Z)*  
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*Events*  
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**Thomas Nguyen**  
*Graduate Assistant, Student Organizations*  
t_n106@txstate.edu
Role of SOC Officers

President:
The President Serves as a liaison to Student Involvement, Texas State Administration, and Student Government and initiates projects and programs that are deemed necessary for the welfare of registered student organizations.

Vice President-Funding & Judicial Board:
Vice President of Funding enforces all tenants of the Student Organizations Handbook. The Vice President communicates funding procedures and regulations to all registered student organizations.

Vice President-Outreach; Orgs (#’s-C):
Vice President of Outreach oversees the Outreach Coordinators and serve as the main contact for outreach presentations for registered student organizations. The Outreach Chair is responsible for communicating funding procedures and regulations to registered student organizations.

Outreach-Social Media; Orgs (D-Me)
The Outreach Coordinator is responsible for maintaining contact with registered student organizations and communicating regulations with designated registered student organizations. This position is responsible for maintaining SOC's website and all SOC's social media channels to include the Bobcat Now social media requests.

Outreach-Recognition; Orgs (Mo-So)
The Outreach Coordinator is responsible for maintaining contact with registered student organizations and communicating regulations with designated registered student organizations. This position is responsible for overseeing the monthly Organization Leader and Organization of the Month Recognition Program.

Outreach-Marketing; Orgs (St-Z)
The Outreach Coordinator is responsible for maintaining contact with registered student organizations and communicating regulations with designated registered student organizations. This position is responsible for developing the monthly Outreach newsletter.

Events
Event Coordinators are responsible for creating, planning, and executing SOC events including Involvement Fair, Org Olympics, Advisor Appreciation Day, and other related events.
Events and Opportunities

Involvement Fair:
Each semester the Student Organizations Council (SOC) hosts the Involvement Fair to provide students with the opportunity to learn about student organizations, resources on campus, and volunteer opportunities.

The Fall Involvement Fair is held outdoors at the LBJSC Mall, Quad and Bobcat Trail and the Spring Involvement Fair is held in the LBJ Student Center Ballroom. Both with a variety of organizations and activities planned.

Risk Management Training:
Risk Management training is mandatory for all Registered and Chartered Student Organizations per Texas House Bill 2639 which was enacted in May 2007. The president and an additional officer of each organization are required to attend. Two officers of each organization only need to attend one session individually. Upon sign in you will state which organization you are representing. Individuals can only represent two organizations.

Upon completion of training, organizations must complete the “Risk Management Verification form" to document that the information in the training session was disseminated to all members of the organization to be in compliance with HB 2639.

Advisor Meet & Greet:
Advisor Meet and Greets are a time to network with other advisors on campus and share ideas on different topics. Meet and Greets are conducted on a come-and-go basis with light refreshments provided.

President Meet & Greet:
Outreach Coordinators provide a once a semester Meet & Greet with opportunities for collaboration with fellow organization Presidents, activities and pertinent information. Meet and Greets are conducted on a come-and-go basis with light refreshments provided.

Advisor Appreciation:
The Student Organizations Council would like to celebrate and show gratitude for our faculty and staff members who advise organizations.

Boko Awards:
The Boko Awards ceremony held every spring semester has honored those who make a commitment to leadership, service, and excellence. Students of the university community are recognized as individuals and as a part of an organization for achievement in campus involvement and leadership.

SOC Funded Events:
The Student Organizations Council offers funding assistance to registered student organizations in good standing with Texas State and SOC. Certain requirements must be
met, certain types of events are given priority, and dollar amounts vary. Each registered student organization must request funding assistance by submitting an online application and providing all relevant information about the program or event.

Please note that SOC does not reimburse University departments. As a general rule, programming for fundraising purposes will not receive funding assistance from SOC.

**Recognition Programs:**

*Organization Leader and Organization of the Month*

Student Organizations and Student Leaders will be selected based on the LBJ Student Center core values of service, excellence, respect, empowerment and collaboration. SOC wishes to recognize those organizations and individual leaders who go above and beyond their duty as students, and who are positive role models for the campus community. Those recognized will have their name or organization’s picture framed on our Texas State Recognition Wall on the fourth floor of the LBJ Student Center during the current academic year they are selected.

