

**2011 SMU Student Organizations Manual  
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## SECTION 1: STARTING A NEW ORGANIZATION

Ready to start a new organization? For your first step, please stop by Student Activities in the Hughes-Trigg Student Center, Suite 300, and research the existing student organizations. You can also see a list of over 120 chartered student organizations at <http://smu.edu/samsa/organizations/>. The Assistant Director of Student Activities and the Student Senate Organizations Committee Chair are excellent resources with whom to discuss your idea. The existing organizations were formed by students to meet a variety of personal, social, political, recreational and religious interests. You may find that there is a group doing just the sort of thing you want to do. There are many benefits from joining an existing organization. It's more effective to combine forces than duplicating efforts and/or services, thereby creating competition for resources, financial, or people. Most organizations are eager for new members; they want talent, ideas, enthusiasm, and commitment. If there is a group of people currently meeting with basically the same interests as yours, it makes the most sense to join them and become allies. If, however, you are unable to identify an existing organization that will meet your needs, then by all means start your own. There are many others out there with interests similar to yours looking for a group to join!

### HOW TO GET STARTED

There is a specific process to be followed in order to become a CHARTERED Student Organization at SMU. To initiate the chartering process, submit the Application for Chartered Status to the Chair of the Student Senate Organizations Committee (found in Student Activities or [www.smu.edu/samsa](http://www.smu.edu/samsa) ). Accompanying that application should be a copy of the group's Constitution and By-Laws, which must contain a nondiscrimination clause and a statement of purpose. You will also be asked to provide a leadership roster, membership roster, and the name of your SMU faculty/staff advisor. The chair will contact you to set up a time to be interviewed by the Organizations Committee, which meets every Thursday at 3:30 pm in the SAMSAs Conference Room. The Committee will look at the following issues as it makes its recommendation for approval/denial of your group's application to the Student Senate:

#### PURPOSE:

- How are you going to define your organization?
- What are your proposed goals?
- What are you hoping to accomplish?
- How do you fit in on campus?
- What role do you want to play?
- Who will serve as your SMU faculty/staff advisor?
- Is there a department you can or will be affiliated with?

#### MEMBERSHIP:

- Are there other people you already know who would want to join?
- How are you going to identify others?
- What will this group have to offer them? Can they find this elsewhere?
- What kind of commitment will they have to make?
- What makes this group unique?

#### STRUCTURE:

- Will there be officers?
- How will the officers be selected?
- How long will the officers be in office?
- How often will you meet? When and where?
- What role will your advisor play within the group?
- How will decisions be made within the group?
- What standing committees will your group need?

## THE CHARTERING PROCESS

### **Probationary Organizations**

#### **Requirements for Probationary Status:**

- Leadership Roster with contact information
- Membership Roster with at least eight SMU student members
- Name and contact information of your SMU faculty/staff advisor
- Organization Questionnaire
- Constitution
- By-laws

If the requirements have been met, the organization will meet with the Organizations Committee to give a professional presentation. You want to show the committee that your club will make a valuable contribution to the SMU campus. The Organizations Committee and Senate will then vote to see if your club will gain probationary status. Probationary status will grant the following privileges:

#### **Privileges of Probationary Status:**

- You can request meeting space in the Hughes-Trigg Student Center
- Have access to a Students' Association Checking Account maintained by the Students' Association Comptroller
- May request monies for advertising, membership recruitment, and administrative expenses (see page 13)
- May request to advertise on campus
- May request a mail folder in Student Activities
- Have access to Senate's special projects residual funds

If granted a Probationary Charter, your organization is responsible for and expected to abide by information and policies set forth in the Student Code of Conduct, available on the Dean of Student Life's website, [www.smu.edu/studentlife](http://www.smu.edu/studentlife). The Probationary Process will last eight weeks. Your organization will then be called for another meeting with the Organizations Committee and your probationary status may be renewed or you may be given Temporary Charter.

### **Temporarily Chartered Organizations**

#### **Requirements of Temporary Status:**

- Hold an event aimed at membership growth
- Minimum of 12 SMU student members
- Meet any requirements set forth by Organizations Committee/Senate
- Adherence to the organization's founding documents, original criteria to gain probationary status, and remain a benefit to the University

If the requirements have been met, this matter will be voted on by the Organizations Committee and Student Senate. This status is valid for one year and will not be renewed. Privileges will be the same as a Chartered Student Organization with the exception of an annually allocated budget.

If you have questions at any time during the chartering process, contact the Organizations Committee Chair or the Assistant Director of Student Activities.

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### **Chartered Organizations**

After one year's time, a temporarily chartered organization may request to be fully chartered. After the organization meets again with the Organizations Committee and the Senate votes to approve the charter, the organization will be considered fully chartered.

#### **Requirements for Chartered Status:**

- 12 members
- Meet any requirements set forth by Organizations Committee/Student Senate
- Adherence to the organization's founding documents, original criteria to gain probationary status, and remain a benefit to the University
- Experience one leadership transition

#### **Privileges of Chartered Status:**

- May include SMU's name as part of the organization
- Will be assigned a mail folder in Student Activities.
- May request meeting space in Hughes-Trigg Student Center
- Will be included in the Student Activities list of student organizations
- Will be assigned an affiliate senator by the Vice-President of the Student Senate
- May place stakes signs in accordance with existing University regulations
- May request advertising in the Daily Campus
- May ask to be included in the Friday Update
- May ask Residence Life & Student Housing to distribute flyers in the residence halls
- May request table or banner space in the Hughes-Trigg Student Center
- May open a Students' Association checking account
- Will be given web space (upon request) with a link from the Student Activities website
- May request the use of Students' Association vans
- May request a copy code for the Student Activities copier
- May request free Coca Cola products
- May utilize Hughes-Trigg audio/visual services for free (some limits apply)
- May request an annually allocated budget from SMU Student Senate

## **CONSTITUTION AND BY-LAWS**

The Constitution of an organization contains the fundamental principles, which govern its operation. The By-Laws establish the specific rules for group function.

### **Why have a Constitution?**

The process of writing a Constitution will serve to clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the Constitution will be a much easier and more rewarding experience.

### **What should be covered in a constitution?**

The following is an outline of the standard information included in a Constitution. The objective is to draft a document that covers these topics in a simple, clear and concise manner.

ARTICLE I	The name of the organization
ARTICLE II	Affiliation with other groups (local, state, national, etc.)
ARTICLE III	Purpose, main function of the organization

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ARTICLE IV	Membership requirements and limitations
ARTICLE V	Officers (titles, term of office, how and when elected)
ARTICLE VI	Advisor (term of service, how selected)
ARTICLE VII	Meetings (frequency, special meetings and who calls them)
ARTICLE VIII	Quorum (number of members required to transact business)
ARTICLE IX	Referendum and Recall (procedures and handling)
ARTICLE X	Amendments (means of proposal, notice required, voting requirements)
ARTICLE XI	Ratification (requirements for adopting this Constitution)

### **Why Have By-Laws?**

The Constitution covers the fundamental principles but does not prescribe specified procedures for operating your organization. By-Laws set forth procedures your group must follow to conduct business in an orderly manner. They provide further definition to the Articles of the Constitution and can be changed more easily as the needs of the organization change.

### **What should be included in the By-Laws?**

By-Laws should not contradict provisions in the Constitution. They generally contain specific information on the following topics:

- A. Membership (selection requirements, resignations, expulsions, rights and duties)
- B. Dues (amount and collection procedures, any special fees, when payable)
- C. Duties of officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office)
- D. Executive Board (structure, composition, powers)
- E. Committees (standing, special, how formed, chairpersons, meetings)
- F. Order of Business (standard agenda for conducting meetings)
- G. Parliamentary Authority (provisions for rules of order- generally Robert's Rules of Order)
- H. Amendment Procedures (means of proposals, notice required, voting requirements)
- I. Other specific policies and procedures unique to your organization necessary for its operation.

### **Once we've got them – what do we do with them?**

Remember the reasons for having a Constitution and By-Laws. They articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a 2/3 vote of the membership for adoption. By-Laws only require a simple majority for passage. Once you have developed your Constitution and By-Laws, review them often. The needs of your group will change over time and it's important that the Constitution and By-Laws are kept up to date to reflect the current state of affairs.

Give a copy to every new member of the organization. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the Constitution and By-Laws should be a part of the officer training and transition.

*Make sure that Student Activities has an updated copy of these documents every year, and include the date of revision. These documents could help future officers of your organization!*

## SECTION 2: CAMPUS RESOURCES & FACILITIES

### **COPY CENTRAL AT HUGHES-TRIGG**

(214) 768-3047 For online ordering: <http://images.smu.edu>

Design & Print Services include: copies, banners, invitations, posters, faxing, shipping etc.

### **HUGHES-TRIGG STUDENT CENTER**

(214) 768-4500 [www.smu.edu/htrigg](http://www.smu.edu/htrigg)

Building Hours: Mon-Wed, 7AM - Midnight., Thur-Fri, 7AM – 2AM., Saturday, 8AM – 2AM., Sunday, 10AM – Midnight

Services include: room reservations, AV/Tech needs, Campus Central, West Bridge tables etc.

### **FACILITIES MANAGEMENT AND SUSTAINABILITY**

(214) 768-3757, Dawson Service Center, 3050 Dyer Street <http://smu.edu/fms>

FM&S is the primary participant in the maintenance and operations and renewal of all campus facilities. This office also coordinates the Use of Campus Grounds approval process.

<http://smu.edu/fms/Use%20of%20Grounds%20.htm>

### **OFFICE OF PUBLIC AFFAIRS**

(214) 768-7650 [www.smu.edu/publicaffairs](http://www.smu.edu/publicaffairs)

The Public Affairs Office is available to help student organizations plan strategies concerning media relations, the distribution of news, and community relations issues.

### **SMU CATERING**

(214) 768-2368, Umphrey Lee, Suite 101 <http://www.campusdish.com/en-US/CSSW/SouthernMethodist/Catering/>

Dining, event planning, consulting and catering services.

### **STUDENT DEVELOPMENT & PROGRAMS**

(214) 768-4411, Hughes-Trigg Student Center, Suite 307 <http://smu.edu/saprograms/>

SDAP offers several free publicity options for student organizations in addition to managing the Social Event

Registration process:

Friday Update: <http://smu.edu/saprograms/FridayUpdate/default.asp>

Social Event Registration: <http://smu.edu/saprograms/serc/default.asp>

### **STUDENT MEDIA COMPANY**

(214) 768-4555, Hughes-Trigg Student Center, Suite 314

Student Media Company publishes *The Daily Campus* newspaper, *Rotunda* yearbook and *Directory of SMU Students, Faculty and Staff*. Display and classified advertising is available to campus groups.

