I. Expectations for Student Organizations
   a. Orgs@SMU
   b. Registering Your Organization
   c. Student Organization Conduct

II. Starting a New Organization
   a. The Chartering Process
   b. Constitution and By-Laws

III. Campus Resources and Event Planning
     a. Student Activities
     b. Event Planning and Publicity
     c. Hughes-Trigg Student Center Reservations
     d. Guidelines for Contracts
     e. Tent Permits
     f. Working with Risk Management
     g. Food Handling Guidelines
     h. Generic Event Planning Checklist

IV. Funding
    a. Ways to Receive Funding from Student Senate
    b. Policies and Procedures for Financial Transactions with the SMU Students’ Association

V. Community Service
    a. Choosing a Project: Where to start
    b. Selecting a Non-Profit Organization
    c. Planning the Logistics of your Community Service
    d. Fundraising and Drives for Community Organizations
    e. Working with Minors

VI. Risk Management
    a. The Law
    b. Alcohol and Illegal Drugs
    c. Hazing
    d. Sexual Abuse and Harassment
    e. Fire Safety and Other Safety Issues
    f. Travel
    g. Party Behavior
    h. Access for Students with Disabilities
    i. Adoption of a Risk Management Policy

VII. For Advisors
     a. What is an Advisor?
     b. University Expectations
     c. Students in Distress
SECTION 1: EXPECTATIONS FOR ORGANIZATIONS

DEFINITION OF A STUDENT ORGANIZATION

'Student Organizations' means an organization comprised mainly of students who are organized by the University, recognized by the University, or substantively involved in campus life/activities of the University.

Orgs@SMU

Orgs@SMU is an online one-stop-shop for:
- A directory of student organizations
- Event planning and publicity resources
- Forms for Stake Signs, Travel Registration, Coke Requests, etc.
- Managing your organization, including rosters, online forms, and document storage
- Connecting with potential members
- Getting the latest news from Student Activities

All student organizations must:
- Register your organization each year – see below!
- Maintain up-to-date rosters, including officer and advisor information
- Maintain an accurate organization profile

REGISTERING YOUR ORGANIZATION

Registration takes place every fall, and ALL student organizations must register each year. During the online registration, you will:
- Update your organization’s profile information (meeting days and times, recruitment info)
- Update your organization’s interests and categories – so prospective members can find you!
- Update your profile picture
- Provide your updated constitution and by-laws

WANT TO LEARN MORE?

The Student Leader User Guide has detailed instructions on the functions and abilities of Orgs@SMU. The more you know, the more useful it is!
Student Organization Conduct Violation

9. A student organization is held responsible for a violation of the Code of Conduct when:
   a) The activity in question was planned, sponsored, or endorsed by the organization;
   b) The conduct occurred on property owned, controlled, rented, leased, or used by the organization or any of its members; or
   c) An activity where a violation occurred was financed through the student organization’s funds, or as a result of one or more members, advisors, or affiliates contributing funds and/or arranging for funding, services, in-kind donations or contributions;
   d) One or more officer(s) acting in the scope of their roles commit an offense; or
   e) One or more officer(s) or members of the organization had prior knowledge or reasonably should have known that the incident would take place.
   f) Any member of the organization attempted to conceal the activity or protect other members who were involved.
   g) An activity that an observer would consider a specific organization’s event. Non-members of the organization learned of the activity through members, advertisements, or communications associated with the student organization, or otherwise formed a reasonable belief that the conduct or activity was associated with or sponsored by the organization.

Student Organization Conduct/Investigation Process

The Student Code of Conduct applies to student groups and organizations as well as individuals. When a student organization is believed to have violated the Student Code of Conduct, University policies, or the law, the Office of Student Conduct & Community Standards will conduct an investigation.

1. Notice of Investigation: When initiating an investigation of a student organization the Office of Student Conduct & Community Standards will issue a notice of investigation. The notice of investigation shall include: the date of incident(s) or activity(ies) and the alleged policy violation(s).

2. Administrative Conference: At the conclusion of the investigation the Office of Student Conduct & Community Standards will schedule an administrative conference with the president of the organization and the organization advisor to review and address the investigation findings. A summary of the investigation findings will be provided to the president at least five (5) days prior to the administrative conference.

3. Student Organizations found responsible for violations of the Student Code of Conduct, University policies, or the law will have the option to resolve their case in one of the following manners.

   a. Organization Accountability Agreement: In consultation with the organization (and their headquarters, coach, or advisor where applicable) the University will work to develop a plan including sanctions that affect the organization’s standing with the University and educational sanctions to address the violations. The organization accountability agreement may not be appealed. If after 60 calendar days the University and the student organization cannot come to an agreement the organization will be sanctioned through option b. Additional violations committed during the duration of the organization accountability agreement may be cause for the agreement to be extended and/or altered.

   b. Sanctions assigned by a Conduct Officer: The conduct officer overseeing the investigation will assign the sanctions deemed appropriate to the organization. The assigned sanctions may be appealed by following the steps outlined in the Conduct Review Process.
Are you ready to start a new organization? First, take a look at the list of existing student organizations. You may find that there is a group doing just the sort of thing you want to do. If you're unsure about whether your proposed club is similar to an existing group, the Student Senate Organizations Committee Chair and Advisor can help you – contact them via studentactivities@smu.edu.