**Connect:**

*Search Organizations*- Search our 400 registered student organizations by entering a specific organization’s name, keyword, or sort by category. Visit the Student Organizations Council website, scroll over the “Join an Organization” and select “Search Organization.” Organizations can list meeting times, eligibility requirements, and a contact button. The information that appears is the information that is submitted via Annual Registration.

*Social Media Request*- a resource for your student organization or department to market and advertise to students and Texas State community members in real time via social media outlets.

*SOC Monthly Outreach Newsletter*- a resource for your student organization to market and advertise to students and Texas State community members via a monthly newsletter sent to organization Presidents and Advisors.

*Comments*- The Student Organizations Council welcomes any feedback or questions from all students regarding any matter of student organization policies, resources or activities.

*Request an Outreach Coordinator*- The Student Organizations Council invites student organizations to request an Outreach Coordinator to come to your meeting to discuss anything related to student organizations, including, but not limited to, events, SOC funding, or suggestions to be the best student organization on campus.
Student Organizations

Texas State has over 400 student organizations within the categories of Academic, Chartered, Greek, Honors, Multicultural, Political, Professional, Recreational, Religious, Residence Halls, Service, Special Interest, and Sports Clubs. Through our office, new organizations can apply to be officially recognized by the university, register annually, update their officer information, and apply for funding (from SOC).

Types of Organizations
Chartered Student Organizations (CSOs)
A university department may charter a student organization, meaning that the organization is a recognized partner with a specific department of the university.

Per SAPPS 07.04; “The university accepts the responsibility for assisting students in organizing and maintaining chartered student organizations; agrees to support, supervise and advise their activities, will provide resources for those activities; and acknowledges that these organizations contribute to the educational mission of the institution. To qualify as a chartered student organization, the functions of the student organization would generally be performed by the university if the group did not exist.”

Even though these organizations are extensions of their department, they are still required to register annually.

Registered Student Organizations (RSOs)
These organizations make up the majority of organizations on campus, and they range from religious to sports clubs. Any student has the opportunity to create/start an organization if they are interested by simply applying with our office.

Confidentiality
If individuals wish to contact an organization, they can do so by utilizing the “Search Organizations” online and select the “Contact” button.

The following information is confidential; we do not give out personal information.
- Advisor’s name, email, phone number, or office
- President’s/Vice-President’s/Treasurer’s name, email, or phone number
Steps to Becoming a Registered Student Organization

Although, there are more than 400 student organizations on campus, Student Involvement and SOC allows and encourages students to create new student organizations that fit their interests.

To start an organization on the Texas State campus, you need five (5) interested members, a faculty/staff advisor, and three officers (president, vice president, and treasurer) with a Texas State GPA of 2.25 or higher.

In order to create a new student organization, students will need to complete the following application requirements:

- Complete the Student Organization Online Registration Form
  a. Advisors and ALL officers must electronically sign the hazing and diversity agreements to complete the form. Hazing and Diversity agreements will be sent via email after submitting the online registration form.

- Submit the Student Organization’s Constitution at the Student Involvement front desk in LBJ Student Center 4-2.1

- Have a minimum of five members
  a. All officers must maintain a Texas State GPA of 2.25 or higher
  b. A minimum of two officers of designated representatives of each student organization must attend the Risk Management Training Sessions each year

- Have a faculty or staff advisor

I. Online Registration Form

Step 1: Online registration form can be found on the SOC’s website, lbjsc.txstate.edu/soc under the Organization Resources tab. Click New Student Organization Registration to access the form.
Step 2: Sign in with NET ID and Password.

Step 3: If creating a new student organization, please select “New Organization” in the drop down menu. If re-register, click the drop down menu and find the organization’s name.

Step 4: Fill out all required fields:

- Organization Name
- Description
- Election Month
- Campus
- Org Type
- Purpose
- Email
- President Phone
- President Address
- Off Campus Affiliation Status (if applicable)
- Advisor – Enter Net ID
- President – Enter Net ID
- Vice President – Enter Net ID
- Treasurer – Enter Net ID
- Co-President and Co-Advisor are optional – Enter Net ID
Step 5: Click the Submit Button

Step 6: Once you submit the form, the listed organization advisor and listed officers will receive an email from soc@txstate.edu with the hazing and diversity agreements. Advisors and all officers must electronically sign all the agreements to complete the online registration form.

