This handbook is designed to assist existing and future student organizations at The University of Texas at Tyler by providing the guidelines necessary for developing and retaining a registered status. Included in this handbook are the processes, privileges, regulations, and other useful information that student organizations will use to function at UT Tyler.

**STUDENT LIFE AND LEADERSHIP MISSION**

As a component of The University of Texas at Tyler Division of Student Affairs, the Department of Student Life and Leadership facilitates the recruitment, orientation, and retention of students through program development and collaborative efforts designed to encourage students to become engaging members of a global society. We intentionally create learning opportunities outside the classroom that teach and challenge students to develop, understand, and reflect upon their values, leadership skills, and goals.

Organizations at UT Tyler are governed by the Student Organization Handbook, the Handbook of Operating Procedures, the Manual of Policies and Procedures, the UT System Regents’ Rules, and state, local, and federal law.

For the complete *Manual of Policies and Procedures* and UT System Regents’ Rules, please go to this [link](#).
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Benefits of Being Involved in a Student Organization

Being involved with a student organization at The University of Texas at Tyler gives any student the opportunity to meet new people, enhance their academic experience, and contribute to the university community. Once an organization is registered, it will have the benefits of reserving rooms at UT Tyler, advertising around campus, being officially recognized by the University, requesting funds from the Student Government Appropriations Committee (SGAC), and accessing other services and programs offered through the Department of Student Life and Leadership.

Choosing an Organization

The first step to joining an existing organization or creating your own is deciding what sort of organization you are looking for. Whether you want to become involved with an organization that allows you to meet other students who share your love of ancient relics, helps you spread the word about the importance of going “green,” or recognizes you for your academic achievements, the Department of Student Life and Leadership is here to help you.

To see if that special organization already exists, visit www.uttyler.edu/sll/studentorganizations and browse the list of currently registered student organizations. If you find one that suits you, you may contact the organization with the information given on the individual website, or you can stop by the Department of Student Life and Leadership to request contact information for authorized representatives of the organization. Contacting the organization will allow you to find out when the group meets and what the requirements are for membership.

If you don’t see what you’re looking for, feel free to start a new organization!
If you choose to start a new organization, you will need to register in order to gain the benefits that come with being a registered organization. New and existing organizations must register each semester before the deadline in order to maintain those benefits. Organization Registration Forms can be found on the Student Life and Leadership website under Student Organizations, or by going to this website directly: http://www.uttyler.edu/sll/studentorganizations/forms.php

Organizations will be notified of their approval status after being reviewed by the Director of Student Life and Leadership. The Director may deny registration to any student organization or group whose actions or activities are adverse to the educational purpose and work of The University of Texas at Tyler. If an organization is refused registration, the applicant will be provided with a copy of a statement detailing the reasons for refusal. Provided student organizations comply with all registration guidelines, their fall registration is valid from mid-September to mid-February, and spring registration is valid from mid-February to mid-September. Specific registration dates and deadlines will be posted on the Student Organization home page: http://www.uttyler.edu/sll/studentorganizations/.
<table>
<thead>
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<th>Categorical Description</th>
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<td>Academic Interest</td>
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<td>• Students organized to study, discuss, or experience an academic course, major, or field through lectures, field trips, meetings, or other related activities.</td>
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<tr>
<td>Greek Life</td>
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<tr>
<td>• Fraternities/sororities with National affiliations with National Greek councils (NPC, NIC, NPHC, MGC), Greek honor societies, college Greek councils</td>
</tr>
<tr>
<td>Honor</td>
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<tr>
<td>• Nationally recognized honor organizations, typically affiliated with a specific academic major, department, or campus activity.</td>
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<tr>
<td>Multicultural</td>
</tr>
<tr>
<td>• Students organized to celebrate and support the interests of one or many different cultures, races, or ethnicities.</td>
</tr>
<tr>
<td>Political/Social Action</td>
</tr>
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<tr>
<td>Professional</td>
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<tr>
<td>• Students organized to pursue mutual career goals and prepare for the professional world.</td>
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REGISTRATION A NEW ORGANIZATION

To register a new organization:

1. Identify four students interested in serving as authorized representatives for the organization.
2. Choose an advisor who is either a part-time or full-time member of the faculty or staff at UT Tyler. (You may have more than one advisor.)
3. Complete a Student Organization Registration Form and submit it to the Department of Student Life and Leadership before the registration deadline.
4. Have all authorized representatives and the advisor(s) attend student organization orientation.
5. Create a student organization constitution and risk management policy (both are due 30 days after registration has been approved).
6. Compile a list of the names and contact information for every member of the organization (due 30 days after registration has been approved).

REGISTRATION A RETURNING ORGANIZATION

To register a returning organization:

1. Complete a new Student Organization Registration Form each semester and turn in to Student Life and Leadership before the organization registration deadline. (Returning organizations are required to have only three authorized representatives and a faculty/staff advisor.)
2. Schedule to have all authorized representatives and the advisor(s) attend student organization orientation once per academic year (fall through spring).
3. Turn in your organization’s constitution, risk management policy, and member roster no later than 30 days after registration has been approved or let us know if there are no changes to

### Religious/Spiritual
- Students organized to celebrate and support the interest of one or many religions or religious studies

### Service
- Students organized to provide volunteer, community service and philanthropy to the campus and Tyler community

### Special Interest
- Students organized to pursue special interests pertaining to lifestyle, social, or societal issues

### Spirit
- Students organized to promote school spirit for UT Tyler and any of its activities and programs

### Other
- Organizations that do not meet the descriptions of the categories listed
those documents.

4. Please note: an organization is considered ‘new’ if it has not been registered for at least one academic year. *(MOPP, Sec. 2.7-201).*

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**STUDENT ORGANIZATION ORIENTATION**

Student organization orientation is designed to educate authorized representatives and advisors of University regulations as well as policies specific to student organizations. In addition, orientation sessions give information about services that the University offers to student organizations to promote growth and success. Attendance at orientation is required per Texas State legislation, and all authorized representatives and advisors listed on the organization registration form must attend.

A form will be available at the end of each orientation session that requires a signature representing the attendee’s agreement to abide by the regulations outlined in orientation. Authorized representatives and advisors are only required to attend orientation once per academic year (fall through spring). Once all authorized representatives and advisors have completed orientation, they must ensure that the members of their organization are familiar with University policies discussed at orientation. A list of the orientation times may be viewed at the Student Organization Orientation webpage.