## STUDENT ACTIVITIES

(214) 768-4400, Hughes-Trigg Student Center, Suite 300 [studentactivities@smu.edu](mailto:studentactivities@smu.edu) [www.smu.edu/samsa](http://www.smu.edu/samsa)

Student Activities provides over 120 extra-curricular opportunities for SMU students through clubs and organizations. The professional staff members advise and support specific areas of involvement, including diversity, programming, and student governance and are also able to answer day-to-day questions about getting involved.

### Student Activities Resources

Listed below are many of the services provided by Student Activities.

If what you need is not listed, let us know. If we cannot help you, we will help you find someone who can.

### Consultation and Advising

- Contractual agreements review
- Finances or budgeting
- Program planning
- Public Relations and publicity
- Organizational development
- Retreats and training

### Student Organization Files

- All forms and applications related to Student Organizations
- Budget information
- Charter records
- Constitution/By-Laws
- Directory information
- Faculty Advisor records
- Student Organizations Manual

### Budget Records

- All forms related to Students' Association Accounts
- Checks printed on Student Organization Accounts
- Financial ledgers for student organizations
- Listing of funds appropriated to student organizations

### Involvement Fairs

- A Night at the Club in August
- Join the Club in January

### Office Services

- Lamination
  - Items ready 24 hours after drop off
  - First 15 posters free (stake signs only)
- Button Maker
  - \$0.25 a piece
- Poster Printing
  - Takes 24 hours; \$3 each

### Students' Association Vans

- Forms must be completed 7 days in advance
- \$100 deposit per van due 7 working days before pick-up date.
- Rental fee is \$50 per van, per day

### LCD Projector

- Can be used on or off campus
- Chartered student organizations have first priority
- No rental fee, but there is a \$400 deposit

### Self-Service Copier

- Single-sided copies - .05 cents
- Paper sizes available 8.5x11, 8.5x14, 11x14
- Color copy paper (available in 8.5x11 only)
- Reduction/enlargement
- Copies made will be charged to Student Organization Accounts

*All forms are available in the  
Student Activities office or at  
[www.smu.edu/samsa](http://www.smu.edu/samsa)*

## Event Planning and Publicity

### EVENT PLANNING RESOURCES

<u>What</u>	<u>Due</u>	<u>Keep in Mind</u>
Coke Request <sup>^</sup>	15 days prior	Must be open to SMU community
Contracts*	60 days prior	Includes Legal Affairs – takes time
PonyExpress Cash*	2 days prior	How do you confirm they have the \$
HT Room Reservations <sup>^</sup>	24 hours prior	48 hours if requesting A/V
Procurement Services	variable	contact Cathy Heckman
SAMSA Conference Room*	anytime	First come; first serve
Students' Association Vans*	7 days prior	Max of 10 days
Senate Funding Request*	5 pm Fridays	Three week process
Travel Waivers*	7 days prior	MUST HAVE for travel
TULIP insurance	month prior is ideal	Work with risk management
Use of Campus Grounds	3 days prior	Lots of signatures – this takes time
West Bridge Table <sup>^</sup>	anytime	First come; first serve

### PUBLICITY RESOURCES

<u>What</u>	<u>Due</u>	<u>Keep in Mind</u>
Banners at Sport Events	refer to event schedule	
Daily Campus Calendar	anytime	There is an on-line version too
Daily Campus Coverage	published T – F	Usually immediately surrounding event
Dining Services	Reserve 4-6 weeks prior	All resident students have a meal plan
Flyers on HT Bulletin Boards <sup>^</sup>	anytime	First come; first serve
Friday Update	Wednesdays by 5 pm	Must be 25 words or less
HT Campus Central <sup>^</sup>	By Friday prior at 2 pm	Must be open to SMU community
HT Commons Banner <sup>^</sup>	5 days prior	First come; first serve; max = 7
HT Crossing <sup>^</sup>	anytime	First come; first serve
HT Display Cases	upon request/availability	
Organization Announcements	depends on organization	List serves & newsletters
Public Affairs Coverage	anytime	These folks are publicity experts
Residential Postings	anytime	must be stamped approved CALL
Senate "Bulletin Board" DC Ad space	5 PM Tuesday prior	Ad runs each Tuesday
Senate Speaker's Podium	3:30 PM Tuesdays	short time limit
Stake Signs*	3 days prior	Max = 15
University Calendar*	anytime	There are several versions
West Bridge Railing Banners <sup>^</sup>	anytime	First come; first serve

*\*Student Activities can assist with these services (214-768-4400)*

*^Hughes-Trigg Student Center can assist with these services (214-768-4500)*

*Days/Hours refer to working or business time: Monday – Friday, 8:30-5:00 PM*

**Hughes-Trigg Student Center**  
**Reservation Classifications for Student Organizations (NEW for 2011-2012)**

**Class A-1**

A chartered student organization which has responsibility for the development and implementation of the event or activity, and the audience is directly affiliated with SMU. (Room rental is discounted 100%. Audio-Visual equipment and services with the exception of video recording are paid for through a contract between Student Senate and the Hughes-Trigg Student Center at no direct cost to the student organization. All discounted items/services apply only within HTSC. Damages, late fees, cancellations, or general meetings will not apply.)

**Class A-2**

A non-chartered student organization which has responsibility for the development and implementation of the event or activity, and the audience is directly affiliated with SMU. (Room rental is discounted 100%. Audio-Visual equipment and services are charged at the lowest rate.)

**Please Note:** If over 50% of the participants at an event are from outside SMU and/or a fee is charged, the event will be reclassified. Room rental, audio-visual equipment and services will be charged full price.

**Room Reservation Instructions**

- Whenever possible, meet with your Advisor and/or committee members to set dates for events over the course of the semester (unless you are making a straightforward reservation for weekly or committee meetings). Discuss event timing, budget, logistics and other events on campus that might impact attendance or conflict with your organization's event. Please check with your organization's treasurer or the Comptroller's Office in Student Activities to assure that funds are available to cover expenses for the event.
- Go to the Hughes-Trigg website: [www.smu.edu/htrigg](http://www.smu.edu/htrigg) and click on the **Event Calendar**. Scroll through the month and look at dates and available space to determine what would be the best time for your event. If you need additional assistance, speak with our Meetings and Events Coordinator, 9 am-4 pm, M – F at 214-768-4440 or drop by Room 315 in the Hughes-Trigg Student Center.
- When you are ready to book the event, go to [www.smu.edu/htrigg](http://www.smu.edu/htrigg) and click on **Forms**. Scroll down to **Reservation Request Form**. Be sure to thoroughly complete the online form before submitting it.
- The HTSC Reservations Office will process the request within one to two business days. If there is a booking conflict, we will notify you and coordinate other dates, times or rooms, as necessary.
- As soon as booking is completed, a confirmation will be emailed to you. Please read over it carefully. One copy should be signed and returned to our office. The charges listed are only an estimation of prices. We do not consider the reservation confirmed until we receive a signed copy.
- Begin working on the event details:
  - ✓ Room set-up
  - ✓ Audio-visual equipment
  - ✓ Other equipment – podiums, stages, pipe & drape, tables (for registration, displays, speakers, etc.)
  - ✓ Catering (order table linens)
  - ✓ Entertainment
  - ✓ Decorations (no candles or open flames)
  - ✓ Speakers, VIPs
  - ✓ Tickets
  - ✓ Publicity

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- Please contact the Meetings and Events Coordinator at least 7 business days in advance of the event to make any adjustments, or simply verify that the event details have not changed as stated on the confirmation. Last minute changes to your room reservation and audio-visual order must be made at least 2 business days in advance to avoid a late fee.
- An invoice will be issued within 2-3 weeks after the event. Please check your organization's mail folder in Student Activities for the bill. Or, for those organizations who have houses or off-campus mail addresses, invoices will be sent via US mail. Thoroughly check the invoice for any mistakes. (Do not request payment based on charges from the confirmation.)
- Invoices should be paid within **60 days** of the invoice date. If payment is not received, a **HOLD** will be placed on future reservations for your organization. Please provide the Comptroller's office with a copy of the invoice, and attach one to your check when payment is made in the HTSC Staff Office.



Hughes-Trigg Student Center  
 P.O. Box 750211  
 3140 Dyer  
 Dallas TX 75275-0211  
 214-768-4440 / 214-768-4380

Use these numbers when  
 referencing your invoice

Invoice

<b>Client</b>	<b>Invoice Number:</b>	<b>HTSC5161</b>
Richard Owens Hughes-Trigg Student Center SMU Box 211 3140 Dyer Street, Suite 315 Dallas, TX 75205	Invoice Date: Due Date: Event Name: Reservation	8/19/10 7/19/10 Hughes-Trigg Training Session 26124

<b>Bookings / Details</b>	<b>Quantity</b>	<b>Price</b>	<b>Amount</b>
---------------------------	-----------------	--------------	---------------

Thank you for choosing Hughes-Trigg. This is the invoice for your event. When payment is made, please attach a copy of this invoice.

**Wednesday, June 16, 2010**

12:30 PM - 2:30 PM Hughes-Trigg Training Session (Confirmed) Hughes Trigg Atriums A-B

Reserved: 10:30 AM - 4:30 PM

Hollow Square for 25

Room Charge: (2 hours @ \$31.50/hr, Minimum Charge \$126.00)

Less 100% Discount

HTSC Audio Visual:

12:00 PM - 3:00 PM Audio Visual

HTSC Flipchart Paper-Pads of Paper

HTSC LCD Video Projection (3 hours @ \$25.00/hr)

HTSC Screen

HTSC AV Notes:

The client is bringing her own laptop.

Charges may change if you add or  
 cancel equipment.

HTSC Setup Notes:

Hollow square for 25;

2 8' wide tables at the rear of the room for catering;

HTSC Staffing:

12:00 PM - 1:00 PM A.V. Technician

HTSC AV Tech(1 hours @ \$8.00/hr)

Technical Support Staff

1	\$126.00	\$126.00
		(\$126.00)
1	\$4.00	\$4.00
1	\$75.00	\$75.00
1	\$10.00	\$10.00
1	\$8.00	\$8.00

Subtotal	\$97.00
Grand Total	\$97.00

This is the invoice for your event. Payment is due upon receipt. Please include a copy of the invoice with your payment. If paying by check, please make it payable to the SMU Student Center. If faculty/staff department, please write down an account number, or if the one seen is correct, just circle it and send back. If you have any questions, please call 214-768-4440. Thank you.

Provide the Comptroller's office with a copy of this invoice, and  
 attach one to your check when payment is made in the HTSC Staff Office.

**IF PAYMENT IS NOT RECEIVED WITHIN 60 DAYS OF THE INVOICE DATE,  
 A HOLD WILL BE PLACED ON FUTURE RESERVATIONS FOR YOUR ORGANIZATION.**

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Following is a checklist of general tips and ideas that your student organization may want to use in planning an event.