Step 7: Registration must be renewed annually with Student Involvement at the end of each spring semester but no later than the end of the fourth week of fall classes. Failure to do so will result in no longer being registered and thus unable to utilize on campus resources or opportunities to include, but not limited to, ability to solicit or set up in the quad, hold fundraisers, request funding, or reserve meeting rooms on campus. Organizations must also keep a hard copy of their constitution with our office and update it at least every three years.
II. Constitution:
Student Involvement must have the most recent student organization constitution on file. The constitution must be updated at a minimum of three years or when any updates occur. Each student organization needs to submit an updated constitution to the Student Involvement front desk on the fourth floor of LBJ Student Center (4-2.1).

SOC provides a Constitution guideline and checklist to assist student organization creating their constitution to meet Texas State standards. Please see the following pages for the Constitution guidelines and checklist.

Student Organization Constitution Guide

Please use the following outline as a guide to complete your constitution. Be sure to reflect the name change of the university in your constitution (Texas State or Texas State University-San Marcos). In addition, only Sports Clubs are allowed to use Texas State at the beginning of their name. Any other student organization that wishes to include Texas State in their name must use it at the end.

Article I.  The official name of the organization

Article II.  A detailed declaration of purpose of the proposed organization

Article III.  A statement of affiliation with an external organization, national, regional and/or local (if appropriate)

Article IV. The criteria for selecting membership
Article V. The criteria for voting membership (only Texas State students, faculty and staff qualify as voting members, three-fourths of the voting membership must be students)

Article VI.  The duties and privileges of membership

Article VII.  The establishment of officers, their duties, and authority

Article VIII. The procedures for selection and removal of officers (All officers must be current, regularly enrolled students in good standing at Texas State; President, VP and Treasurer must have a 2.25 Texas State GPA)

Article IX.  The frequency of meetings

Article X.  Dues of the organization, including how they will be collected and a provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership (organizational dues are strongly encouraged)
Article XI. The procedures for decision-making (i.e., the use of parliamentary procedures and the process of voting) in the name of the organization (must include the definition of a quorum)

Article XII. Establishment of committees, if applicable

Article XIII. Provision for the selection and replacement of faculty/staff advisor

Article XIV. Provision of disbursal of organization assets, should the organization become defunct. Money can only go to program, activity or charity

Article XV. A process to consider and approve amendments to the constitution and/or to add By-Laws and additional rules

Article XVI. Statement of Ratification for this document (i.e. by a 2/3 vote of the membership on date)

Constitution Checklist

Board of Regents Requirements
Chapter 6 Section 45, “Student Organizations, their officers, and sponsors are responsible for assuring that they comply with all applicable Texas State University System, State, and Federal Rules and Regulations, including tax code compliance.”

Y or N Is the organization’s name formatted properly (Org Name @Texas State)
Y or N Does the organization state they are a separate entity of the University
Y or N Is there a nondiscrimination clause for protected classes (Federal)
Y or N Is the organization open to all sexes of students unless protected by Title IX (Federal)
Y or N Is there a statement regarding who is eligible to speak on behalf of the organization (BoR)
Y or N Is there a statement that Student Involvement will be notified in writing of an advisor change (BoR)
Y or N Is there a statement that an advisor is to not have control of the funds and financial records of the organization (BoR)

Constitution Recommendations
An * denotes that it is a constitution requirement as outlined above

Name
Y or N Is the organization’s name formatted properly*
Y or N Does the organization’s name include an affiliation with an outside entity
Y or N Is there a statement concerning affiliation with an outside entity
Y or N Does the organization state they are a separate entity of the University*
Purpose
Y or N Is the purpose of the organization stated

Membership
Y or N Is there a statement of who is eligible to be a member
Y or N Is there a nondiscrimination clause for protected classes*
Y or N Is the organization open to all sexes of students unless protected by Title IX*
Y or N Is there a selection process to gain membership
Y or N Is there a removal process for members

Officers
Y or N Is there a statement regarding who is eligible to speak on behalf of the organization*
Y or N Are requirements to be an officer stated
Y or N Are duties specified per officer
Y or N Is there an election process
Y or N Is there a removal process for officers
Y or N Is there a statement on how to fill officer vacancies

Advisors
Y or N Are requirements to be an advisor stated
Y or N Is there a statement that the organization is autonomous to the advisor
Y or N Is there a removal process for advisors
Y or N Is there a statement on how to fill an advisor vacancy
Y or N Is there a statement that Student Involvement will be notified in writing of an advisor change*