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**MEMBERSHIP**

According to MOPP Sec. 2.7-302 regarding membership, an organization must restrict its membership to students, faculty, and staff of the university, but it may not deny membership on any basis prohibited by applicable law, including but not limited to, race, color, national origin, religion, sex, age, disability, citizenship, sexual orientation, or veteran status.

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*Re-registration is required of all student organizations per The University of Texas System Regents’ Rules and Regulations, which may be viewed at www.utsystem.edu/bor/rules.htm.*
Contact information listed on the registration form is available to anyone who requests it. If you do not want your contact information released, please e-mail getconnected@uttyler.edu with a statement requesting that your information not be released (be specific about which information may not be given). Keep in mind that by not allowing us to give out your contact information, you are preventing prospective members, as well as other organizations, from being able to contact you.

**Responsibilities of Authorized Representatives**

The authorized representatives of a student organization are the members listed on the organization registration form who have completed student organization orientation. Authorized representatives are responsible for conducting business for the student organization by completing facility reservation forms, advertising request forms, maintaining the organization website, checking the mail box in Student Life and Leadership (if applicable), checking e-mail for the organization, attending Student Organization Presidents Council meetings, being familiar with University policies, and educating other organization members about University policies.

**Responsibilities of Advisors**

Organization advisors are selected by each individual organization and are required to attend student organization orientation along with all authorized representatives (but not necessarily at the same time). Advisors should assist the organization with maintaining information and records from semester to semester. The relationship of the advisor to the organization should be discussed, as advisors can be valuable resources for the members.

**Transitioning Leadership**

At the end of each semester, there are usually some authorized representatives that have graduated or left the organization for other reasons. It is helpful to have a meeting with any new officers to discuss responsibilities and make suggestions for the future.

**Retention Advice**

Once you obtain members, it is important to keep them involved in the organization. Here are some ideas to keep your members active:

- Involve them in the decision-making process
- Make sure they know what role they play in the organization
- Give them leadership opportunities (event planning, head of a committee, etc.)
- Celebrate birthdays and accomplishments
- Organize team-building activities
- Plan social events just for the members (bowling, mini-golf, pizza and movie night, etc.)
- Use a point system to recognize people for their hard work
- Get to know your members and what they want to gain from the organization
**E-mail Address**

E-mail addresses for registered organizations are available on the student e-mail server (i.e. chessclub@patriots.uttyler.edu). Organizations must submit a **Web/E-mail Account Request Form** to request an e-mail address. This form can be found on the Student Life and Leadership website under [Student Organizations](#). Once approved, access to the account will be given to one authorized representative and the advisor of the organization.

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**Student Organization E-mail Account Policy**

Any registered student organization at The University of Texas at Tyler has the option of keeping an e-mail address on the student e-mail server. This will allow the organization to have a professional looking e-mail address that also identifies it as a UT Tyler organization. Access to this account will be given to one authorized representative and an advisor. The e-mail account is intended for registered student organization purposes only. Any abuse of the account will result in a warning, possible deactivation of the account, or disciplinary action.

The following e-mail activities are prohibited by the Student Information Technology Resources Acceptable Use Policy:

- Using e-mail for purposes of political lobbying or campaigning, except as permitted by the [Regents’ Rules and Regulations](#)
- Posing as anyone other than oneself when sending e-mail, except when authorized to do so by the owner of the e-mail account
- Reading another user’s e-mail, unless authorized to do so by the owner of the e-mail account, or as authorized by policy for investigation, or as necessary to maintain services
- Sending or forwarding chain letters
- Sending unsolicited messages (SPAM) to large groups
- Sending excessively large messages or attachments, unless in performance of official UT Tyler business
- Sending threatening or harassing e-mails
- Sending or forwarding e-mail that is likely to contain computer viruses


**Mailbox**

Registered student organizations are encouraged to apply for a mailbox located in the Department of Student Life and Leadership. To request the use of a mailbox, please mark the designated box on the organization registration form. Please have all senders address mail to your organization as follows: [Organization Name], The Department of Student Life and Leadership, The University of Texas at Tyler, 3900 University Blvd., Tyler, TX 75799. Only authorized representatives listed on the registration form may obtain mail from the organization’s mailbox. For security reasons, representatives may be asked to show student identification in order to check and receive mail.

*Mailbox assignments are given on a first come, first serve basis until all mailboxes are distributed among organizations that request them. There is no guarantee that an organization will retain the same mailbox from year to year.*

**Website**

Each registered student organization has its own page on the Student Life and Leadership website, but space is also available for organizations to maintain their own site. Organizations interested in applying for their own University-hosted website will need to submit a Web/E-mail Account Request Form to the Department of Student Life and Leadership.

**Student Organization Web Account Policy**

- Student organization websites must not in any way contradict the mission and purpose of UT Tyler.
- Student organization websites must only be used for the purposes of student organizations. They may not be used to conduct personal business or to benefit individuals or organizations that are not a part of UT Tyler.
- Commercial advertising must not be posted on student organization websites.
- Student organization websites will not be used to degrade or harass other individuals or organizations.
- The University of Texas at Tyler logo, name, and seal may not be used on any student organization website.
- Student organization websites will not be identified as official websites of UT Tyler.
- The name of the organization as registered with the Department of Student Life and Leadership must be displayed on the website.
- Only the advisor and authorized representative listed on this form may serve as the webmasters to have access to make updates to the UT Tyler-hosted student organization website.
- The advisor/webmaster must not divulge the account information to anyone, and all student records must remain with the University when employment with UT Tyler ends.
- Advisors must have a current IT Acceptable Use Policy agreement on file with Information Resources.
**STUDENT ORGANIZATION PRESIDENTS COUNCIL**

Student Organization Presidents Council (SOPC) meetings are held once per semester in order to receive feedback from student organization presidents. All organization presidents or designated authorized representatives are invited to attend. The feedback from SOPC meetings allows the Department of Student Life and Leadership to better gauge where changes could be made to improve programs and services for student organizations. Attendees will not only give and receive useful information to help your organization grow, but they will also have the opportunity to meet other leaders at UT Tyler. Of course, lunch is always served at no cost to you! Check your email or visit the Student Life and Leadership website for SOPC meeting dates, times, and locations.

**STUDENT ORGANIZATIONS ACHIEVING RESULTS**

We are currently restructuring our SOAR programs, so please direct suggestions and/or questions regarding SOAR to Student Life & Leadership.