### ONCE YOU SET A DATE YOU CAN

- Determine time
- Determine and book location (get confirmation or contract)
- Determine event concept, theme, etc.
- Establish a budget
- Send a save the date announcement
- Outline logistics: rentals, furniture, parking, security, housekeeping
- Put on VIP calendars: University officials, other organizations, office calendar, etc.

### X MONTHS OUT

- Set menu, decorations, musicians and A/V needs – book all vendors and services
- Performer needs: microphone, podium, stage, props
- Design invitations or announcement
- Invitation list
- Ticket sales process or RSVP database
- Directional signage
- Draft a production schedule
- Write scripts; include introductions of VIPs
- Establish a publicity game plan
- Decorations/theme development
- Entertainment
- Rain plan
- Sponsorship
- Ticketing/registration
- Track expenses and update budget

### FOUR WEEKS OUT

- Photographer
- Mail invitations
- Track ticket sales/RSVPs
- Walk through every step of the event including the venue

### THREE WEEKS OUT

- Schedule briefings with VIPs
- Call all vendors to confirm
- Solicit volunteers
- Walk through every step of the event

### ONE WEEK OUT

- Finalize production schedule. Include all telephone numbers
- Finalize scripts
- Create and distribute staff/volunteer assignments
- Walk through every step of the event

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### THREE DAYS OUT

- Give caterer final guarantee. Confirm delivery and set-up times
- Nametags and registration/check-in materials
- Head table/seat assignments
- Walk through every step of the event

### DAY BEFORE

- Prepare an event bin: nametags in alpha order, office supplies, blank nametags, production schedule, scripts, guest list, giveaways, and signage
- Reconfirm: Venue, catering, valet, musicians, florist, A/V
- Walk through every step of the event

### DAY OF EVENT

- Check venue: temperature, cleanliness, furniture arrangement, signage, restrooms, mic check
- Confirm arrival of flowers, musicians and photographer
- As unconfirmed guests arrive, make them a nametag and write their names on something to keep track.
- Check names of VIPs for script/introductions
- Get feedback

### DAY AFTER EVENT

- Use nametags to establish attendance
- Send appropriate thank-yous; include photos
- Final budget review
- Update the checklist
- Determine how to “extend” event to those who could not attend; update web

### Promote Your Event

There are many ways to promote your event in Hughes-Trigg and across campus (listed on page 7).

Please, refer to our promotions guidelines listed on our web site ([www.smu.edu/htrigg](http://www.smu.edu/htrigg)). Here are some tips for anyone designing promotional materials:

- Make sure the date, time and place of your event are easy to see very quickly
- Include the name of the organization(s) sponsoring the event
- Use contrasting colors to grab attention
- Group related items close together to add organization to your flyer
- Avoid using fonts that are hard to read
- Avoid using too much text; catch the eye with visual images
- Align your text to unify and organize the page
- Repeat certain elements of the flyer to create consistency
- Sometimes the more simple design has bigger impact

Designing your own promotional materials is fun and a great learning experience for you. However, if you need help designing flyers, posters, slides, logos, T-shirts, or other items for your organization, please contact the Marketing Manager at the Hughes-Trigg Student Center in Suite 315 or at 214-768-4498. We will be pleased to advise you in this process or create the design for you.

## SECTION 3: FUNDING

### WAYS TO RECEIVE FUNDING

#### The Chartered Organizations Fund

Who is eligible?

- Only fully chartered student organizations

What can be funded?

- Capital items not funded in budgets
- New programs not requested in budgets
- New and unforeseen costs associated with programs
- Programs for which funding was denied in budgets for any reason other than standards

Other important information:

- This fund follows the Student Senate Finance Committee Standards (<http://smu.edu/studentsenate/finance/index.asp>)
- Chartered organizations must go through this fund first

Apply at [www.smu.edu/studentsenate/funding/SenateFundingRequest.asp](http://www.smu.edu/studentsenate/funding/SenateFundingRequest.asp)

#### The Senate Fund

Who is eligible?

- Any campus group, organization or department, including organizations with a temporary or probationary charter

What can be funded?

- Anything that benefits SMU and the student population may be requested, but note that Student Senate does not fund for debt, tax, and certain other items not included in standards.
- This fund follows the Student Senate Finance Committee Standards (available online)

Apply at [www.smu.edu/studentsenate/funding/SenateFundingRequest.asp](http://www.smu.edu/studentsenate/funding/SenateFundingRequest.asp)

#### Summer Exec

- Approximately \$25,000 allocated to any campus group or organization
- For more information, contact the Student Body President
- **Note:** Funds allocated through Summer Exec must be used by November 1 of that fall semester.

#### Semester Budgets

- Only fully-chartered student organizations are eligible to request semester budgets through the Student Senate Finance Committee
- Contact the Student Senate Finance Committee Chair or visit [www.smu.edu/studentsenate/finance/index.asp](http://www.smu.edu/studentsenate/finance/index.asp) for more information

#### Fundraising

- There are many creative and productive ways to raise funds with your student organization
- Finding businesses in Dallas and surrounding areas to help sponsor your events is a great way for you to receive help and for them to publicize their company
- Think outside of the box!

## **POLICIES / PROCEDURES FOR FINANCIAL TRANSACTIONS WITH SMU STUDENTS' ASSOCIATION**

### **Introduction**

- Managing the finances of your student organization is an important responsibility. For the non-accounting major, some of the rules and procedures may seem pointless, but there are well thought out reasons for every one of them. If the finances of your group are handled well, your money will go further and you will have good records that will help you plan for the future.
- The Students' Association (Senate) has been given the responsibility of allocating a portion of the Student Activity Fees to chartered student organizations to support their activities. Groups apply for funds through the budget process described later in this section.
- Student organization officers and advisors can receive assistance with their finances by contacting the Students' Association Comptroller at 214/768-4447. The Comptroller's office is in the SAMSA suite in the Hughes-Trigg Student Center.

### **Policies Pertaining to Student Organization Accounts**

- No organization receiving Student Activity Fee monies may maintain an account with a local bank, unless explicitly authorized to do so in accordance with the Student Code of Conduct. All appropriated funds must be administered through the Students' Association Comptroller's Office and spent within the standards and guidelines set by the Students' Association
- The Finance Committee will review all spending by chartered organizations. If a group is found to have misspent appropriated funds, then it will be subject to review by both the Organizations and Finance Committees. These two committees jointly decide sanctions for the group.
- Money received from the Students' Association that is not spent by the student organization will automatically revert to the Student Association at the end of each semester on December 16 and May 31.
- Any funds derived from sources other than appropriations also must be maintained with the Students' Association Comptroller's office in a checking account. The money in this account does not revert to the Students' Association at the end of the year. Checking balances are automatically carried over from year to year; however, funds may be inaccessible for a short time in June due to the annual audit of the Students' Association.
- Funds appropriated from the Senate cannot be used to pay for damages or to make donations to any charitable organizations.

### **Procedures Pertaining to Student Organization Accounts**

#### **General Information**

- The Students' Association fiscal year runs from June 1 to May 31. Checks are written on a weekly basis during the regular semester. However, checks are not written during holidays and during the audit, which is June 1 to June 30. Check requests must be turned in to the Comptroller's office in the SAMSA suite by 3:00 p.m. on Tuesday. Checks will be available for pick up on Thursday after 3:00 p.m. The Comptroller's office is closed during university holidays.
- Any questions or problems which arise with the account should be handled immediately by contacting the Comptroller during posted office hours or by calling 214/768-4447.
- A completed check request must be submitted to the Comptroller's Office in order to have a check printed. A receipt or invoice is required to be submitted with ALL check requests. Check requests may be obtained at the Comptroller's Office.
- All Chartered student organizations are tax exempt. The tax exemption form may be obtained from the Comptroller. Tax will not be reimbursed from appropriated accounts.

### Filling Out a Check Request

- Fill in the organization's name as listed with the Senate Organizations Committee. If you are not sure how the group is listed, check with the Comptroller's office.
- Date the check request with the day you are filling it out.
- Give your phone number and email address so we can contact you in case a question arises about the check request.
- Fill in to whom the check is to be paid.
  - A check cannot be made payable to the organization itself.
  - If the organization wishes to transfer money to another student organization, a check request form needs to be completed. A check will not be printed. This will be handled by a journal entry with the Comptroller's Office. If transfer is greater than \$100 supporting documentation is required.
  - A check cannot be made payable to the person signing the check request. If the check is to be made payable to an authorized signer of the organization, the check request must be signed by two of the other authorized signers, one being the advisor.
- Calculate the total amount of the check.
- Enter your organization's account number.
- Enter the full cost of each item.
- Give a more detailed explanation of the expense. Who? What? When? Where? Why?
- Only two of the organization's authorized signers can sign and approve the request. One of the signatures must be the advisors signature.
- Attach a receipt or invoice to the back of the 3rd copy (the hard copy) of the check request. It should be stapled to the hard copy only, face up (on the back of the check request form so that it can be read). If the receipt is paper clipped or stapled to the top, the check request will be returned unpaid.
  - If the check request is not filled out properly, it will be returned unpaid to the organization's mail folder in Student Activities.
- Check requests are due at 3 p.m. Tuesday for payment on the following Thursday at 3 p.m. No exceptions will be made to this deadline.

### W9

- A W9 form (request for taxpayer identification and certification) is required from all companies/independent contractors/consultants/self employed workers that are hired to provide services for an SMU organization. Examples include: photographers/videographers, DJs, performers, etc.

### Check Advances

- Special approval must be granted by the Student Association Comptroller. Once approval is granted, a completed check request must be submitted with a Check Advance Form and written estimated costs. The Comptroller's office will issue a check following their normal schedule. The organization's funds are then frozen until all of the actual receipts and leftover money from the request are returned to serve as documentation for the original check request. Check advances must be settled within 3 days of the last day of the event.
- **NOTE:** If your check advance is not returned on time, your organization will lose their check advance privilege for a full year.

### Checking Accounts

- Opening an Account – An organization needs a checking account only if it anticipates receiving money from a source other than money appropriated by the Senate.

### Deposits

- A student group may deposit either checks or cash into their checking account. Checks written to the organization should be made payable to the organization itself. For example, if the Program Council Travel Committee sponsors a trip, the people taking the trip must make their checks payable to “Program Council Travel Committee.” Checks may not be made payable to or endorsed by the organization’s Treasurer. Only the Student Association Comptroller is authorized to endorse checks – do not sign your checks!
- Making a Deposit
  - Obtain a deposit form and fill it out accordingly
  - For checks to be deposited, list them separately. Write the name shown on each check, the check number and the amount.
  - The Comptroller’s office will not take responsibility for deposits which are left in the Comptroller’s box. All deposits must be handed personally to an employee of the Comptroller’s office.