Meetings & Voting
Y or N Is quorum stated
Y or N Is there a statement on how often the organization meets
Y or N Is there a statement on how meetings are determined
Y or N Is there a statement about special meetings being called to order
Y or N Is there a statement about voting

Finances
Y or N Is there a statement on membership dues
Y or N Is there a statement on fundraising or the acceptance of donations
Y or N Is there a statement on how the money is deposited
Y or N Is there a statement on how the money is dispersed
Y or N Is there a statement on what happens to the money if the organization dissolves
Y or N Is there a statement that an advisor is to not have control of the funds and financial records of the organization*

Amendments & Revisions
Y or N Is there a procedure on how the constitution can be amended or revised
Y or N Is there a statement that the document must be submitted for review to Student Involvement every 3 years or when changes occur
Off Campus Affiliation Form

Registered Student Organizations who are affiliated with an off-campus organization are required to indicate off-campus affiliation status on their online registration form, Constitution and submit a hard copy to Student Involvement.

Off-Campus Affiliation for a Texas State Student Organization

Proposed Name of Organization: ____________________________________________

Primary Purpose of the Organization: _________________________________________
________________________________________________________________________
________________________________________________________________________

Membership Requirements: ________________________________________________
________________________________________________________________________
________________________________________________________________________

Name of Off-Campus Affiliation: ____________________________________________
Contact Person: _____________________________________ Phone # _____________
Mailing Address: _________________________________________________________
Email Address: ___________________________________________________________

Student Filing for Affiliation: ____________________________________________ Phone # _____________
Local Address: _________________________________________________________
Phone # ______________ Email Address: _______________________________________

Faculty/Staff Advisor: _______________________________ Phone # ______________
Campus Address: _________________________________________________________
Email Address: __________________________________________________________

A student group interested in organizing and applying for affiliated status may be granted a sixty (60) day permit to use campus facilities for the purpose of completing its organization and for recruiting members. This permit does not include the right to sponsor an all-campus event or use the name of the university.

It is understood and agreed that the proposed organization will adhere to conditions for affiliated student organizations listed in the Student Organization Handbook and understands its obligations to Texas State University.

Signatures:

_________________________________________ Date
Off-Campus Affiliation Contact Person

_________________________________________ Date
Student Applicant

_________________________________________ Date
Faculty/Staff Advisor
Advisor Discharge Form
Serving as an advisor is a mutual relationship by the organization and the advisor. If the relationship concludes, please submit the form below to Student Involvement.

**Advisor Discharge Form**

This serves as notice that I, ________________________________ will no longer be acting as the faculty/staff advisor to _____________________________.

(student organization name)

effective _________________. I discussed this with the student organization and made them aware on they will need to secure another faculty/staff advisor, as it is required for their registration status on _____________________.

(date)

**Signatures**

_________________________    ____________________________

Advisor Signature             Date

_________________________    ____________________________

President Signature           Date

If applicable, please provide the information for the interim or incoming advisor.

_________________________    ____________________________

Name                          Net ID

*For Office Use Only*

---

Received By Signature      Date Received
To be filed with student organization records upon receipt.
**Campus Access**

All applicable policies and forms regarding Campus Access can be found: [http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Campus-Access-Forms.html](http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Campus-Access-Forms.html)

**UPPS 07.04.05** Assembly Activities Involving Amplified Sound, Exhibits, and Erecting Symbolic Structures.

**UPPS 07.04.02** Posting/Distribution of Literatures, Informational Booths & Banners on Campus

**UPPS 07.04.03** Solicitation on Campus

**Information & Recruitment**

Any student organization or department wishing to request space on campus in order to provide information or recruit for membership must fill out this form. Please use the Solicitation Request form if selling, fundraising, or co-sponsoring.

**Solicitation**

Any student organization or department wishing to request space on campus in order to sell, fundraise, or co-sponsor a vendor (departments and chartered organizations only) must complete this form. Please use the Informational Space Request Form if only providing information or to recruit for membership.

**Off-Campus Solicitation**

Any student organization or department wishing to solicit funds off campus must complete this form. **UPPS 03.06.01** sets the guidelines for Off Campus Solicitation by Registered and Chartered Student Organizations.