**STUDENT LEADERSHIP SUMMIT**

Sponsored by the Department of Student Life & Leadership, the Leadership Summit is an all-day program geared towards student organization members and open to all students at UT Tyler. This free program will feature a keynote speaker as well as a terrific line-up of student and staff presenters. The presentation topics are geared towards increasing students’ knowledge in time management, working with diverse groups, risk management, and more! Leadership Summit schedules, speaker information, and registration information can be found on the Leadership Summit website.

**STUDENT ORGANIZATION SHOWCASE**

Student Organization Showcase is a great way to advertise for your organization and to gain the interest and possible membership of students at UT Tyler. It is also a time for organizations to inform students and other organizations of upcoming events or fundraisers. Tables will be set up at the showcase location for authorized representatives to prepare their promotional material. There are one to two showcases held per semester, and two seats will be available at each table for organization representatives. Student organizations can obtain the registration form for the Student Organization Showcase on the Student Life and Leadership website. Student organizations are not required to be registered to participate in the first showcase of each semester.

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**Tips for Enhancing Your Table at Showcase**

- Set up a display board with information about your organization
- Bring freebies to pass out (i.e. candy, pens, buttons, etc.)
- Decorate with a tablecloth, balloons, t-shirts, etc.
- Interact with students by smiling and greeting them when they walk by
- Provide a sign-up sheet to gather contact information from interested students
On-Campus Services for Advertising

♦ Patriot Printing Services
Located on the first floor of the Library, students are able to utilize this on-campus printing service for your printing needs.

♦ Patriot Creation Station
Visit the second floor of the University Center in the Patriot Zone to create banners FREE OF CHARGE! This includes banner paper, paint, and more!

Student Leadership and Service Awards

Every spring the Student Leadership and Service Awards ceremony is held to honor leadership and community service demonstrated by individual students and organizations at UT Tyler. These awards are a great way to acknowledge an outstanding organization member, advisor, other organization, or any UT Tyler student leader. Look for information and dates at the beginning of each spring semester.

The Student Leadership and Service Awards given include the following:

- Emerging Leader Award
- Fraternity Man of the Year
- Sorority Woman of the Year
- Outstanding Student Organization Advisor
- Outstanding Student Organization Member
- Outstanding Student Organization President
- Program of the Year
- Student Organization of the Year
- Legacy Award

In order to be considered for an award, students, faculty and staff must be nominated through an application process. These applications may be submitted by any student, faculty, or staff member that chooses to do so. A committee reviews all submitted applications and selects winners for specific award categories. We encourage students, faculty, and staff to submit nominations and to keep in mind that the quality of the essays on the applications is more important than quantity!
5 Meetings and Events

**Reserving Space**

Registered student organizations are entitled to reserve space on campus in order to hold meetings or events. Submitting this request form does not constitute a confirmed reservation. A separate confirmation e-mail detailing reserved times and locations will be sent to the authorized representatives of the organization once the request is processed through the campus reservation system. If the request cannot be processed due to scheduling conflicts, the authorized representatives will receive communication from the Department of Student Life and Leadership or the person in charge of the facility so that other arrangements can be made to satisfy the organization’s request.

An *Event/Facility Request Form* must be submitted to getconnected@uttyler.edu or to the Department of Student Life and Leadership in UC 3400 at least seven business days before the event.

Requesting space on campus is a privilege of registered student organizations and departments (see Chapter 2 of this handbook for registration requirements). If a student group requests space before a semester begins (i.e. requesting space for the fall semester during the summer), the request will only be processed if the group was a registered student organization during the semester immediately prior to the semester for which the space is being requested. These requests will remain valid only if the organization completes the student organization registration process for that semester. New organizations or those that did not register in the prior semester must wait until the first day of student organization registration for a particular semester and also submit their Student Organization Registration form before facility requests will be accepted for that semester. Requests from new groups and/or groups that did not register the prior semester will be subject to the discretion of the Director of Student Life & Leadership, and a pre-event meeting may be required to ensure understanding of policies and procedures.

A classroom in any building may be requested, but priority will be given to classes in that space. Classrooms requested at the beginning of a semester will not be confirmed until all classes have been settled in a permanent location.
**Space Reservation Policies**

When reserving space on campus, organizations must abide by the following rules or risk possible disciplinary action from the Office of Judicial Affairs and possible cancellation of organization registered status:

- Organizations may not reserve the Riter Plaza, Spence Plaza, or Braithwaite Gardens. Riter Plaza includes the Carillon/Bell Tower and surrounding landscaped and paved sidewalk areas. Spence Plaza includes the paved area outside the main entrance to the Cowan Center and areas surrounding the fountain. Braithwaite Gardens includes the paved areas adjacent to the Cowan Center.

- No speech, expression, or assembly may be conducted in a way that damages or defaces property of the University or of any person who has not authorized the speaker to damage or deface his or her property.

- No person may damage, deface, or interfere with any sign, table, or exhibit posted or displayed by another person or organization.

- No person or organization shall distribute or engage in any public performance that is obscene.

- No speech, expression, or assembly may be conducted in a way that disrupts or interferes with any:
  - teaching, research, administration, or other authorized activities on campus,
  - free and unimpeded flow of pedestrian and vehicular traffic on the campus, or
  - signs, tables, exhibits, public assemblies, distribution of literature, guest speakers, or use of amplified sound by another person or organization.

**Co-sponsoring With Off-Campus Entities**

No registered student, faculty, or staff organizations may co-sponsor any event on campus with an off-campus for-profit person or organization. Only academic or administrative units with authority delegated from the president of the University may co-sponsor events with an off-campus person or organization. An event is prohibited co-sponsorship if an individual or a student, faculty, or staff organization:

- depends on an off-campus for-profit person or organization for planning, staffing, or management of the event,
- advertises the event as co-sponsored by an off-campus for-profit person or organization,
- operates the event as an agent of, or for the benefit of, an off-campus for-profit person or organization.
distributes any proceeds of the event to an off-campus for-profit person or organization, except for payment of a fair market price for goods or services provided to the University person or organization,
reserves a room or space for the use of an off-campus for-profit person or organization, or
engages in any other behavior that persuades the University that an off-campus for-profit person or organization is in fact responsible for the event, in full or substantial part.

