



STUDENT ACTIVITIES
TEXAS A & M UNIVERSITY

OFFICER ESSENTIALS



Learning Outcomes

Participants will be able to:

- Understand the information, tools and resources discussed
- Explain the recognition process and the benefits of recognition
- Create a safe and productive environment for members
- Articulate the expectations of student organizations and advisors
- Identify University policies and Student Rules
- Utilize the event planning tools in creating a proactive risk management strategy



The Disclaimer

The information provided today is offered for informational purposes only. It is not offered as, and does not constitute, legal advice. This information is not provided in the course of an attorney-client relationship and is not intended to constitute legal advice or to substitute for obtaining legal advice from a licensed attorney. You should not act upon this information to resolve any problem or answer your legal questions, but should seek professional counsel for individualized advice.

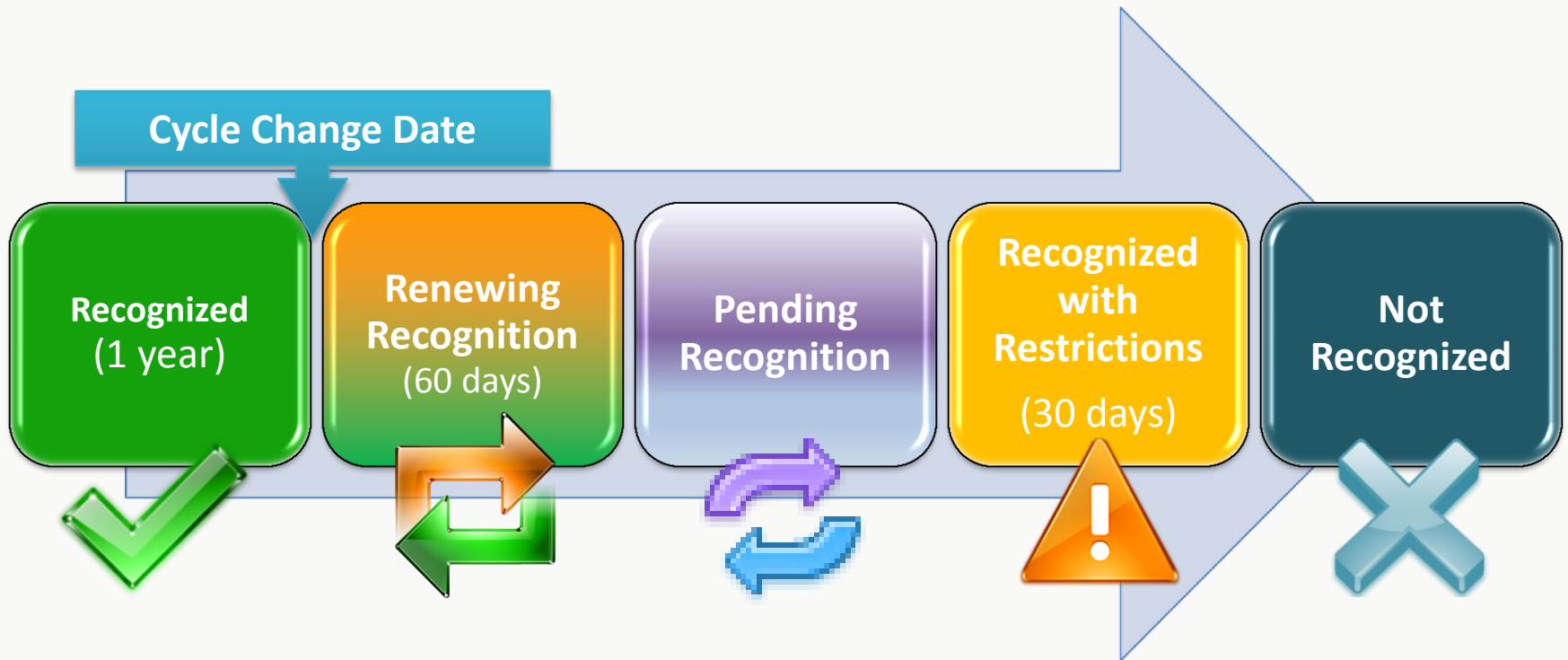


Overview/ Agenda

- Recognition
- Benefits of Recognition
- University and Student Rules
- Event Planning
- Expectations of Organizations and Advisors



The Recognition Process



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Recognition Requirements

- Leadership Positions
- Officer Eligibility including GPR and university conduct standards
- StuAct Online Profile Update
- Advisor and Officer Training
- Student Organization Finance Center (SOFC) Signature Card
- Constitution



Failure to complete the recognition process within 60 days of your recognition date will negatively affect your organization's recognition status.



Benefits of Recognition

- Association with Texas A&M University
- Use university logos and trademarks for organizational needs or products
- A free e-mail address for the organization
- Access to concessions permits to reserve space for the sale or exchange of items
- Participation in the MSC Open House
- Eligibility to apply for office, cubicle, or storage space for the organization in the Student Organization office (Sheraton Hotel).
- Use of university facilities and priority use of campus space.
- Eligibility to apply for special funding