**Vendor Agreement**

When an outside business or vendor wishes to solicit on campus they must be sponsored by a Chartered Student Organization or university department. The sponsoring chartered student organization or department must fill out the all applicable campus access forms and turn it in with the Vendor Agreement Form, which the vendor initials and signs.

**Special Event**

Any student organization or department wishing to request space on campus that is not information or solely solicitation (i.e.: exhibit, fun run, concert) must submit this form and schedule a meeting to discuss the event with Student Involvement.

**Amplified Sound**

Amplified sound is only allowed in the LBJSC Mall and Amphitheatre area between 11 a.m. and 1 p.m. and 5 p.m. and 10 p.m. Amplified sound is permitted in Sewell Park from 8 a.m. to 10 p.m. Prior approval is required. Please submit this form with applicable campus access form(s).
**Food Waiver, Food Safety, And Personal Hygiene**
Student Organizations are responsible for following proper food handling guidelines. If at any time a health/safety issue is determined to exist, Risk Management, Auxiliary Services, Physical Plant, or Student Involvement personnel will be consulted to determine appropriate action. This may include shutting down your food/beverage activity. Please complete and submit the [Food Indemnification Form](#) if providing or selling food.

**Table Tents**
Table Tents are allowed in the LBJ Student Center Lair. To be approved, several conditions listed on the form must be met. Table tents are posted for one week. Please complete this [form](#).

**Electioneering**
Within 60 days of an election date, all candidates for public office have access to the campus grounds for the purpose of electioneering. Individuals may be located outside in the LBJ Student Center Mall, Quad, and Bobcat Trail areas. We recommend that any individuals that will be on campus inform Student Involvement @ LBJSC by submitting an [Electioneering Request Form](#) in order to ensure a designated space as per the Electioneering Request Form and subject to availability. The policies in [UPPS 07.04.02](#) apply to signs and electioneering near these polling places during early voting periods and on election days.
2018 – 2019 SOC Funding Guidelines

I. Purpose:
The Student Organizations Council (SOC) provides financial assistance to registered student organizations who meet the requirements set forth by the SOC Constitution and By Laws for programming or travel purposes that benefit or engage the university community.

II. Eligibility:
1. To apply for funding from SOC, the student organization must be registered with Student Involvement @LBJSC, complete the mandatory risk management training session, submit verification of presenting risk management training to respective organizations, and be in good standing with Texas State University.
2. A registered student organization must be an active organization, registered for a minimum of one (1) long semester before applying prior to submitting an application for funding assistance from SOC*
3. Registered student organization must read the funding guidelines and application process in its entirety and have at least one officer sign them.
   *Available funds will be released to all registered student organizations 4 weeks before the last class day of spring semester. Retroactive applications will be considered.

III. Funding Amount per Organization*

<table>
<thead>
<tr>
<th>TIER ONE</th>
</tr>
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<tbody>
<tr>
<td><strong>AMOUNT</strong></td>
</tr>
<tr>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$500.00</strong></td>
</tr>
</tbody>
</table>

<p>| <strong>$500.00</strong> | Organization Specific Funding | Funding is for a student organization’s program/event that will benefit the progress and quantifiable success for the organization. The program/event may be only open for student members of the organization. |</p>
<table>
<thead>
<tr>
<th>$500.00</th>
<th>Conference Registration Funding</th>
<th>Attending or presenting at an off-campus or on-campus conference/workshop that will benefit the student organization. Please see bullet VIII. for Conference Registration Funding regulation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200.00</td>
<td>New Student Organization Funding</td>
<td>Funding is only eligible for new student organizations that were created during the 2018-2019 academic year. Funding will only be for programming or general supplies</td>
</tr>
<tr>
<td>$150.00</td>
<td>Supply Funding</td>
<td>Funding for general meetings: food, beverages, t-shirts, office/art supplies.</td>
</tr>
</tbody>
</table>

**TIER THREE**

*A maximum of TWO applications from different tiers can be submitted by each student organization to SOC per academic year.*

**The following amount represents the maximum amount allocated per tier.**

**IV.** Funding Priorities

- SOC funding is distributed to organizations planning leadership development programs, co-curricular educational events, and campus wide activities.
- Funding for conference registrations must demonstrate having a potential benefit to the organization and university.
- SOC funding is on a first-come, first-serve basis.