The following are acceptable and do not indicate a prohibited co-sponsorship in and of themselves:

- A University person or organization endorses an off-campus person or organization or its message.
- A University person or organization has purchased goods or services from an off-campus provider.
- A registered student organization has invited a guest speaker.
- A registered student organization has received financial contributions to support the event from an off-campus donor.

**Amplified Sound**

Events and activities using amplified sound may be reserved at the following locations and times:

- The University Deck Amplified Sound Area is located behind the Administration building, and may be used for amplified sound from **11:00 am to 1:00 pm and after 5:00 pm Monday through Friday and after 8:00 am on Saturday and Sunday**.
- The Library North Yard Amplified Sound Area is adjacent to the Robert R. Muntz Library and may be used for amplified sound anytime with the provision that the amplification is directed to the lower lake area only.

University persons and organizations may use amplified sound on campus at designated times and locations, subject to the following rules:

- The organization must fill out and turn in an **Event/Facility Reservation Form** indicating that amplified sound will be used.
- The Department of Student Life and Leadership may designate additional areas for use of amplified sound.
- Between 8:00 am and 5:00 pm Monday through Friday, all persons and organizations must use sound equipment owned or controlled by the University. Some sound equipment may be borrowed or rented through the Educational Technology Services.
- On evenings and weekends, organizations may provide their own sound equipment. Some sound equipment may be borrowed or rented for a nominal fee through Educational Technology Services.
- Persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic passing through the area.
- If the Department of Student Life and Leadership concludes that it is unworkable to use the University Deck and University West Yard at the same time, refusal to schedule two simultaneous events in these areas may occur.
- If amplified sound is authorized for an event on a Sunday, Monday, Tuesday, Wednesday, or Thursday evening, the sound must be turned off by 1:00 am on the following day. If
amplified sound is authorized for an event on Friday or Saturday evening, the sound must be turned off by 2:00 am on the following day.

- The Department of Student Life and Leadership may prescribe reasonable and nondiscriminatory rules concerning scheduling, sound levels, the location of speakers and direction in which they are pointed, and other rules to facilitate the use of amplified sound on evenings and weekends to mediate any conflict with University functions and other nearby activities and to manage environmental impact.

**Public Assembly**

Persons or organizations that are planning a public assembly with more than fifty participants are strongly encouraged to notify and consult with the Department of Student Life and Leadership as soon as practicable after the point at which the planners anticipate or plan for more than fifty participants. Persons or organizations planning smaller assemblies are encouraged to consult the Department of Student Life and Leadership if there is uncertainty about applicable University rules, the appropriateness of the planned locations, or possible conflict with other events. A pre-event meeting may be required for organizations wishing to host events with a large audience to ensure that the event is successful and safe.

**Special Speakers**

Registered student organizations may present guest speakers on University property with the advance permission from the Department of Student Life and Leadership (as indicated on the Event/Facility Request Form). A guest speaker may present a speech or performance, or lead a discussion, at a time announced in advance in a fixed indoor or outdoor location approved by the Department of Student Life and Leadership and may distribute literature to persons who attend.

A guest speaker may **not:**
- accost potential listeners who have not chosen to attend the speech, performance or discussion,
- distribute literature to persons who have not chosen to attend the speech, performance, or discussion, or
- help staff a table or exhibit set up.

A student organization that presents a guest speaker must make clear that:
- the organization, and not the University, invited the speaker and
- the views expressed by the speaker are his or her own and do not necessarily represent the views of the University, The University of Texas System, or any component institution.

**Responding**

University persons and organizations may respond to the speech, expression, or assembly of others, subject to the following rules:
- Responders may not damage or deface signs or exhibits, disrupt public assemblies, block the view of participants, or prevent speakers from being heard.
- Means of response that require advance permission or reservations, such as banners, A-frames, exhibits, amplified sound, or literature distribution may be used as soon as the needed permission or reservation may be arranged. Banner space and some amplified sound areas
may be unavailable on short notice because of earlier reservations, but the Department of Student Life & Leadership shall expedite approval of A-frames, exhibits, literature, and available banner space and amplified sound areas where necessary to permit appropriate response to other speech, assembly, or expression.

**ALCOHOL AND DRUG POLICY**

The purchase, manufacture, distribution, possession, sale, storage, or use of alcoholic beverages is prohibited while on campus or on property owned or controlled by the University, including all campus residence buildings.

**Hazing**

Hazing with or without the consent of a student inflicting the hazing or the person submitting to the hazing is not permitted and is subject to immediate discipline. In addition, each organization must sign a written statement included with the registration packet each semester acknowledging that the organization does not engage in hazing activities which may be dangerous, harmful, or degrading to students.

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For more information about hazing, you may visit StopHazing.org, the UT System Regents’ Rules, and the Manual of Policies and Procedures.

**Police Protection**

It is the responsibility of the University to protect the safety of all persons on campus and to provide police protection for speakers, public assemblies, persons staffing or viewing exhibits, and other events. The normal patrolling of officers during regular duty areas will be at the cost of the University. When the magnitude, timing, or nature of an event requires overtime hours from police officers (including contract hours for officers hired from other departments or private security agencies), the University will charge the cost of overtime or contract officers to the person or organization sponsoring the event.
the event or exhibit that requires overtime police protection. A Security Request form can be found on the Student Life and Leadership website.

A reasonable and nondiscriminatory fee for overtime police work will be charged for events that require overtime police protections, and charge a price for admission or pay a speaker, band, or other off-campus person or organization for services at the event. Persons or organizations planning such events should budget for the cost of police protection.

**FOOD SAFETY**

Student organizations may provide food at events, however, they must complete the following process:

**For an on-campus provider: (i.e. Aramark)**
- Fill out Event/Facility Request Form in full and select ‘yes’ for the question “Will you be distributing food?”
- In the space provided, type ‘Aramark’ if providing food through this service
- No Food Approval Form is required when using Aramark

**For an off-campus provider:**
- Fill out Event/Facility Request Form in full and select ‘yes’ for the question “Will you be distributing food?”
- Describe vendor in the space provided
- Fill out and submit Food Approval Form-Off Campus Provider in full, providing all information requested

*The only food items that are permissible to be brought from home are baked goods (i.e. cookies, brownies, cakes etc.)*

If your student organization is requesting permission to cook items on campus, you will need to follow the Food Safety Guidelines & Checklist and may be required to meet with the Director and/or Director of Environmental Health & Safety.