### Fees

- The following fees will be assessed:
  - \$32 Stop payment fee
  - \$10 Returned check fee

### Prize Money

- Prize money may only be paid from a checking account, not an appropriated account.
- Before the competition, determine who will be paid – a group? individual? Request W9s from each.
- After your competition, draft a typed memo explaining who won and what amount of prize money they are owed. This must be signed by your advisor and the student planner in charge of the event.
- Complete the check requests within a week of the competition.
- Distribute the prize money – in person, if possible.

### Taxes

- All SMU organizations are permitted to use SMU’s tax exempt number, available from the Comptroller.
- For appropriated accounts, sales tax paid will not be reimbursed.
- When using the tax exempt number, the transaction must not contain personal purchases. Using the tax exempt number for your personal use is fraud.

*Finance policies can be confusing, but the Comptroller is here to help! Feel free to stop by or call 8-4447.*

## SECTION 4: RISK MANAGEMENT

### THE LAW

Effective September 1, 2007, the 80<sup>th</sup> Texas Legislature enacted HB 2639/SB 1138, adding section 51.9361 to the Texas State Education Code regarding risk management training of members and advisors of student organizations at postsecondary educational institutions. A copy of the law can be requested from a Student Activities staff member.

### WHAT DOES IT HAVE TO DO WITH ME?

The law requires four student officers and one advisor of every recognized student organization be trained in seven different areas of risk management. These areas include:

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

This in-person training is required at least once a year. Additionally, verification of attendance at the training must be kept for at least three years.

### TYPES OF ORGANIZATIONS THAT MUST COMPLY:

- Chartered Student Organizations
- Temporarily Chartered Student Organizations
- Probationary Chartered Student Organizations
- Campus Ministry Organizations
- Individual Greek Chapters
- Any others deemed necessary by the Executive Director of Student Development and Programs

### WHEN WILL THE TRAINING BE OFFERED?

The mandatory training will be presented in conjunction with the Mandatory Organizations Meeting (MOM) each fall and spring semester.

Click [here](#) for more information about the MOM.

### WHAT IF MY ORGANIZATION DOESN'T COMPLY BY OCTOBER 1<sup>st</sup>?

- Funds will be frozen with the Comptroller's Office
- All services through HTSC will be suspended
- Requests for any services through Student Affairs will not be granted (i.e. stake signs, vans, Coke, copies, etc.)
- Ad requests for space in the Students' Association Bulletin Board in the Daily Campus will not be granted
- Requests for inclusion in the Friday Update will not be granted
- Distributing fliers to residence halls through RLSH will not be allowed
- May not have a space on the Boulevard for game days
- Your organization will automatically undergo a Charter Review with the Senate Organizations Committee

### CAN A PERSON BE TRAINED FOR MORE THAN ONE ORGANIZATION?

Yes. Many students are member/leaders of a number of student organizations. Just be sure when you sign in and sign out that you have signed for all the organizations that you are affiliated with.

## ALCOHOL AND ILLEGAL DRUG USE

### CONSEQUENCES OF BINGE DRINKING

Data published by the National Institute on Alcoholism and Alcohol Abuse (NIAAA) illustrate the extent and impact of alcohol abuse on college campuses.

- Death: 1,825 college students between the ages of 18 and 24 die each year from alcohol-related unintentional injuries, including motor vehicle crashes.
- Injury: 599,000 students between the ages of 18 and 24 are unintentionally injured under the influence of alcohol.
- Assault: More than 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.
- Sexual Abuse: More than 97,000 students between the ages of 18 and 24 are victims of alcohol-related assault or date rape.
- Unsafe Sex: 400,000 students between the ages of 18 and 24 have unprotected sex, and more than 100,000 students in this age group have reported having been too intoxicated to know if they gave consent.
- Academic Problems: 25% of college students report academic consequences of their drinking, including missing class, doing poorly on exams or papers, and receiving lower grades overall.
- Health Problems/Suicide Attempts: More than 150,000 students develop an alcohol-related health problem, and between 1.2 and 1.5 percent indicate that they tried to commit suicide within the past year due to drinking or drug use. (NIAAA, 2005)

### DRUGS REPORTED ON COLLEGE CAMPUSES

In addition to high-risk drinking, some college students reported using illicit drugs. According to the 2010 CORE Alcohol and Drug Survey, 30 percent of college students nationwide reported marijuana use in the last year, 5.2 percent reported cocaine use, and 4.2 percent reported using sedatives.

### WHAT ARE SOME SUBSTANCE USE RISK FACTORS?

- Family history of alcohol/drug dependency
- An initial high tolerance: minimal effects are felt at the onset of alcohol use
- An acquired high tolerance: due to repeated exposure, more alcohol is needed to achieve the same effect
- High-risk drinking behaviors: drinking to get drunk, any drinking that causes tolerance to increase, drinking games and contests, doing shots of alcohol
- Heavy episodic drinking
- Use of drugs that are illegal or not prescribed to the student.
- Early age of first use

### WHAT ARE SOME SIGNS AND SYMPTOMS OF SUBSTANCE ABUSE?

Depending on the type of substance being used, a person may exhibit one or more of the following behaviors:

- Loss of inhibition, poor judgment, slow reactions, loss of coordination
- Sudden changes in attitude, work, or behavior
- Sudden deterioration of friendships
- "Explosive" arguments over small matters
- Frequent hangover symptoms
- Secretive behaviors, paranoia
- Erratic behavior, forgetfulness, indecision, mood swings
- Deterioration in personal appearance, poor hygiene
- Hyperactivity, easy excitability, restlessness
- Financial problems, frequent borrowing of money
- Stealing or lying
- Changes in sleep patterns
- Deteriorating work quality, missed deadlines, missed class, falling grades

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- Easily fatigued or constantly tired
- Physical changes like blood spots or bruises on skin, bloodshot or watery eyes, runny or irritated nose, persistent cough, sore throat
- Changes in weight
- Changes in speech – slurred, faster or slower
- Tremors or jitters
- Constricted or dilated pupils
- Unusual odors (odor of marijuana, solvents, etc.)

The presence of one or more of these behavioral cues does not necessarily mean that someone is using substances, but these cues usually indicate that something is wrong. If you observe these behaviors in a friend or fellow organization member, talk to them and offer to connect them to campus resources if there are issues that need professional attention.

### **HIGH RISK vs. LOW RISK BEHAVIOR**

#### **Low-Risk Drinking is:**

- Abstaining is the lowest-risk choice
- Being 21 or older
- Thinking about whether you will drink before a party
- Eating a meal before drinking
- Abstaining is the lowest risk choice
- Drinking no more than one drink per hour; no more than three drinks per day
- Always knowing what you are drinking
- Alternating alcohol-free drinks throughout the evening
- Knowing how you will get home safely before you go out

#### **High-Risk Drinking is:**

- Chugging, drinking games, shots (drinking anything out of a punch bowl, trough, hose, or funnel)
- Drinking to get drunk (intoxicated)
- Driving after drinking or riding with someone under the influence
- Drinking too much or too fast on an empty stomach
- Going to parties where people drink too much
- Not knowing what is in your glass or leaving it unattended
- Mixing alcohol with any medications or illegal drugs

### **OTHER RISKS OF SUBSTANCE ABUSE**

Substance use presents obvious immediate health risks such as alcohol poisoning and death from overdose.

Substance use also presents immediate safety risks that are not so obvious.

- A decrease in the ability to make safe and healthy decisions
- The increase in violence associated with alcohol and other drugs
- The increased likelihood of sexual assault

### **WHAT DOES THE SMU STUDENT CODE OF CONDUCT SAY ABOUT ALCOHOL AND DRUGS?**

SMU strictly enforces state law and prohibits the possession and consumption of alcohol by those younger than 21 as well as the use, sale, possession or manufacturing of any controlled substance. A complete copy of the SMU Student Handbook can be found on the Student Life web page [www.smu.edu/studentlife](http://www.smu.edu/studentlife).

### **VIOLATIONS AND SANCTIONS**

When the standards of conduct regarding alcohol and/or drugs are violated, SMU can impose, including but not limited to, the following sanctions:

#### **Alcohol Violation (possible sanctions)**

(Sanctions may be assigned by the Conduct Officer or Conduct Board as deemed appropriate)

#### **Informal Resolution:**

A student found responsible for their first violation of the alcohol policy (where there are no other factors involved, such as but not limited to, noise, failure to comply, possession of a fictitious ID card, etc.) will have their violation handled in an informal meeting with a conduct officer. The student will be given an informal warning, parents will be notified and the student will be asked to follow up with their conduct officer. Informal resolutions are kept on file in the Dean of Student Life office, they are not reported to outside agencies such as graduate schools or employers.

#### **Informal Warning**

A written notice indicating a violation of the student code of conduct that is not considered part of a student's formal disciplinary record.

#### **First Violation:**

- Conduct Reprimand - The individual or group will be given formal notice by the Conduct Board or the Conduct Officer that they have violated the Student Code of Conduct or University policy. If the individual or group is found in violation of a further charge, that case will be considered more seriously.
- Completion of online screening called E-Chug
- Referral to the Center for Alcohol and Drug Abuse Prevention for an individual assessment
- Educational sanction (including but not limited to a class, reflection or research paper, or meeting with a Conduct Officer)
- \$100 Fine
- Parent notification

#### **Second Violation:**

- Disciplinary Probation - A student or group is given a warning that further violations will result in consideration of suspension.
- Completion of online screening called E-Chug
- Referral to the Center for Alcohol and Drug Abuse Prevention for an individual assessment
- Educational sanction (including but not limited to a class, reflection or research paper, or meeting with a Conduct Officer)
- \$150 Fine
- Parent notification

#### **Third Violation:**

- Deferred Suspension: Individual or group suspension may be deferred (not enforced). Deferred terms, i.e., conditions of the deferred suspension and its duration, will be set by the Conduct Officer or Conduct Board that imposed the sanction. If a succeeding Conduct Officer or Conduct Board finds the student responsible for violating the terms of deferred suspension during the period set up by the preceding Conduct Officer or Conduct Board, the student may be suspended.
- Completion of online screening called E-Chug
- Referral to the Center for Alcohol and Drug Abuse Prevention for an individual assessment
- Educational sanction (including but not limited to a class, reflection or research paper, or meeting with a Conduct Officer)
- \$200 Fine
- Parent notification

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### **Fourth Violation:**

- Suspension from the University: An individual or group will be dismissed from SMU for an assigned time period, and under the conditions deemed necessary by the conduct review process. A student suspended from SMU may not enter campus grounds for any reason during the period of her/his suspension without the express written permission from the Office of the Dean of Student Life. A student suspended from SMU before the academic semester ends will not receive a refund of any monies paid, including tuition, fees, and room and board. No academic credit earned during the period of suspension at any other institution may be transferred to SMU. A disciplinary suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled in SMU and is removed three years after graduation. If the student leaves SMU before graduation, the notation is removed three years after the anticipated date of graduation.
- Parent notification