**V.** Funding Restrictions

The following restrictions apply:

- SOC will **NOT** reimburse for the following expenses:
  - Events/programs not open to the Texas State students, unless otherwise described within the funding guidelines
  - Gas, airfare, rental car expenses for travel
  - Lodging/Hotel expenses
  - **ANY** alcoholic beverages or receipts that include alcoholic beverages
  - Gratuities (tips)
  - State of Texas sales tax
  - Gift cards
  - **ANY** personal expenses

- **A maximum of ONE application from each of the 3 different tiers** can be submitted by each student organization to SOC per academic year.
- All contracts must be reviewed by the Institution at least 30 university days prior to services being rendered.
- Programs or events intended for or resulting in a profit for the organization will **NOT** receive funding (i.e., benefits, fundraisers, charity events.)
- **SOC DOES NOT** reimburse university departments or organization advisors per regulations derived from the Texas State University System.

**VII. Notification**
SOC funding approval/denial letters will be sent via email to the student organization’s president, treasurer, and advisors within **10 university days** of the decision. Any further instructions will be provided in the letter.

**VIII. Additional Information Request.**
SOC may request additional information prior to making a decision. Below are common factors to consider:

- Approximate number of Texas State participants?
- Describe target audience.
- If there is a selection process for participations; how do applicants qualify to participate?
- What benefits will accrue to participants as a result of participation in the activity/project?
- What benefits will accrue to Texas State as a result of the activity/project?
- If this committee does not grant sufficient funding, how will organization be affected?
- Are there any other factors you would like the SOC committee to consider?

**IX. Regulations for Conference Registration Funding**
SOC does not reimburse for travel; SOC only reimburses for registration to participate in a conference and meals (not covered by registration). Assistance will not be approved for the cost of traveling to the event or lodging.

*When you receive funding for registration expenses, travel paperwork must be conducted according to all Texas State policies and procedures, particularly the Student Travel Policy [UPPS No. 05.06.03](#). The following items must be submitted with requests for funds related to travel.*

1. Complete the **Student Travel Form** and obtain the appropriate signatures. Each trip participant along with the proposal must submit a signed copy of the Travel Release and Indemnity Form to Student Involvement front desk.
2. The student organization must submit a **Student Group Travel List** of all conference/travel participants along with the request.

**X. Reimbursement**
SOC Funding is on a reimbursement basis. A reimbursement is a repayment for money your organization has already spent. Once the student organization is approved for funding, student officers must meet schedule an one-on-one with LBSJC Business Services to discuss in detail the reimbursement process.

*No reimbursement will be processed after July 31st of each fiscal year. All funds allocated within a fiscal year, must be reimbursed within that fiscal year.*

1. **Itemized invoices with a zero balance or original receipts** must be submitted to the Student Involvement front desk within **10 university days** of the event/program/travel or else funding will be forfeited.
2. Reimbursements will only be issued to the payee on invoice or receipt.
3. Attach supporting documents, such as fliers, for on campus events or programs.
4. If attending a conference, attach the agenda/schedule of events and a copy of the conference registration forms for all participants.
5. All vendors/individuals to be paid for goods and services must have a vendor code assigned by Texas State University. In order to ensure that the vendor has been assigned a code, a Vendor Maintenance Agreement form must be submitted in addition to funding request.

XI. Pre-Payments
If pre-payment is required for an approved expense, the organization must contact the SOC advisor at least 30 university days in advance of required payment.

[INSERT PRE-PAYMENTS DESCRIPTION]

XII. 2018-2019 Funding Deadlines

**Fall 2018**
Tuesday, September 4th, 2018: Fall Semester Funding Opens
Monday, November 12th, 2018: Fall Semester Funding closes in order to process all approved fall requests

**Spring 2019**
Monday, February 4th, 2018: Spring Semester Funding Opens
Monday, April 8th, 2018: Spring Semester Funding closes in order to process all approved spring requests

I acknowledge and agree to abide by the aforementioned steps in order to complete the funding process.