**FOOD SAFETY GUIDELINES & CHECKLIST**

1. **Only approved food products will be permitted.** Home preparation or the storage of food in the home is not allowed. All condiments including relish, catsup, etc., available for customers must be
single-service packets or be dispensed from sanitary dispensers. Must provide single service plates & utensils.

2. All perishable food products must be maintained under proper temperature control. A thermometer (0 to 220 degrees) to check temperature is required. See food temperature guidelines below:

### HOT FOODS

<table>
<thead>
<tr>
<th>Food</th>
<th>Minimum Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef, pork and fresh cracked eggs</td>
<td>145°F</td>
</tr>
<tr>
<td>served immediately</td>
<td></td>
</tr>
<tr>
<td>Ground meat, fish products, and pork</td>
<td>155°F</td>
</tr>
<tr>
<td>Poultry and stuffed products</td>
<td>165°F</td>
</tr>
<tr>
<td>Other hot foods</td>
<td>140°F</td>
</tr>
</tbody>
</table>

### COLD FOODS

<table>
<thead>
<tr>
<th>Food</th>
<th>Maximum Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>All meat, dairy, and other cold foods (including beef, pork, eggs,</td>
<td>41°F</td>
</tr>
<tr>
<td>vegetables once heat has been applied, raw seed sprouts, cut</td>
<td></td>
</tr>
<tr>
<td>melons, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

Cooked food must be prepared to the minimum initial cook temperature as required by the Texas Food Establishment Rules, Texas Department of State Health Services.

3. Food shall be protected at all times. Open, unprotected displays of food products will not be allowed. Booths to be enclosed or covered with tent/tarp. All food/food supplies to be 6” off floor/ground.

4. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles or cans and must be dispensed by food handlers using a scoop.

All event staff/food handlers shall:

a. Wear clean clothes and effective hair restraints
b. Wash hands with soap and water prior to beginning work, after smoking, eating, or drinking, and after using the restroom
c. Use disposable gloves or utensils when handling food products
d. Not smoke or use tobacco products inside the food area

5. Have three containers available for the following uses of water:

   a. Soapy water for washing
   b. Rinse in clear water
   c. Water with bleach to sanitize surfaces and utensils (one cap full of bleach to one gallon of water)

6. Five gallon container with spigot, filled with water, liquid soap for hand washing; provide liquid soap and paper towels. A three compartment sink is also acceptable.

7. All trash and garbage must be contained in leak proof, non-absorbent containers lined with plastic bags and covered with lids.

8. Toxic items shall be stored away from food and food supplies.

9. If open flame cooking a fire extinguisher must be on hand and conveniently accessible.

#### When serving food on campus, please use the following checklist:

- 1. Covered Trash Can
- 2. Container For Waste Water
- 3. Ice Chest For Food
- 4. Spray Bottle With Bleach
5. Hot Foods at 140 degrees
6. Wastewater Discard Barrel
7. Flooring
8. Hand Wash Set-up
9. Soap
10. Paper Towels
11. Three Compartment Sink
12. Ice chest and scoop

13. Thermometers
14. Covered Condiments or Sanitary Dispenser
15. Single Serve Ware
16. Cold Foods at 41 degrees
17. Fire Extinguisher (only if open flame cooking)
18. Tent for outdoor food events

ADVERTISING

An organization may advertise by means of flyers, banners, pamphlets, A-frames, poster frames, or LCD slides. All forms of advertisement must include the name of the organization and the date of the event. A student, group, or organization may not advertise or promote events or activities or other functions in a manner that falsely suggests that the event or activity is sponsored by the University.

The guidelines for each form of advertisement are as follows:

• Only an organization that is financially supported by the University may use the name or an abbreviation of the University as part of its name. Other organizations may use terms such as “campus” or “Patriot” in their names.
• A seal of either the University of Texas at Tyler or the University of Texas System cannot be used by a student organization in connection with any activity of the organization. In addition, a student organization is not allowed to use such seal or seals as a part of any letterhead, sign, banner, pamphlet, or other printed material that bears the name of the organization.
• All forms of advertisement must include the name of the student organization, the date of the event (if applicable), and the organization’s contact information.
• Advertisements may not include information that, in any way, discriminates or makes derogatory references based on, but not limited to, race, color, national origin, religion, sex, age, disability, sexual orientation, or veteran status.
Literature Distribution

Literature is defined as any printed material, including any newspaper, magazine, or other publication, and any leaflet, flyer, or other informal matter, that is produced in multiple copies for distribution to potential readers. Registered student, faculty, and staff organizations, and academic and administrative units, may sell, distribute, or display literature on campus, subject to the following rules:

- All literature must be approved and stamped by the Department of Student Life and Leadership before distribution.
- No person or organization may sell, distribute, or display on campus any publication operated for profit. A registered student, faculty, or staff organization may, however, sell publications operated for profit as part of a fund-raiser.
- A student organization is not allowed to use the University of Texas at Tyler or the University of Texas System seal or seals as a part of any letterhead, sign, banner, pamphlet, or other printed material that bears the name of the organization.
- Literature distributed on campus may contain the following advertising:
  - advertising for a registered student, faculty, or staff organization, or an academic or administrative unit
  - advertising for an organization that is tax exempt
  - paid advertising in a publication primarily devoted to promoting the views of a not-for-profit organization or to other bona fide editorial content distinct from the paid advertising
  - other advertising expressly authorized by the Regents’ Rules and Regulations or by contract with the University.
- Any person or organization distributing literature on campus shall pick up all copies dropped on the ground or left on furniture in the area where the literature was distributed.
- No person or organization shall distribute or display on the campus any writing or visual image that is obscene or that defames any other person.
- No person shall make, distribute, or display on the campus any statements directed to inciting or producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law.

Booths and Tables

University persons or organizations may set up tables from which to display literature and disseminate information and opinions, subject to the rules defined. A booth is defined as a table furnished by the University or a temporary structure installed for distributing petitions, handbills, or literature, displaying signs, raising funds, soliciting tangible items, or other forms of expression. A booth or table can be reserved by completing and turning in an Event/Facility Reservation Form. The available locations are in the Business Building Lobby, the Herrington Patriot Center Lobby, and lobby areas within the University Center. When setting up a booth or table, please comply with the following regulations:

- Booths must identify the name of the sponsor organization or student.
- Booths can be set up for a maximum of five days, after which time a new application must be made.
- No student or organization may operate a booth for the purpose of distribution, soliciting, or selling by accosting or shouting at individuals.
• Organizations assume full responsibility for their booths or temporary structures, including all injuries or hazards that may arise from their presence on the campus. Organizations are liable for damage that may occur to booths or temporary structures.