### **Drug Violation (possible sanctions)**

(Sanctions may be assigned by the Conduct Officer or Conduct Board as deemed appropriate)

#### **First Violation for personal use marijuana:**

- Deferred Suspension: Individual or group suspension may be deferred (not enforced). Deferred terms, i.e., conditions of the deferred suspension and its duration, will be set by the Conduct Officer or Conduct Board that imposed the sanction. If a succeeding Conduct Officer or Conduct Board finds the student responsible for violating the terms of deferred suspension during the period set up by the preceding Conduct Officer or Conduct Board, the student may be suspended.
- Completion of online screening called E-Toke
- Referral to the Center for Alcohol and Drug Abuse Prevention for an individual assessment
- Educational sanction (including but not limited to a class, reflection or research paper, or meeting with a Conduct Officer)
- \$500 Fine
- Parent notification

#### **Second Violation for personal use marijuana; First Violation for other drug use or distribution, or a positive drug test:**

- Suspension from the University: An individual or group will be dismissed from SMU for an assigned time period, and under the conditions deemed necessary by the conduct review process. A student suspended from SMU may not enter campus grounds for any reason during the period of her/his suspension without the express written permission from the Office of the Dean of Student Life. A student suspended from SMU before the academic semester ends will not receive a refund of any monies paid, including tuition, fees, and room and board. No academic credit earned during the period of suspension at any other institution may be transferred to SMU. A disciplinary suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled in SMU and is removed three years after graduation. If the student leaves SMU before graduation, the notation is removed three years after the anticipated date of graduation.
- Parent notification

### ADDITIONAL LEGAL RAMIFICATIONS

In addition to violating the Student Code of Conduct, a student's behavior may also be a violation of the law. In these cases, action by law enforcement authorities may also occur. Thus, students may be adjudicated through the Dean of Student Life office as well as through the court system.

- **Alcohol:** Minors convicted in the criminal court system of possession or consumption of alcoholic beverages may be subject to fines, suspension of driver's license, community service and a mandatory alcohol education class. Fines and jail terms escalate after the first conviction. For example, here are some maximum legal penalties for first convictions:
  - Public intoxication (endangering one's self or others) and consumption of alcohol by a minor are Class C Misdemeanors, punishable by a fine up to **\$500**.
  - Driving while intoxicated is a Class B Misdemeanor, punishable by a fine up to **\$2000** and/or jail time up to **180 days**.
  - Furnishing alcohol to a minor is a Class A Misdemeanor, punishable by up to a **\$4,000** fine and/or **one year** jail time. **NOTE:** you do not have to purchase the alcohol to be in violation. If a person **buys, gives, or makes available** an alcoholic beverage, he or she could be in violation. If you invite underage friends to your apartment, Greek house, or residence hall, you are responsible for ensuring that alcohol is not available to them.
- **Controlled Substance (Drugs):** Sanctions upon conviction in the criminal court system for possession, distribution, or manufacture of controlled substances range from fines to probation to imprisonment. Amount of fines, terms of probation, or years of imprisonment generally are contingent upon the circumstances and amounts of drugs in possession, sale, distribution, or manufacture. For example, here are some minimum legal penalties:
  - Possessing a usable amount of marijuana, less than two ounces, is a Class B Misdemeanor, punishable by a fine of **\$2,000** and/or jail time of **180 days**. Possession of more marijuana can be a Class A Misdemeanor (**\$4,000** and/or **one year** jail term), State Jail Felony (**\$10,000** and/or **two years** jail term), or Third, Second, or First Degree Felony, depending on the amount.
  - Intentionally or knowingly possessing hallucinogenic drugs (mushrooms, acid, ecstasy) is a State Jail Felony (**\$10,000** and/or **two years** jail term)
- **Fictitious License or Certificate:** A person under the age of 21 years commits an offense if the person possesses, with the intent to represent that the person is 21 years of age or older, a document that is deceptively similar to a driver's license or a personal identification certificate unless the document displays the statement "NOT A GOVERNMENT DOCUMENT" diagonally printed clearly and indelibly on both the front and back of the document in solid red capital letters at least one-fourth inch in height. This type of offense is a Class C misdemeanor.
- **For more details on offenses and penalties, see**  
[http://smu.edu/healthcenter/alcholeducation/adp\\_drugfreedetails.asp](http://smu.edu/healthcenter/alcholeducation/adp_drugfreedetails.asp)

### ENSURING A SAFE ATMOSPHERE

#### Intoxication Rate Factors

Intoxication rate factors determine how quickly alcohol enters the bloodstream and indicate how quickly someone is becoming intoxicated. They can be used as a guide to ask questions in assessing someone's level of intoxication.

Size: Smaller people are sometimes affected more quickly by alcohol than larger people.

Gender: Women tend to reach higher BACs more quickly than men due to size and body fat.

Rate of Consumption: The amount of time between drinks can greatly affect the BAC levels.

Strength of Drink: The stronger the drink, the higher the BAC. Drink strength can also affect the rate of absorption.

Drug Use: Legal or illegal, drugs mixed with alcohol can cause a person to react in unpredictable ways.

Tolerance: A person with a higher tolerance is able to hide behavioral cues better than others.

Food: Eating before or during drinking can cause the body to slow the absorption of alcohol.

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## What is "One Drink?"

Beer – one drink = one 12 ounce beer of normal strength (4% alcohol)

Wine – one drink = 5 ounces of standard wine (white, red, rose, champagne)

Liquor – one drink = 1.5 ounces of liquor (40% alcohol or 80 proof) – this is how much is measured in a "shot"

## Understanding Your BAC

Knowing your blood alcohol content (BAC) and understanding it is important in determining your level of intoxication. It is the legal measurement of the amount of alcohol in a person's bloodstream. The more alcohol you consumes, the higher the BAC. Tolerance has no affect on BAC's. Intoxication rate factors affect how quickly BAC rises.

For a 175 lbs. male drinking for one hour on an empty stomach, the BAC levels would likely be as follows:

2 drinks	.05 BAC	8 drinks	.20 BAC
4 drinks	.10 BAC	10 drinks	.25 BAC
6 drinks	.15 BAC		

## CAMPUS RESOURCES

### **Alcoholics Anonymous**

[www.aadallas.org](http://www.aadallas.org)

HP United Methodist Church hosts the "Upper Room" meeting at 7:30 p.m. Mondays in Room 252.

### **Because I Care**

214-768-2393

This course provides students with information and skills they need to intervene with friends who are abusing substances.

### **Center for Alcohol & Drug Abuse Prevention**

Memorial Health Center, 2nd Floor

Director - John Sanger, 214-768-2277

[www.smu.edu/alcholeducation/](http://www.smu.edu/alcholeducation/)

The Center provides students with a confidential source of help when confronted with alcohol or drug abuse or addiction issues. Assessments, interventions, referrals, and counseling as well as ongoing support for recovering students are available.

### **Mustangs Who Care**

Memorial Health Center, 2nd Floor, 214-768-2393

MWC is a student-led program that gives students the knowledge and skills to intervene when someone needs medical attention due to substance abuse.

[http://smu.edu/healthcenter/alcholeducation/adp\\_pain.asp](http://smu.edu/healthcenter/alcholeducation/adp_pain.asp)

### **SMU Rides**

214-768-7433

This is an anonymous service that calls a taxi to return a SMU student to campus free of charge.

### **Training for Intervention Procedures (TIPS)**

214-768-2393

The TIPS program helps students take a leading role in the effort to prevent intoxication, alcohol misuse and drunken driving. Click here to register:

[www.smu.edu/healthcenter/alcholeducation/tipsform.asp](http://www.smu.edu/healthcenter/alcholeducation/tipsform.asp)

## HAZING

### WHAT IS HAZING?

#### From the SMU Student Code of Conduct, Section 3.15 - Hazing

"Hazing" means 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 situation. Texas Education Code (V.T.C.A., Education Code 51.936 and 37.151 et seq.) Added by Acts 1995, 74th Leg., ch. 260, § 1, eff. May 30, 1995.

#### Hazing Defined by Texas State Law

Hazing may include but is not limited to:

1. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
4. any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
5. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code. Sec. 4.52.

A person commits an offense if the person:

1. engages in hazing;
2. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. intentionally, knowingly, or recklessly permits hazing to occur; or
4. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Students or other appropriate officials of the institution.

### OFFENSES AND PENALTIES

#### Maximum Penalties for Personal Offenses

1. The offense of failing to report is a Class B misdemeanor (fine of up to \$2,000 and/or 180 days jail time).
2. Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor (fine of up to \$2,000 and/or 180 days jail time).
3. Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor (fine of up to \$4,000 and/or one year jail time).
4. Any other offense under this section that causes the death of another is a state jail felony (fine of up to \$10,000 and/or two years jail time).
5. Except if an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on a person placed on community supervision under Section 11, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

### **Organization Hazing Offenses and Penalties**

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. An offense under this section is a misdemeanor punishable by:

- a. a fine of not less than \$5,000 nor more than \$10,000; or
- b. if the court finds that the offense caused personal injury, property damage, or other loss, a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

### **CONSENT IS NOT A DEFENSE**

It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

### **WHAT ARE MY RESPONSIBILITIES?**

Campus organizations strive to install leadership and confidence in their members. As a leader or member of an officially recognized student organization, you have the responsibility to ensure that your organization complies with University policies and state statutes in all manners— especially those which have serious implications for you and your organization.

### **WHAT IS SMU'S POSITION ON HAZING?**

The SMU Code of Student Conduct, all departments at SMU, Texas State law, and all recognized student organizations prohibit students from engaging in any activity that may be considered hazing.

### **ARE YOU HAZING?**

By asking the following questions, organizations or teams can begin the process of determining if their activities are dangerous and considered hazing.

- Is alcohol involved?
- Will active or current members of the group refuse to participate with the new members and do exactly as they're being asked to do?
- Does the activity involve any form of emotional or physical abuse?
- Is there any risk of injury or a question of safety?
- Is this activity forcing someone to do something that they do not want to do?
- Would you object to the activity being photographed for the Daily Campus, or Dallas Morning News, or filmed by the local TV news crew?
- Would you feel comfortable engaging in these activities in front of your parents, Dean, Coach, Greek Advisor, or your founding members?
- Does the activity have a purpose, which can absolutely not be achieved through other means?