__________________________________________________
Printed Name

__________________________________________________
Net ID

__________________________________________________
Signature

__________________________________________________
Date
Step 1: Complete and Submit Funding Application

Only president or designated officer of registered student organization must submit funding application via the SOC website. Application will only be accepted through the SOC website and if all of the following requirements have been met:

- Funding application must be submitted a minimum of six (6) weeks prior to the event date.
- Funding application initial contact is either the organization president or designated officer identified by president.
- A completed funding application must have the following items:
  - Completion of online application
  - Attached Itemized budget (can be in a word or excel document)
  - Attached Price quotes and/or invoices
  - Signed advisor approval form
  - Signed 2018-2019 SOC Funding Guidelines and Application Process

Step 2: Preliminary Review

SOC Vice President of Funding will initially review the application and verify the organization’s eligibility for funding through SOC Funding Guidelines and status as a registered student organization. Please see Part II. in SOC Funding Guidelines for SOC funding eligibility requirements.

If the organization is found to be preliminarily eligible, the SOC Vice President of Funding will send an email to the treasurer, president, and advisor of the student organization with the date, time, and location of the funding presentation at a mutually reasonable time to not exceed ten University days. Advisors are not required to attend and cannot speak on behalf of the organization.

If the student organization is not preliminarily eligible, the student organization President, and designated officer, and Advisor will receive notification with steps to complete and resubmit the application.

Step 3: Presentation

At least one officer on file from the student organization requesting SOC funding must be available to present the funding request to SOC and answer any questions from the council. Failure to attend the presentation or show up more than 5 minutes late will forfeit the funding application. The organization must repeat the funding application process if the organization so chooses.

Presentation and Q&A should not exceed 5 minutes.

Step 4: Voting Process and Results

Upon the presentation, each SOC officer present must deliberate and vote whether to (1) approve the funding application as presented, (2) approve funding application with modifications, (3) or deny the funding application.

SOC can only vote what appears in the submitted application and presentation. Per quorum set in the constitution, there must be a majority vote of the Student Organization Council officers present to approve the funding request. If a SOC officer is a member of the organization, they are recused from participating in the voting process.
**Step 5: Notifying the Student Organization**

The SOC Vice President of Funding will notify, in writing, the treasurer, president, and advisor of the student organization the final decision no later than ten (10) university days. If funding request is approved, SOC Vice President of Funding will provide details of the next steps in the funding process.

If the funding request is denied, SOC Vice President of Funding will explain the reason for the denied application based on the SOC Funding Guidelines. There will be an appeal process, please see guidelines, section XI.

**Step 6: One-on-One Funding Consultation**

In order to receive SOC funding, the president or designated officer of the student organization must meet with the LBJSC Business Office and SOC Advisor concurrently at least once during the SOC funding process for a funding consultation. The consultation will be an overview of how the reimbursement process works and what forms will be required for the completion of reimbursement. Student organizations are responsible to attend the consultation and complete all necessary forms to receive funding. Failure to attend the consultation will forfeit their funding application.

I acknowledge and agree to abide by the aforementioned steps in order to complete the funding process.

_________________________  _______________________
Printed Name                Net ID

_________________________  _______________________
Signature                  Date
Additional Funding Sources at Texas State

**Student Involvement @ LBJSC**
- Chartered Org: SOC
  - Programming
  - Common Experience
  - Supply
  [http://www.lbjsc.txstate.edu/soc/organization-resources/funding.html](http://www.lbjsc.txstate.edu/soc/organization-resources/funding.html)

**Student Government**
- Rising S.T.A.R Grant (Scholarly Travel Activity & Research Program)
  [http://studentgovernment.dos.txstate.edu/Resources/stargrant.html](http://studentgovernment.dos.txstate.edu/Resources/stargrant.html)
  (Located under Resources tab)

**Student Diversity & Inclusion**
- USAC
  [http://www.sdi.txstate.edu/Support-and-Empowerment/USAC/Funding.html](http://www.sdi.txstate.edu/Support-and-Empowerment/USAC/Funding.html)
- Multicultural Programs Committee (MPC)
  [http://www.sdi.txstate.edu/Funding-and-Scholarships/MPC-USAC.html](http://www.sdi.txstate.edu/Funding-and-Scholarships/MPC-USAC.html)

**Hispanic Policy Network Funding**
[http://www.txstate.edu/hpn/Sponsorship-Request.html](http://www.txstate.edu/hpn/Sponsorship-Request.html)

**Office of Equity and Access**
- One-time Diversity Funding
  [http://www.txstate.edu/oea/Call-for-Proposals.html](http://www.txstate.edu/oea/Call-for-Proposals.html)