• University persons and organizations may set up tables in any outdoor location on the campus and in any large, open, indoor location, but are subject to the following restrictions:
  - Tables may not be set up on the Riter Plaza, Spence Plaza, or Braithwaite Gardens.
  - Tables may not be set up inside any library, classroom, laboratory, performance halls, office, or in any hallways less than ten feet wide without the permission from the academic or administrative unit that controls the space, or from the faculty or staff member who controls the space at a particular time.
  - Academic or administrative units may further specify these rules by restricting tables to reasonable locations in spaces occupied by that unit. Academic and administrative units are encouraged to clearly state any such rules in writing, and to publish to rules on a website or on a flyer or pamphlet conveniently available at the chief administrative office of the unit.

• Any person or organization sponsoring a table shall remove litter from the area around the table at the end of each day.
### Bulletin Board Posting Locations

<table>
<thead>
<tr>
<th>Biology Education and Psychology Building (BEP)</th>
<th>Free Speech Boards</th>
<th>Physical Education Building (PHE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st floor across from 128</td>
<td>1st floor of the ADM building - walkway near Cashier's Office (4 sides)</td>
<td>1st floor across from 120</td>
</tr>
<tr>
<td>1st floor room 112/Coke machine area</td>
<td>Left of the Temporary Classroom Building (TCB) (4 sides)</td>
<td>1st floor across from women's restroom</td>
</tr>
<tr>
<td>1st floor left of 131</td>
<td>BUS Building parking lot (2 sides)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Braithwaite Building-Nursing (BRB)</strong></td>
<td></td>
</tr>
<tr>
<td>1st floor between 1055 entrance</td>
<td>Free weights area - rolling bulleting boards on the left (ask front desk first)</td>
<td></td>
</tr>
<tr>
<td>2nd floor right of 2405</td>
<td>Academic Wing - on the right when you enter from the student lounge on the 1st floor</td>
<td></td>
</tr>
<tr>
<td><strong>Business Administration Building (BUS)</strong></td>
<td><strong>Herrington Patriot Center (HPC)</strong></td>
<td></td>
</tr>
<tr>
<td>1st floor right of 114</td>
<td>Free weights area - rolling bulleting boards on the left (ask front desk first)</td>
<td></td>
</tr>
<tr>
<td>1st floor right of 131</td>
<td>Academic Wing - on the right when you enter from the student lounge on the 1st floor</td>
<td></td>
</tr>
<tr>
<td>1st floor between 127 and 128</td>
<td><strong>Hudnall-Pirtle-Roosth Building (HPR)</strong></td>
<td></td>
</tr>
<tr>
<td>1st floor across from 237</td>
<td>1st floor right of 105</td>
<td><strong>Physical Education Building (PHE)</strong></td>
</tr>
<tr>
<td>2nd floor across from 237</td>
<td>First floor next to 117/118</td>
<td>1st floor across from 120</td>
</tr>
<tr>
<td>2nd floor next to stairs</td>
<td>Wood stand in 1st floor seating area</td>
<td>1st floor across from women's restroom</td>
</tr>
<tr>
<td>2nd floor across from 257</td>
<td>1st floor next to 124</td>
<td></td>
</tr>
<tr>
<td>2nd floor across from 270</td>
<td>2nd floor across from 277</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd floor across from 272</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd floor between 224 and 223</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wood stand in 2nd floor seating area</td>
<td></td>
</tr>
</tbody>
</table>

*When using any form of advertisement, you may only advertise events approved by Student Life and Leadership, and you must use the name of your organization as registered with UT Tyler.*

*The free speech boards do not require approval from the Department of Student Life and Leadership. Please be aware that any inappropriate material, outdated material, or unapproved solicitations will be removed from these boards.*
A-Frames
- A-frames are requested by completing an A-Frame/Poster Frame/ Banner Space Request Form.
- Only 22" x 28" posters may be placed in the a-frames.
- A-frames may be placed in any indoor location at UT Tyler with approval from the office nearest to where the a-frame will be placed.

Flyers
- All flyers need to be approved by Student Life and Leadership before posting to bulletin boards around campus.
- Flyers will be approved for 14 days.
- Flyers that are not approved or advertise for events that are over will be removed.
- The size of a flyer may not exceed 14" x 22."  
- No flyer may be placed on top of another properly posted sign or flyer.
- All flyers must include the name of the organization or individual posting the flyer.
- Space should be left on the flyer for the approval stamp, which is 2" x 3."

Talon Ads
- Ad requests for the Patriot Talon must be submitted to Student Life and Leadership before the deadline indicated on the Patriot Talon Ad Space Reservation Form.
- Organizations may not request more than three ads per semester unless additional ad space becomes available.
- Ads must be submitted to the Talon (patriotads@yahoo.com) in picture format no later than the date provided in the confirmation e-mail.
- Organizations may only request one ad per issue, and requests may not be combined with other organizations to secure a larger space.

Banners
- Banner space is requested using the A-Frame/Poster Frame/Banner Space Request Form.
- Any banner to be placed outside must be completely waterproof and will need to be turned into Student Life and Leadership by 5:00 pm on the business day before it is to be hung.
- Holes in banners placed outside must be 71 ¼ inches apart.
- Banners cannot be larger than 4 feet tall x 6 feet wide.
- All banners must be picked up within two business days of when they are taken down or they will be discarded.
- Banners can be made at the Patriot Creation Station in the Patriot Zone of the University Center.

LCD Slides
- Slides may be designed by an organization or by the Department of Student Life and Leadership by completing the Marketing Design Request Form.
- Ads designed by an organization must be submitted to getconnected@uttyler.edu in either PowerPoint format or a 8.5" x 11" jpeg.
- A slide will rotate for 14 days after loaded on the screen.
- The slide will be added to the LCD screen within 2 days after the request is received.

Additional Ideas
- Announcements during class (ask permission from the professor before doing this)
- Brochures
- Buttons
- Candy with information attached
- E-vites
- Facebook
- Poster Frames in the UC
- Stickers
- T-shirts
FISCAL PROCEDURES

- Student organizations may establish an account with a private financial institution, as we do not have service on campus to establish student organization bank accounts.
- Texas law allows a registered student organization to be relieved from state sales tax liability for fundraising sales occurring one day per month or less where sales are for the benefit of the registered organization and do not involve another entity not authorized for solicitation.