*(Adapted from materials from the North-American Interfraternity Conference)*

### **WHAT YOU SHOULD KNOW ABOUT HAZING**

Organizations and individuals are also reminded that SMU has defined incidents and activities which may be interpreted as hazing by SMU. Certain behaviors correspond to and supplement activities covered by the Texas State Anti-Hazing Statute. These include, but are not limited to the following:

- a. calisthenics or any other forms of physical exercise or abuse;
- b. total or partial nudity;
- c. eating or ingesting any unwanted substance;
- d. allowing less than 8 successive hours per day away from chapter activities;
- e. throwing oil, syrup, flour or any other substance on a person;
- f. forced consumption of alcoholic beverages either by threat or peer pressure;
- g. transportation and abandonment, including road trips, kidnaps, walks, rides, drops, etc.

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- h. any type of personal servitude which is demeaning or is of only personal benefit to individual members;
- i. wearing of embarrassing, uncomfortable or abnormal clothing;
- j. assigning of pranks such as stealing composites, painting objects, harassing other groups or scavenger hunts;
- k. intentionally messing up areas for pledges/new members to clean up;
- l. yelling or screaming for the purposes of harassment, humiliation or embarrassment;
- m. sexist or sexually related duties, tasks or punishments;
- n. disruption of normal and proper hygiene and diet schedules;
- o. blindfolding, psychological shocks or tests which inspire fear; and
- p. activity which requires the breaking of state or local laws or of the SMU Code of Conduct.

*Adapted from "What You Should Know About Hazing in Texas," A Summary of the State of Texas Anti-Hazing Statute and from "A Revealing Look at Hidden Rites," - hazing.cornell.edu, Cornell University.*

### WHERE DO I GO TO REPORT HAZING, OR TO ASK QUESTIONS?

You are encouraged to report hazing incidents, ask questions, or voice concerns anonymously or otherwise to any of the following individuals at SMU:

**Dr. Lisa Webb**

Associate Vice President for Student Affairs &  
Dean of Student Life  
[lisawebb@smu.edu](mailto:lisawebb@smu.edu)  
214-768-4564

**Evelyn L. Ashley**

Assistant Dean of Student Life &  
Director of Student Conduct and  
Community Standards  
[eashley@smu.edu](mailto:eashley@smu.edu)  
214-768-4563

**Hilltop Tips Anonymous Hotline**

214-768-2TIP (2847)

**Jennifer Jones**

Executive Director of Student Development &  
Programs  
[jmiones@smu.edu](mailto:jmiones@smu.edu)  
214-768-4411

**Deanie Kepler**

Director of Parent and Family Programs  
[gkepler@smu.edu](mailto:gkepler@smu.edu)  
214-768-4797



## SEXUAL ABUSE AND HARASSMENT

### Mission Statement

The Women's Center for Gender & Pride Initiatives of Southern Methodist University empowers students within the university to increase awareness and understanding of gender equity issues. The Women's Center gives voice for women and the lesbian, gay, bisexual, and transgendered community, with purpose to eliminate barriers, diminish prejudices, and create a supportive climate for all.

### **What Is Sexual Assault?**

Sexual assault, or rape, is a violent crime, not a sexual act. The myth that men who rape women are sexually deprived or pathological is being dispelled and replaced with the understanding that rape is more of an act of power and control than lust.<sup>1</sup>

It is important to remember that sexual assault is NEVER the victim's fault.

- More than 226,000 children and 104,000 adults are raped every year in Texas.<sup>3</sup>
- In Texas, one in five women and one in 20 men are victims of sexual assault
- Most victims are sexually assaulted by someone they know
- The United States has the highest rape rate of any industrialized nation.<sup>4</sup>
- In one survey, 42 percent of rape victims reported that they had told no one about the assault.
- Only five percent of rapes are ever reported to the police.<sup>5</sup>
- In a survey of college men, 35 percent anonymously admitted they would commit rape if they knew they could get away with it.<sup>6</sup>
- 6.1% of male college students are victims of completed or attempted sexual assault.<sup>7</sup>
- One of every five college women reported being forced to have sexual intercourse.<sup>8</sup>

1. National Center for Victims of Crime and Crime Victims Research and Treatment Center. (1992) *Rape in America: A report to the nation*. Arlington, VA: Kilpatrick, D.G., Edmunds, C.N. & Seymour A.

3. National Center for Victims of Crime and Crime Victims Research and Treatment Center. (1992). *Rape in America: A Report to the Nation*. Arlington, VA.

4. Allison, J. A., & Wrightsman, L. S. (1993). *Rape. The misunderstood crime*. Newbury Park, CA: Sage.

5. Warshaw, R. (1994). *I never called it rape: The Ms. report on recognizing, fighting and surviving date acquaintance rape*. New York: HarperPerennial.

6. Briere, J., & Malamuth, N. (1983). *Self-reported likelihood of sexually aggressive behavior: Attitudinal vs. sexual explanations*. *Journal of Research in Personality*, 17, 315-323.

7. National Institute of Justice (2007-2009).

8. National Center for Chronic Disease Prevention and Health Promotion. Division of Adolescent and School Health. (1995). *Youth risk behavior surveillance: National college health risk behavior survey*. Atlanta, GA.

TAASA's statewide network of rape crisis centers provide the following free and confidential services to victims/survivors of sexual violence and to their significant others: crisis intervention; individual and support group counseling; hospital, court, and police accompaniment; prevention education within schools and the community; and information and referral services.

For free, confidential, 24/7 assistance, call 1-800-656-HOPE.

[www.taasa.org](http://www.taasa.org)

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### Playing It Safe

Most sexual assaults occur in a place you feel comfortable, with someone you trust. However, it is important to try your best to avoid compromising positions. Listen to your instincts and leave any situation in which you feel uncomfortable.

- **Make sure to go out with a group of friends, especially at night.** If you find yourself alone, be aware of those around you, walk in well-lit areas and hold your cell phone and either talk, or act as if you are talking, to someone.
- **Going on a date? Meet in a public place.** Let your roommate or a friend know when to expect you back.
- **Be smart about getting money out.** When you need money, look for ATMs inside convenience stores, rather than those on the street. Better yet, pay with your bank card the next time you go to the grocery store or pharmacy and ask for cash back.
- **Pick up the phone.** Many colleges have lighted security phones placed on poles around campus to connect directly with university police. Use these phones to get help quickly.
- **Avoid alcohol.** Alcohol can interfere with your judgment of people and situations. Never drink anything you haven't opened or poured yourself.
- **Keep your residence hall room or apartment locked.** Even though you may trust your hall mates, other people can get into the building, too.
- **It's not just physical strength.** People often use peer pressure or intimidation to coerce consent.
- **Seek consent.** The SMU Code of Conduct requires that you seek consent and consent is given for any physical contact.

*Taken in part from the National Women's Health Resource Center website.*

### What to Do If You Have Been Raped or Sexually Assaulted

- **Go to a safe place and tell someone.** A trusted friend, advisor, or call (214) 768-4795 for FREE, CONFIDENTIAL counseling and/or information about what to do.
- **Report the assault.** It is your decision, but notifying the police does not begin the process of filing criminal charges. Call 911 to access the police in your area. If calling on campus, you will contact the SMU Police Department.
- **Seek medical attention.** You could be injured, become pregnant or be exposed to an STD. In addition, a medical examination will preserve important evidence. Please DO NOT bathe or douche until after your exam. Presbyterian Hospital and Parkland Hospital are the only Dallas County medical facilities that can conduct an exam that can be used as evidence. Presbyterian Hospital is closest to SMU. SMU police will transport students to Presbyterian Hospital. If you are being transported by Dallas police, you may want to request transportation to Presbyterian Hospital.
- **Obtain counseling.** You may have a trained counselor from SMU accompany you to the hospital (or meet you there) by calling (214) 768-4795 or after 5:00 PM call the emergency number given in the voicemail message.

**\*Whatever you decide, all counseling is CONFIDENTIAL!\***

### Contacts at SMU

Psychological Services for Women	(214) 768-4795
Mental Health Services	(214) 768-2860
Counseling and Psychiatric Services	(214) 768-2277 <a href="http://smu.edu/healthcenter/counseling/">http://smu.edu/healthcenter/counseling/</a>
Center for Alcohol & Drug Abuse Prevention	(214) 768-4021 <a href="http://smu.edu/healthcenter/alcoholeducation/">http://smu.edu/healthcenter/alcoholeducation/</a>
Student Health Services	(214) 768-2141 <a href="http://smu.edu/healthcenter/">http://smu.edu/healthcenter/</a>
Women's Center for Gender & Pride Initiatives	(214) 768-4792 <a href="http://smu.edu/womenscenter/">http://smu.edu/womenscenter/</a>

## **FIRE AND OTHER SAFETY ISSUES**

### **FIRE SAFETY**

The Fire Safety Branch of SMU's Office of Risk Management (O.R.M.) Department administers the fire prevention and life safety inspection programs. This includes training in fire prevention techniques, inspection and testing of systems to insure that they are operating properly (in some situations, this may be contracted out to a fire inspection service), and the investigation of fire situations to insure non-reoccurrence.

### **Fire Extinguishers for a Special Event**

Contact Risk Management to obtain fire extinguishers. Training on the use of fire extinguishers must be completed prior to the special event. O.R.M. offers formal Fire Safety and Fire Extinguisher training throughout the year. A schedule of upcoming classes is available on their training schedule web page. For more information, or to set up a class, please contact James Oravsky.

### **Emergency Exits**

Every exit should be clearly visible, or the route to it conspicuously identified in such a manner that every occupant of the building will readily know the direction of escape from any point. At no time should exits be blocked.

### **WEAPONS/FIREARMS/EXPLOSIVE DEVICES**

The use and possession of dangerous weapons or facsimiles of dangerous weapons on University property is prohibited. These items include but are not limited to: firearms, handguns, explosives, fireworks, incendiary devices, and cross bows, pellet guns, stun guns, swords or other sharp blades, nun chucks, throwing stars or other types of martial arts weapons, tear gas (except commercial personal defense units), and look-a-like facsimiles or toys. Students found with prohibited items will be referred for conduct action. Weapons can be stored at SMUPD.

Fireworks are not permitted on campus and are illegal within Dallas County limits. No flammable paints, solvents, fuels, and cleaning agents can be stored on campus. Oil based paints and automobile/motorcycle batteries cannot be stored on campus.

### **OTHER SAFETY ISSUES**

#### **Event Planning**

When planning an event, it is important to think about your insurance needs. Special events insurance (also known as Third Party User's Liability Insurance Policy, or TULIP) is liability protection for organizations that host activities that are not included in the University's insurance program. This program provides liability coverage and legal defense for negligence brought on the grounds of mismanagement, improper security, misleading representations, or failure of equipment/fixtures, just to name a few.