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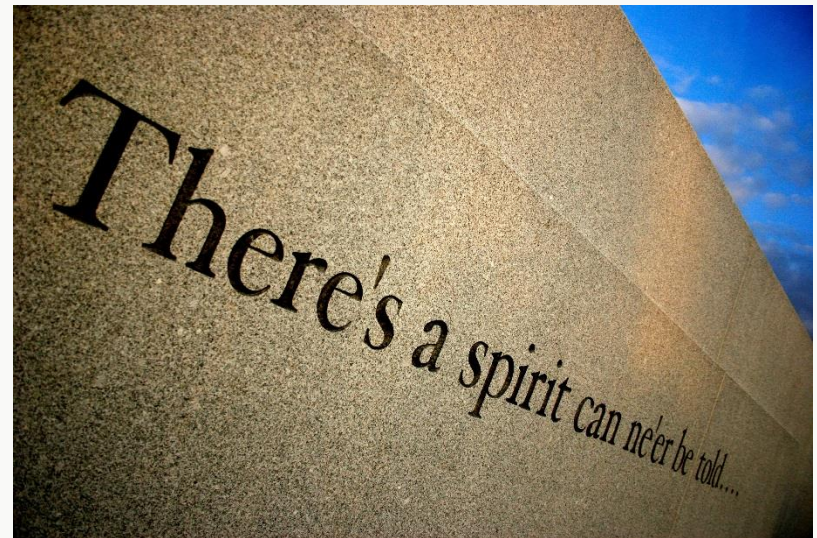
Advisor Expectations

- Facilitate intelligent, fair, and reasonable decision-making
- Advise organizations about potential and perceived risks
- Assist in the planning and coordination of events
- Attend events and meetings
- Be available for advice and consultation
- Be aware of and understand rules and policies
- Report violations to rules and policies
- Be aware of the organization's financial status
- Approve organizational expenditures



Organization Expectations

- Adhere to all laws and rules
- Remain in good standing with the university
- Demonstrate respect for the university community and other student organizations
- Operate in a manner consistent with your mission and goals
- Ensure continuity in leadership by transitioning new officers
- Establish and communicate appropriate advisor expectations
- Consult with campus experts in event planning



Student Rules 41 and 42

- **Student Rule 41**

- Operating as a recognized organization
- Department of Business Services – organization finances
- Student leader eligibility requirements including minimum GPR
- Advisor and membership requirements

- **Student Rule 42**

- Event review by advisor
- Use of university logos and trademarks
- Approval process for all-campus contracts



Student Rule: Expressive Activity

- **Distribution of Materials**

- Distribution of printed materials *does not* need a permit.
- Reserving space for distribution is through the facilities.
- Materials posted in the building must be approved by the Office of Student Affairs.

- **Sales and Other Transactions**

- Any sales or other transactions on campus require a Concessions Permit.
- The sale or distribution of food may require a Health Permit or a Food Distribution Form.

- **Know Your Rights!**

- Expressive activities should not interfere with normal university operations, impede traffic, infringe on the rights of others, or violate applicable laws or university rules.

Student Rule: Hazing

- **Hazing is:**
 - a violation of Texas A&M University policy and Texas State Law
 - typically in the form of physical risk or mental distress
 - harmful to individuals, groups, and the university
 - found in all types of student organizations
- **Hazing as defined per Student Rules:**
 - “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 any organization whose members are or include students at an educational institution or university rules.”



Responsibility to Report

If you ...

- Have first hand knowledge...
- Contribute to the planning...
- Fail to report it...

.... it is also a **violation of the Rule.**



To report hazing, contact the Office of Student Affairs, the Dean of Student Affairs



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University Rule: Travel

When traveling 25 miles or more from campus, student organizations should...

- **Complete** participant waivers and bring copies of them on the trip
- **Register** the trip with the University by completing a *Travel Information Form*
- **Work** with the Study Abroad Programs Office if traveling internationally



University Rule: Campus Programs for Minors

- What is a Campus Program for Minors (CPM)?
 - Individuals under age of 18 (and not TAMU students)
 - Org assumes full supervisory responsibility
 - Program is participatory
- CPM Requirements



Event Planning

- **Proactive Planning**
 - Ask yourself three questions:
 - Furthering mission/purpose?
 - Guiding boundaries?
 - Ability to plan and execute?
 - Identify risks
 - Utilize the event request form
- **Implementation**
 - Establish communication channels
 - Use your plan
- **Assessment**
 - Reflect on the event
 - Share the information with incoming officers



Risk Identification- PREFF

- **Physical Risks**
- **Reputational Risks**
- **Emotional Risks**
- **Financial Risks**
- **Facilities Risks**



Risk Assessment

- **Accept**
 - Willing to endure consequences of risk
- **Modify**
 - Who can help you do this?
- **Transfer**
 - Insurance is available through Student Activities
- **Eliminate**
 - How else can you accomplish your goals?



Tools for Establishing Expectations

- Organization's constitution
- Advisor Acknowledgement of Expectations
- Organization's vision/mission/values
- Discipline and removal procedures
- Follow-up conversations



Reaching Your Highest Potential

- **Vision**
 - Focuses on what you want to create in the world
 - Serves as an expression of your mission and values
- **Mission**
 - Your sense of purpose and direction
 - Provides meaning
- **Values**
 - Describes what is really important
 - Defines standards for evaluation and decision making



Successful Officer Transitions

- **Start Early!**
 - Transitioning is important and is a year-long process.
- **Ask Yourself:**
 - What information is important for new officers to know?
 - What is the most effective way to share this information?
- **Transition Topics**
 - Programs and Activities
 - Membership Recruitment and Retention
 - Officers and Org Structure
 - Organization Operations
 - Advisor Involvement
 - Public Image
 - Past, Present, and Future Goals



Takeaways

- Familiarize yourself with the recognition process and requirements
- Set expectations for your organization and advisor
- Proactively plan events, consult with campus experts and familiarize yourself with rules and policies
- Prepare for officer transitions



Resources

Please visit the following sites for additional information covered today:

- <https://studentactivities.tamu.edu>
- <https://stuactonline.tamu.edu/app/>
- <https://maroonlink.tamu.edu/>
- <http://student-rules.tamu.edu/>
- <http://orgmanual.tamu.edu>



Questions?

For more information, please contact:

Office of Student Activities

- Office of Student Affairs

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- (817) 212-3816



Thank You!