MEMBERSHIP FEES

A registered student, faculty, or staff organization may collect membership fees or dues at meetings of the organization scheduled in advance. Fees collected must be included on the annual Fundraising Report.

SGAC FUNDING

The Student Government Appropriations Committee (SGAC) is a group within The University of Texas Tyler Student Government Association that has the responsibility of allocating money to student organizations. Registered organizations will need to submit an SGAC Funding Request Form to the SGA Treasurer before items are purchased, and a hearing will be scheduled with the committee to ensure that all guidelines are being followed. Some items you may wish to request funds for are: conference fees, advertising costs, food for an event, rental fees, or office supplies. You may contact the SGA Treasurer at sga@patriots.utttyler.edu or visit the SGA Website for more information.

FUNDRAISING

Fundraising - Student organizations may hold fundraisers, but must conform to the following guidelines:

Requests must be turned in by filling out a Fundraiser/Solicitation Approval Form at least ten business days prior to the event.

- Organizations classified as for-profit organizations may only hold one fundraiser per month in order to comply with Texas State Regulations and to avoid paying sales taxes on money raised.
- A sign indicating the name of the organization must be displayed at the fundraising/solicitation site.
- In making solicitations, organization representatives are expected to not pressure people to contribute to their cause.
- Individual students are not allowed to solicit for personal gain.
- All money from fundraisers must be included on the organization registration form.
- Registered student organizations may collect admission fees for programs scheduled in advance provided the admission fees are not for the exhibition of movies on the campus.
• A registered student organization may sell charitable raffle tickets on behalf of an organization that is authorized to conduct a charitable raffle under the Texas Charitable Raffle Enabling Act, Texas Occupations Code, Chapter 2002, or successor provisions. This information must be indicated in detail on the **Fundraiser/Solicitation Approval Form**.

• A registered student organization may advertise or sell merchandise, publications, food, or nonalcoholic beverages, or request contributions, for the benefit of another registered student, faculty member, student organization, or tax-exempt organization.

• No organization may request contributions on behalf of an off-campus tax-exempt organization or for their own organization if it is classified as tax-exempt (501 (c)(3)) or more than 14 days in any fiscal year.
As required by Texas Legislation, student organization authorized representatives and advisors must attend risk management training, and each organization must develop a risk management policy.

**Risk Management Training**

The University of Texas at Tyler offers risk management training through student organization orientations which are required for organization registration. The risk management training gives organizations information about University policies and local, state, and federal laws related to hazing, drugs and alcohol, sexual harassment, event planning, and other potential risks. Authorized representatives must also provide training and information to their organization members after attending student organization orientation. Additional resources are: the [UT System Regents’ Rules](#), the [Manual of Policies and Procedures](#), StopHazing.org, Alcohol 101 Plus, and [The BACCHUS Network](#).

**Risk Management Policy**

Items that need to be addressed in each organization risk management policy are:

- Alcohol and Drugs
- Hazing
- Behavior at organization Events and Meetings
- Risk Management Education
- Sexual Harassment and abuse
- Travel
- Fire and other safety issues

It is important that all organizations are aware of potential risks when planning events and meetings, as well as other risks such as document security and personal reputation. A [Risk Management Template](#) is also available for organizations to review.

For specific questions regarding risk management, student organization members can also contact the [Office of Environmental Health and Safety](#).
UNIVERSITY TRAVEL POLICY

Students and student organizations are required to follow the University Travel Policy when certain criteria are met. If your organization is planning an off-campus event, please ask yourself the following questions:

- Is the activity sponsored, organized or funded by UT Tyler?
- Is the activity located more than 25 miles from UT Tyler?
- Is the activity undertaken using a vehicle owned, leased, or rented by the institution OR is attendance at the activity required by a registered student organization?

If you answered “yes” to all of the above questions, then you are subject to the following guidelines:

1. At least one faculty or staff member must accompany students.
2. A pre-trip orientation must be conducted prior to the date of departure. This orientation will give detailed information about the trip, including all known risks.
3. All students traveling on a University-sponsored overnight trip must have medical insurance. Student health insurance is available at minimal cost through the Student Services Office.
4. A Group Travel Authorization Request Form must be turned into the Chief Student Affairs Officer at least two weeks prior to departure. (Note: On the form, the RUO is the Responsible University Official who is the faculty or staff member accompanying the students.)
5. If the trip is approved, each participant must complete the following forms:
   a. Release and Indemnification Agreement
   b. Emergency Information Contact Form
   c. Participant Responsibility Form

   The Responsible University Official must submit these forms, in addition to the Group Travel Information Form and the approved Group Travel Authorization Request form, to the Chief Student Affairs Officer at least one week prior to departure.
6. The Responsible University Official must complete an Off Campus Travel and Activity Checklist and Emergency Crisis Response Plan and submit to the Chief Student Affairs Officer one to two days prior to departure.

For the complete travel guidelines, please see Chapter 13 of the Student Affairs Manual of Policies and Procedures.
DISCIPLINE

An organization violates a UT System Regents’ Rule, University regulation, or administrative rule when:

- one or more of its officers or authorized representatives acting in the scope of their organizational capacities commit the violation,
- one or more of its members commit the violation after the action that constitutes the violation was approved by majority vote of those members of the organization present and voting,
- one or more members of a committee of the organization commit the violation while acting in the scope of the committee’s assignment,
- a member of an organization acting with apparent authority of the organization commits the violation,
- one or more members of an organization or its officers permit, encourage, aid, or assist any of its members in committing a violation,
- one or more members of an organization or its officers, under circumstances where such person knew or should have known that an action constituting a violation was occurring or about to occur, fails to prevent that action, or
- one or more members of an organization fail to report to appropriate university or civil authorities promptly their knowledge or any reasonable information about a violation.

The director of residence life and judicial affairs may impose one or more of the following penalties for violation of a Regents’ Rule, University regulation, or administrative rule:

- place the organization on probation for up to one year,
- suspend, for no more than one year one, all of the organization’s rights and privileges,
- require restitution, educational seminars, and community service,
- suspend, for no more than one year, the organization’s registration,
- cancel the organization’s registration for no less than one year, or
- the director of residence life and judicial affairs or the hearing officer may impose conditions related to the offense, and failure to meet the conditions will be considered an additional violation.