### **CONTACT INFORMATION**

For more information on fire safety or any other areas of risk, please contact:

#### **Office of Risk Management**

Dawson Service Center  
3030 Dyer Street  
Dallas, Texas 75275-0231  
214-768-2807

# KNOW WHAT TO DO



## EVACUATE

Leave your building immediately

### WHEN

Indoor strobe lights or sirens sound to signal there is a danger - such as fire - inside or near the building

### ACTION

- Leave the building; assist the disabled
- Take valuables and cell phone with you
- Proceed to the assembly area outside

*Wait for campus officials to notify you when to return to normal activities.*

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## SEEK SHELTER

Find a safe place in a building

### WHEN

Outdoor warning sirens sound to signal there is severe weather or environmental danger outside

### ACTION

- Use interior halls away from doors/windows
- Keep tuned to media

*Remain sheltered until told otherwise.*

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## LOCKDOWN

Stay in your room or building

### WHEN

You receive notice by Send Word Now or other method to signal there is a shooter or other violence on campus

### ACTION

- Call 911
- Warn others
- Hideout
- Lock or barricade doors

*Wait for campus officials to notify you when to return to normal activities*

Information and closings: [smu.edu](http://smu.edu) or 214-SMU-INFO (768-4636)  
SMU Police: 911 (on-campus emergency) or 214-768-3333 (non-emergency)

*When traveling, remember that you and your organization are representing SMU.  
Your actions are a reflection of this university – be a good ambassador!*

## TRAVEL

### GUIDELINES

- The sponsoring organization takes sole responsibility for all financial obligations and for the actions and activities associated with a trip.
- When do you need to register a trip? Submit a Travel Registration Form if:
  - there is an overnight stay off-campus, even if you are staying in Dallas
  - your destination is more than 30 miles away
- Upon submission of a registration form, you receive a liability travel waiver. Each traveler should complete this waiver, with all completed forms returned to Student Activities prior to departure.

### INSURANCE INFORMATION

#### Vehicle Damage/Automobile Liability

- If using personal vehicles, the vehicle owner's insurance policy applies. Make sure your drivers are insured!
- If using SMU owned vehicles, the University's insurance policy applies.
- If using rented vehicles (Hertz, Avis, National, Budget, Dollar), SMU's insurance policy applies providing that within the rental agreement it states that the vehicle is rented on behalf of the Organization. If renting from any other agency, the rental agreement must be reviewed by Office of Legal Affairs.

#### Personal Accident/Illness Insurance

- The individual student's health insurance policy applies.
- Additional accidental death and dismemberment coverage is available on a per trip basis.

#### General Liability Insurance

- For trips properly registered and conducted within SMU and Student Senate guidelines, SMU's insurance applies for the Advisor, officers and organization.

### DRIVING SAFETY

- If using vendors, use reputable transportation companies (a list can be found on SMU's website)
- Know the route to and from the event. Each vehicle should have a map, directions and cell phone numbers for all on the trip
- Vehicle(s) should be properly registered, inspected, maintained and have at least a ¼ tank of gas
- Drivers should be certified by SMU, carry a valid driver's license, and be well-rested
- There should be at least two certified drivers for each vehicle
- Before you start the trip:
  - Buckle seatbelts, making sure they're properly fastened
  - Adjust mirrors, position seat and head restraints
  - Secure loose objects
  - Turn off cell phones
  - Look for engine warning lights, check fuel level
- Be alert to when mileage drops so you can take corrective action to restore fuel economy
- Don't touch or pump the gas pedal repeatedly when trying to start a vehicle that's run out of fuel
- Drive as fuel-efficiently as possible
- If you do run out of gasoline, pull off the highway or freeway as far to the right as possible. Call for help, or call AAA Texas for help if you're a member

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- Passengers should wear seat belts at all times
- In the Students' Association vans, you may not pick up hitchhikers – actually, that's good advice for anyone!
- Consider keeping the following items in the vehicle:
  - Blankets
  - Sand or cat litter (in the winter)
  - Bottled water
  - Nonperishable food
  - First aid kit
  - Flashlight
  - Car charger for cell phone
  - Compass
- Avoid driving distractions:
  - Don't drive while calling or texting. Pull off the road
  - Use speed dialing or voice-activated dialing if you have to make a call while driving
  - Let your voicemail take the call. You can call back later when you are not driving
  - Know when to stop talking. If the conversation is long, emotional or stressful continue it when you are not driving
  - Do not eat or drink while driving - groom yourself at home, not in the vehicle

### TRAVEL PLANNING CHECKLIST

#### (At least) One month before departure

- Determine a budget for the trip: remember that chartered organizations are tax exempt!
- Decide who is traveling
- Select and reserve accommodations: chartered organizations are also exempt from hotel taxes!
- Purchase airline tickets or reserve rental vehicles
- Plan a tentative schedule
- Van drivers should get certified through Student Activities

#### One-two weeks before departure

- Submit a Travel Registration Form at least 7 business days in advance!
- Submit Travel Waivers for all participants
- Finalize your agenda/schedule for the trip
- Make sure drivers are insured (if using personal vehicles) and comfortable with driving
- Confirm travel and accommodation reservations
- Find directions and maps of your destinations (Don't rely too much on GPS!)
- Gather needed supplies (snacks, drinks, first aid kit, etc)
- Have a pre-trip meeting. Make sure your travelers understand what's expected of them.
  - Use a behavioral agreement for the trip. SAMSA has one specifically designed for conferences!
- Collect contact information (especially cell phone numbers) of all travelers, consider sharing with the group

#### The day before departure

- Check the weather – what is the plan if a flight is delayed? If you can't drive due to weather conditions?
- Finalize the contact list for all participants. Make sure your advisor has this.
- Gather your important paperwork: reservation numbers, contact list, maps and directions, etc.

#### Day of departure

- Make sure everyone's luggage is labeled
- Confirm flight departure
- Make sure all participants are present and ready to go

#### When you return to campus

- Tell a Student Activities staff member if you encountered any issues
- If using Students' Association vans, clean them out and return them with a full tank of gas
- If not present, notify your president and advisor that everyone returned safely

**TRAVEL REGISTRATION FORM**

Please submit this completed form to SAMSA (Hughes-Trigg Student Center Suite 300) at least 7 business days prior to travel. All student organizations are required to register travel.

Sponsoring Organization(s): Lauren Chapman Fan Club

Purpose of Trip: to attend Lauren Fest 2010

Trip Coordinator: Jane Doe

Email: jdoe@smu.edu Phone: 214-555-1234

Faculty/Staff advisor on trip: Dawn Norris

Email: samsa@smu.edu Phone: 768-4400

Number of Travelers: 10  
 Are all SMU faculty/staff/students? yes  
 If no, how many non-SMU travelers? \_\_\_\_\_

Destination: Austin, TX

Departure Date: 9/1/10 Return Date: 9/4/10

Mode of Transportation (check all that apply):  
 personal vehicle     SMU vehicle     other (specify) \_\_\_\_\_  
 rental vehicle    rental company name \_\_\_\_\_  
 commercial air, train, or bus    company name \_\_\_\_\_

*Trip Itinerary*

Date	Location		Accommodations
	From	To	
<u>9/1/10</u>	<u>Dallas</u>	<u>Austin</u>	<u>Downtown Hilton</u>
<u>9/4/10</u>	<u>Austin</u>	<u>Dallas</u>	<u>n/a</u>

FOR OFFICE USE ONLY    Date Received: \_\_\_\_\_    Approved: \_\_\_\_\_

(revised 7/2010)

**EXAMPLE OF TRAVEL WAIVER**

**RELEASE OF LIABILITY  
TO  
SOUTHERN METHODIST UNIVERSITY  
FOR  
LAUREN CHAPMAN FAN CLUB**

WHEREAS, \_\_\_\_\_ (hereinafter called "Participant")  
(print name of Participant)

has made a commitment with the **LAUREN CHAPMAN FAN CLUB** to participate in a trip to Lauren Fest 2010 in Austin, Texas on September 1-4, 2010 (hereinafter called the "Event"); and

WHEREAS, **LAUREN CHAPMAN FAN CLUB** desire to have Participant participate in the Event; and

WHEREAS, **LAUREN CHAPMAN FAN CLUB** have arranged for transportation to and from the Event which Participant may use if Participant desires;

NOW THEREFORE, FOR AND IN CONSIDERATION OF **LAUREN CHAPMAN FAN CLUB** allowing Participant to participate in the Event and to use the above described transportation, Participant agrees as follows:

1. If Participant is providing his/her own transportation during the course of the Event, Participant must provide his/her own automobile collision and liability insurance. IT IS UNDERSTOOD THAT PARTICIPANT MAY NOT BE COVERED BY ANY INSURANCE POLICY WHICH IS OWNED BY SOUTHERN METHODIST UNIVERSITY AND THAT PARTICIPANT PARTICIPATED IN THE EVENT AT HIS/HER OWN RISK.

2. That all terms and conditions contained in this agreement extend to and are obligatory upon the heirs, personal representatives, successors, family and assignees of the Participant.

3. That Participant will hold harmless Southern Methodist University, its Trustees, officers, employees, and agents, and **LAUREN CHAPMAN FAN CLUB**, its sponsors, officers, agents and representatives for lost or stolen property either personal or rental, and shall indemnify, defend, and hold harmless, the parties named herein against claims for lost or stolen rental property.

4. The terms of this agreement are to be governed by and construed under the laws of the State of Texas and shall be deemed to have been fully performed in Dallas, Dallas County, Texas.

5. **RELEASE:** Participant, in consideration for the permission to participate in the Event and with the intent of binding himself/herself, his/her spouse, if applicable, his/her heirs, legal representatives, and assigns, voluntarily and knowingly agrees to the following: PARTICIPANT RELEASES, INDEMNIFIES, DEFENDS, AND HOLDS HARMLESS SOUTHERN METHODIST UNIVERSITY, ITS TRUSTEES, OFFICERS, EMPLOYEES, AND AGENTS, AND **LAUREN CHAPMAN FAN CLUB**, ITS SPONSORS, OFFICERS, AGENTS, AND REPRESENTATIVES AGAINST ALL LIABILITIES, CLAIMS, SUITS OR DEMANDS FOR INJURIES TO HIMSELF/HERSELF, ANY OTHER PERSON, AND/OR PROPERTY RESULTING FROM OR GROWING OUT OF HIS/HER PARTICIPATION IN THE EVENT AND TRANSPORTATION TO AND FROM THE EVENT INCLUDING ANY ACTS OR OMISSIONS CONSTITUTING NEGLIGENCE BY SOUTHERN METHODIST UNIVERSITY, ITS TRUSTEES, GOVERNORS, OFFICERS, EMPLOYEES, OR AGENTS OR **LAUREN CHAPMAN FAN CLUB**, ITS SPONSORS, OFFICERS, AGENTS AND REPRESENTATIVES. PARTICIPANT HEREBY COVENANTS AND AGREES IN FURTHERANCE OF HIS/HER OBLIGATION UNDER THE TERMS OF THIS AGREEMENT AS ACCEPTED, TO DEFEND THE PARTIES RELEASED HEREIN BY AND THROUGH COUNSEL CHOSEN BY SOUTHERN METHODIST UNIVERSITY.