**Student Recreation Center** (for Sports Clubs Only)
- Travel Request [http://www.campusrecreation.txstate.edu/sport-clubs/Club-Documents/contentParagraph/0/content_files/file44/document/Travel%20Request%20Form%20FY%202016%20amended.pdf](http://www.campusrecreation.txstate.edu/sport-clubs/Club-Documents/contentParagraph/0/content_files/file44/document/Travel%20Request%20Form%20FY%202016%20amended.pdf)

**Colleges-Departments:**
Speak to individual Deans about available funds
Situational advising allows you to change your advising style to match the development needs of the individual or organization you advise. Your advising style is the way you advise when you work with someone. It is how you conduct yourself, over time, when you are trying to influence the performance of others.

Advising Styles
You will need to vary these based on your assessment of the students/groups readiness level. Many times, advisors may struggle with students because they believe that they need a higher level of interaction or direction when the student is actually able to accept more of a delegating style and vice versa.

Directing: The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness.

Coaching: The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with groups that have a few leaders that are at a higher readiness level who will need your support with the rest of the group to get things accomplished.

Supporting: The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. Use this style with students/groups that are just starting to understand the concepts that will lead to success - the group is just starting to “get it”.

Delegating: The advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with students/groups that are at a high level of readiness.

Advising Skills

1 https://www.sac.iastate.edu/media/cms/acpaadvisormanual_94FD2362009DE.pdf
**Flexibility:** You must be able to move from one style to another in order to meet the needs of the different types of students and multiple circumstances you will encounter.

**Diagnosis:** You have to learn how to diagnose the needs of the students you advise. Determining what is needed as opposed to what is wanted is sometimes a difficult task. It is also important to note that what is needed is not always the thing that will get the most positive response - it is what will lead the student through a problem, set the standard for the future, or help to teach the student a valuable life lesson.

**Contracting:** You have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to which advising style they seek from you. This is a valuable lesson for assisting students with understanding the rules of engagement and interaction that will be carried forth as they mature.
**Motivation/ Advice**
Adapted from the ACPA Advisor Manual

**What do others want?**
Our students join organization for many reasons. They volunteer their time and energy to an organization, usually without any personal monetary gain. They want intrinsic satisfaction. Students will work harder for intrinsic satisfaction than they will for monetary income. The following are some ways that you as an advisor can help students satisfy those intrinsic needs:

**Students Need to Feel Important**
See students as worthwhile human beings loaded with untapped potential; go out of your way to express this attitude.

**Give Praise**
Reinforce for continual achievement. All people need praise and appreciation. Get into the habit of being “praise-minded.” Give public recognition when it is due.

**Give Students Status**
The more status and prestige you can build into a committee or an organization, the more motivated the members become. There are many status symbols you can use to make others feel important. For example, develop a “Member of the Week/Month” Award or “Committee Chairperson of the Month” Award. In addition, simply treating members with courtesy is a way of giving them status.

**Communicate**
Members like to know what is going on in the organization. They want to be told about problems, objectives, and “inside information.” They feel recognized and important when they are kept informed. Two-way communication within the organization is necessary in order to achieve a mutual understanding. Mutual understanding leads to motivation!

**Give Security**
Students will look to you for intrinsic security. For example, they must know that you like them, respect them, understand them and accept them not only for their strong points, but also for their challenges.

**Students Need You**
They need you to give them what they want and need: intrinsic satisfaction. When you give them what they want, they will give you what you want. This is what motivation is all about. It is not something you do to other people, but something they do for themselves. You give them the reasons and that makes you the motivator – a person who gets things done through others.

**Develop Purpose**
Always explain why. Instill in the members that their assistance is vital for success. Share ways that participation can encourage personal growth.

**Encourage Participation in Group Goal Development**
Include all members when planning goals. Consider and follow through on members’ suggestions. Remember that we support that which we help to create.

**Develop a Sense of Belonging**
People like to belong. Those who feel like they belong will more likely invest themselves.
Icebreakers/Team builders Resources

Ice breakers are a great tool to welcome and warm up new members to the student organization. Any event that requires people to comfortably interact with each other is an opportunity to use an ice breaker. Click icon below to access over a hundred pages of ice breakers.

Icebreakers.pdf

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3 https://www.thebalance.com/what-is-an-ice-breaker-1918156
4 www.flordiahshht.org