A registered student organization whose registered status has been cancelled cannot re-apply for registration for at least one calendar year following the date of cancellation. A student organization that owes a delinquent monetary debt to the University will not be allowed to use the facilities of the University until such debt is paid.

APPEALS

- The director of residence life and judicial affairs must notify the organization concerned by letter of the penalty imposed and of the group’s right to appeal. The director of residence life and judicial affairs shall send the letter to any authorized representative of the organization. The letter shall describe concisely the findings of violation, outline the penalty imposed, and advise the organization of its rights to appeal.
• An organization that has not had its registration suspended or canceled may appeal to the president.

• An organization that has had its registration suspended or cancelled is entitled to appeal to the president or to have the director’s decision reviewed by a hearing officer. The organization or the director of residence life and judicial affairs may appeal the decision of the hearing officer to the president.

• A person or organization that is denied permission for an activity requiring advance permission may appeal the denial of permission.

• A person or organization that complies with an on-the-scene order limiting speech, expression, or assembly may, on or before the fifth weekday after complying with the order, file an appeal to determine the propriety of the order limiting the speech, expression, or assembly. The question on appeal shall be whether, under the circumstances as they reasonably appeared at the time of the order, the appellants’s speech, expression, or assembly should have been permitted to continue. Such an appeal may be useful to clarify the meaning of a rule or to resolve a factual dispute that may recur if the appellant desires to resume the speech, expression, or assembly that was limited by the order.

• To appeal any decision, written notice must be given to the director of residence life and judicial affairs within ten days after the day on which the decision or action being appealed is announced. The notice is informal, but shall contain the organization’s name, the date of the decision or action, the name of the organization’s representative, and the review authority to which the appeal is being made. If the director of residence life and judicial affairs is the appellant, a copy of the notice shall be given to the accused organization on the same day notice is served by the director of residence life and judicial affairs.

• The president may approve, reject, or modify the decision in question, or may require that the original decision be reopened for the presentation of additional evidence and reconsideration of the decision.

• Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken.

• In an appeal to a hearing officer, the director’s decision will be reviewed for fairness, reasonableness, and compliance with Institutional Rules. The hearing officer will review written arguments and then meet with both parties together to ask questions, seek clarification, and hear any final comments by the parties. The hearing officer may approve, reject, or modify the director’s decision. The criteria on which the hearing officer’s decision will be based are fairness, reasonableness, and compliance with Institutional Rules. Either party may appeal the decision of the hearing officer to the president.

• Before an appeal can be considered, all relevant documentation from the previous decision to be filed by the appealing party, including written arguments when appropriate, must be filed with the reviewing authority within twenty-one days after notice of appeal is given.

• The action of each reviewing authority shall be communicated in writing to the accused organization and the director of residence life and judicial affairs. The decision of the president shall be the final appellate review.
Hearing

The hearing is informal and is closed except that, upon request of the accused organization, the hearing may be open. With the consent of or by invitation of the representative of the accused organization, the following persons may attend:

- no more than two representatives of the Student Government Association
- no more than two staff members of the Patriot Talon
- no more than five members of the organization

An authorized representative of the organization may challenge the hearing officer’s alleged lack of fairness or objectivity, but is not entitled to disqualify the person from serving. It shall be up to the challenged person to determine whether he or she can serve with fairness and objectivity. If the challenged person disqualifies himself or herself, another hearing officer shall be appointed. The director of residence life and judicial affairs shall set the date, time, and place for the hearing and notify the organization’s authorized representative.
# Campus Contact Information

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Activities</td>
<td>Jennifer Skinner</td>
<td>903-565-5796</td>
<td><a href="mailto:Jennifer_Skinner@uttyler.edu">Jennifer_Skinner@uttyler.edu</a></td>
<td>UC 3402</td>
</tr>
<tr>
<td>Campus Computing Center</td>
<td></td>
<td>903-566-7156</td>
<td><a href="mailto:bbadmin@uttyler.edu">bbadmin@uttyler.edu</a></td>
<td>BUS 101</td>
</tr>
<tr>
<td>Campus Police</td>
<td></td>
<td>903-566-7386</td>
<td><a href="mailto:info@uttyler.edu">info@uttyler.edu</a></td>
<td>USC Building</td>
</tr>
<tr>
<td>Leadership and Service</td>
<td>Chase Ragland</td>
<td>903-566-7050</td>
<td><a href="mailto:jragland@uttyler.edu">jragland@uttyler.edu</a></td>
<td>UC 3407</td>
</tr>
<tr>
<td>Greek Life</td>
<td></td>
<td>903-565-5788</td>
<td><a href="mailto:gogreek@uttyler.edu">gogreek@uttyler.edu</a></td>
<td>UC 3404</td>
</tr>
<tr>
<td>New Student Programs</td>
<td>Adrian Lodge</td>
<td>903-565-5873</td>
<td><a href="mailto:alodge@uttyler.edu">alodge@uttyler.edu</a></td>
<td>UC 3406</td>
</tr>
<tr>
<td>Student Services</td>
<td>Kim Harvey-Livingstone</td>
<td></td>
<td></td>
<td>UC 3150, 3170, 3160</td>
</tr>
<tr>
<td>Service Solutions (Custodial)</td>
<td>Daniel Spurlock</td>
<td>(903) 566-7290</td>
<td><a href="mailto:dspurlock@uttyler.edu">dspurlock@uttyler.edu</a></td>
<td></td>
</tr>
<tr>
<td>Student Government Association</td>
<td></td>
<td>903-566-7083</td>
<td><a href="mailto:sga@patriots.uttyler.edu">sga@patriots.uttyler.edu</a></td>
<td>UC 3409</td>
</tr>
<tr>
<td>The Department of Student Life and Leadership</td>
<td></td>
<td>903-565-5645</td>
<td><a href="mailto:getconnected@patriots.uttyler.edu">getconnected@patriots.uttyler.edu</a></td>
<td>UC 3400</td>
</tr>
<tr>
<td>University Center Operations</td>
<td>Brian Street</td>
<td>903-566-7014</td>
<td><a href="mailto:uc@uttyler.edu">uc@uttyler.edu</a></td>
<td>UC 3401</td>
</tr>
</tbody>
</table>

You may obtain contact information for the other registered student organizations at The University of Texas at Tyler by visiting the [Student Life and Leadership website](#).  
*Updated July 30, 2012*