The terms of this Release of Liability are to be governed by and construed under the laws of the State of Texas.

**ACCEPTED AND AGREED:**

FOR: \_\_\_\_\_  
PARTICIPANTS PRINTED NAME

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
PARTICIPANT'S SIGNATURE

ADDRESS: \_\_\_\_\_

## **PARTY BEHAVIOR – SOCIAL EVENT REGISTRATION**

The SMU Social Event Registration Procedure exists to provide students with guidelines for minimizing risk at parties and other social events. Such guidelines include, but are not limited to, planning for security, food and non-alcoholic beverages, transportation, event monitors, and guest lists.

For the most up-to-date information on Social Event Registration, including the Social Event Registration Form and contact information, please visit the Social Event Registration website at <http://smu.edu/saprograms/serc/default.asp>.

### **SOCIAL EVENT REGISTRATION GUIDELINES**

An event held off-campus, in a fraternity or sorority house or in a university-owned student residence needs to be registered through this process if any of the following apply:

- an observer would associate the event with a student organization/chapter;
- an individual representing a student organization/chapter authorizes, sponsors, supports, or endorses the event in any way;
- the event is discussed and/or voted on in an organization/chapter meeting;
- the event is funded in whole or part by the organization or its representatives.

Exception - Events where a professional Student Affairs Advisor is present do not need to register through this process. (Examples: Senate Retreat, LEAD Conference, etc.)

### **SOCIAL EVENT REGISTRATION COMMITTEE**

The Social Event Registration Committee will meet every week during the fall and spring Semesters in the Student Development and Programs Office, HTSC Suite #323. Invited representatives on the Social Event Registration Committee include the following:

- Representative from Student Activities
- Representative from Student Conduct & Community Standards
- Representative from Fraternity & Sorority Life
- Representative from Residence Life & Student Housing
- Representative from University Police Department
- Two Representatives from the SMU Student Body

**For questions or more information, email [serc@smu.edu](mailto:serc@smu.edu).**

## RISK MANAGEMENT POLICIES

Risk Management, a phrase that has never been heard by most of the older generation, is rapidly becoming a common term in campus and organizational conversations. Risk Management is just plain responsible behavior. It is the willingness of organization members to provide a safe environment, taking care of one another, taking care of guests, planning carefully all aspects of programs, abiding by the laws of the organization, SMU, the Dallas community and the nation. Simply put, it is the basic respect for the organization, people, property, and laws.

Brotherhood, human dignity and respect serve as the foundation of Risk Management. One should be aware of this at all times when planning activities. Risk Management means taking a few extra precautions, being more imaginative when planning events, and preparing for the well being of everyone.

In matters of SMU student organizations, all actions taken by members must adhere to the Student Code of Conduct, which our community demands. Individuals are required to act in a manner as a reasonable person of ordinary prudence would act under similar circumstance. As a general rule, it is useful to ask yourself two questions when concerned about liability and safety:

**One** – Is it possible that, given the arrangements we have for this event, some injury may result?

**Two** – Did we do all that a reasonable person would deem appropriate to avoid accidents? More often than not, when organizations sponsor events, the answers to these two questions are incriminating.

All SMU student organization members must abide by the:

1. The laws of our nation;
2. The laws of the state of Texas;
3. The laws of the city of Dallas, University Park and any city where organizational events may take place;
4. The rules and regulations of Southern Methodist University; and
5. The rules and regulations of the SMU student organization.

A comprehensive Risk Management Policy shall also include, but not be limited to, standards addressing:

- Drugs / Substance Abuse
- Sexual Abuse / Harassment / Discrimination
- Individuals with Disabilities
- Contractual / Financial Issues
- Transportation Issues
- Advisors
- General Health and Safety
- Personal Property
- Risk Management Education

If your organization would like to develop a Risk Management Policy, please contact SMU's Office of Risk Management. They will be glad to help you!

### Office of Risk Management

Dawson Service Center  
PO Box 750231  
3030 Dyer Street  
Dallas, Texas 75275-0231  
214-768-2807

\*The preceding information was borrowed from *Alpha Phi Omega's Membership Policies\**

## SECTION 5: FOR ADVISORS

### WHAT IS AN ADVISOR?

A student organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members.

### UNIVERSITY EXPECTATIONS

#### 1. KNOW THE POLICIES AND PROCEDURES OF SMU

Advisors should be familiar with the policies and procedures applicable to their particular group, including those such as: Social Event Registration; Student Code of Conduct; policies regarding travel, finance, contracts; and others. If you think your students are about to break policy, ask them:

- Is there a policy, process, or rule that applies to what you're doing?
- Are your plans in line with that policy? Why or why not?
- Do you need to change your plans based on that policy?

Occasionally, even after some purposeful questioning, students will not adhere to important policies or guidelines. Advisors may be required to step in and be more direct in instructing students regarding their choices.

#### 2. KNOW YOUR ORGANIZATION

Advisors sometimes serve as official points of contact for the university and community regarding their organization. You should be in the know about what your organization is doing and planning so that you can answer questions from Student Activities, SMU, and possibly the surrounding community. Tell your students that you expect to be informed about their activities and work with them to establish how you will achieve that. Some examples are:

- Attending group meetings
- Meeting with officers individually
- Reading meeting minutes

#### 3. PROMOTE LEARNING EXPERIENCES

Being a leader in a student organization is an important part of a student's holistic educational experience. Student organizations offer opportunities to learn about event planning, communication, teamwork, professionalism, policies and procedures, risk management, fiscal responsibility and budgeting, and much more. Additionally, connecting outside the classroom is associated with better grades, a stronger connection to the university, and improved retention and graduation rates.

### STUDENTS IN DISTRESS

As an advisor, you may have a closer relationship with a student than a typical professor or staff member. Students may feel safe sharing personal concerns with you, such as:

- Depression
- Roommate conflicts
- Academic troubles
- Eating disorders
- Sexual assault

...and more.

Additionally, you may notice changes in students' behavior, such as:

- Withdrawal from usual social interactions
- Decreased productivity
- Emotional outbursts and crying

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- Loss of interest or apathy
- Increased or decreased sleep
- Exam time nervousness
- Weight gain or loss
- Grooming changes or a lack of personal hygiene
- Direct statements involving distress, hopelessness, suicide, etc.
- Highly emotional or erratic behavior

When you recognize an issue, it's not your job to be a counselor, police officer, or other licensed professional, but it is your job to respond in some way. Provided here are three different methods of response based on the type of intervention necessary.

### **EMERGENCY SITUATION – IMMINENT THREAT OF HARM**

If a faculty or staff member has knowledge of or observes very unusual behavior, including, but not limited to:

- Student talks about harming self or others;
- Student engages in any type of self-destructive behavior;
- Student exhibits overdose, tissue damage, vomiting and/or fluctuating levels of consciousness due to severe intoxication
  1. On-campus, call 8-3333; off-campus, call 911 and ask for paramedics who will determine the appropriate response.
  2. Stay with the student until he or she is evaluated by a paramedics or a mental health professional
  3. Notify the Dean of Student Life.

When the student is medically stable, Counseling and Psychiatric Services staff will meet with the student, request the student to authorize a release of information and arrange transport to the hospital or determine a plan of transport. Prior to returning to campus, the student must meet with a staff member from Counseling and Psychiatric Services to determine his or her suitability to return to campus. The Dean of Student Life, in consultation with the Counseling and Psychiatric Services staff, will make other notifications as appropriate. The Dean of Student Life Office will conduct a follow-up with the person(s) who reported the student.

### **EMERGENCY SITUATION – RECENT THREAT OF HARM**

If a faculty or staff member learns that a student has been talking about harming him or herself or others, and/or engages in any type of self-destructive or psychotic behavior, he or she should consult with Counseling and Psychiatric services about mandating a referral to counseling. If necessary, the Dean of Student Life can assist in the process. The Counseling and Psychiatric Services staff will request the student sign a release of information authorization, conduct an assessment, and arrange transportation to the hospital if necessary.

### **NON-EMERGENCY – NO IMMINENT THREAT OF HARM**

If a faculty or staff member has knowledge of or observes the following behavior by a student:

- Bizarre behavior
- Sleeping in excess
- Evidence of an eating disorder or depression, or
- Drug use, including serious alcohol use

Such behavior should be reported to the Dean of Student Life. The Dean of Student Life will meet with the student and may require the student to meet with Counseling and Psychiatric Services staff or the Center for Alcohol and Drug Abuse Prevention as appropriate. If the student refuses to make such an appointment and the situation is serious enough to warrant it, the Dean may initiate disciplinary action and/or removal from the University.

## 2011 SMU STUDENT ORGANIZATIONS MANUAL

### CARING COMMUNITY CONNECTIONS

The CCC system is designed for SMU faculty and staff to report concerns about students. Completion of this form will initiate a follow-up inquiry with the student by the Office of the Dean of Student Life. The form is available at: <https://smu.edu/studentaffairs/deanofstudentsCCC/> and accessible by your SMU ID number and email password.

#### Office of the Dean of Student Life

214-768-4564

<http://smu.edu/studentlife>

### RESOURCES FOR REFERRAL

It's important for advisors to be familiar with different campus resources that can aid students. Here are a few that may be useful:

#### Counseling and Psychiatric Services (CAPS)

<http://smu.edu/healthcenter/counseling/>

214-768-2277

#### Women's Center for Gender & Pride Initiatives

<http://smu.edu/womenscenter/>

214-768-4792

#### Learning Enhancement Center (LEC)

<http://smu.edu/alec/>

214-768-3648

#### Chaplain's Office

<http://smu.edu/chaplain/>

214-768-4502

### STUDENT ACTIVITIES RESOURCES FOR ADVISORS

#### Please come visit us for:

- Advising Consultations  
Event planning, team building, group dynamics, student development theory, funding and finance, the chartering process, and more.
- Organizational Archives  
Rosters, constitutions and bylaws, chartering paperwork.

Contact: Lauren Chapman  
Assistant Director of Student Activities  
[lchapman@smu.edu](mailto:lchapman@smu.edu)

Lydia Dale  
Administrative Assistant  
[studentactivities@smu.edu](mailto:studentactivities@smu.edu)

#### Please visit the website for online resources like:

- Team builders and icebreakers
- Event planning worksheets
- Delegating
- Group Dynamics
- Leadership Transition

See <http://smu.edu/samsa/SAMSASource/default.asp> for these and more!