The Chartering Process

Application ⇒ Temporary Status ⇒ Chartered Status

1. Gather the documents required for Temporary Status, the first stage of the Chartering process:
   a. List of officers with contact information
   b. Membership roster with at least ten SMU student members
   c. Name and contact information of your SMU faculty/staff advisor
   d. Constitution – must contain a non-discrimination clause – and By-Laws
      (for help developing a Constitution and By-Laws, see the next page)

2. Submit the Application to Initiate the Chartering Process

3. The Organizations Committee Chair will invite you to meet with the Committee to discuss your application. Be prepared to talk about:
   a. Your purpose – how is this organization different from existing organizations? How does your organization benefit the students and SMU?
   b. Your membership – how many members do you have? How do you plan to recruit more?
   c. Your structure – how often will you meet? How will you select officers?

4. The Committee will make a recommendation to the Student Senate for approval or denial of your application. Student Senate will vote to uphold or overturn the Committee's recommendation.

5. If approved, your organization now has Temporary status for one year. As a Temporary organization, you can request:
   a. Meeting space in the Hughes-Trigg Student Center
   b. Advertising in Hughes-Trigg Student Center and elsewhere on campus
   c. Funding from the Senate Fund
   d. A checking account from the Students’ Association Comptroller

   Your Temporary organization is also responsible for following all policies and procedures set forth for student organizations, found in this manual, the Student Senate By-Laws, the University Policy Manual, and the Student Activities policy document.

6. Halfway through your Temporary status, you will attend a charter review meeting with the Organizations Committee. The charter review serves to offer support and ensure that your organization is on track to fulfill the final Chartered status requirements.

7. At the end of your Temporary status, you will meet with the Organizations Committee one final time to ensure that your organization meets the requirements of Chartered status, which are:
   a. Has held an event aimed at membership growth
   b. Minimum of 12 SMU student members
   c. Has had one leadership transition
   d. Met any requirements mandated by the Organizations Committee
   e. Adherence to your Constitution and By-Laws
   f. Remain a benefit to the University
8. Once again, the Committee will make a recommendation to the Student Senate for approval or denial of full Chartered status. Student Senate will vote to uphold or overturn the Committee’s recommendation.

9. If approved, privileges of Chartered status include:
   a. All privileges of Temporary status
   b. May include “SMU” or “Southern Methodist University” as part of the name of the organization
   c. May request a semester budget from Student Senate
   d. Will be assigned an affiliate Senator
   e. May request advertising in the Campus Weekly Students’ Association Bulletin Board
   f. May request web space on smu.edu as long as material posted upholds the integrity of the University

For help and support at any time during the Chartering process, contact the Organizations Committee Chair and/or Advisor via studentactivities@smu.edu.

Meet our team!

Dawn F. Norris  
Executive Director of Student Life  
(Organizations Committee Advisor)

**Constitution and By-Laws**

The Constitution of an organization contains its fundamental principles and purpose. It is a lasting document that should not be changed often. The By-Laws establish the specific rules about how the group functions, and can be updated more frequently to address changes in your organization.

Why have a Constitution?
- Required for Chartered status
- Clarify your purpose
- Educate new and potential members about your organization

What should be covered in a Constitution?

| Article I   | The official name of the Organization |
| Article II  | Affiliation with other groups (i.e. a national or regional governing body) |
| Article III | Purpose and main function |
| Article IV  | Membership requirements and limitations |

*This is a good place to include the required nondiscrimination clause: “Organization X does not discriminate during the membership /officer selection process based on: race, color, religion, national origin, sex, age, disability, genetic information, veteran status, gender, gender expression, and sexual orientation.”*

| Article V   | Advisor selection and term of service |
| Article VI  | Meetings |
| Article VII | Quorum (the number of members required to transact business) |
| Article VIII| Amendments (how to change or add to the Constitution) |
Article IX  Ratification (requirements for approving the Constitution)

Why have By-Laws?
- To provide instruction on how to conduct business, like officer elections, filling vacancies, etc.

What should be covered in the By-Laws?
- Membership: how are new members selected? Do they need a minimum GPA or other requirement? Will members pay dues?
- Structure: who reports to whom? Do you have committees?
- Officers: what are their duties? How are they selected?
- Finances: what approval is needed to spend organization money?
- Amendments: how are the By-Laws changed?

Review your Constitution and By-Laws often, and upload the most up-to-date version to your Orgs@SMU page.

Meet our team!
Bethany Martindale
Coordinator of Fraternity & Sorority Life
Student Activities supports over 200 extra-curricular opportunities for SMU students through clubs and organizations. The professional staff members advise and support specific areas of involvement, including fraternity and sorority life, programming, and student governance; and all staff members are able to answer general questions about getting involved.

**Student Activities Resources**

Why visit Student Activities? We can help you to:

- Learn about your organization
  - Historical files
  - Charter records
- Plan an event
  - Contract review
  - Use of Campus Grounds
  - Promotion and publicity
- Recruit new members
  - A Night at the Club involvement fair (August)
  - Join the Club involvement fair (January)
- Utilize HTSC resources
  - Room reservations
  - Banners and signs
- Be a great organization!
  - Select new officers
  - Retreats and training
  - Constitution and By-Laws
# Event Planning and Publicity

## Event Planning Resources

<table>
<thead>
<tr>
<th>What</th>
<th>Due</th>
<th>Keep in Mind</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coke Request*</td>
<td>15 days prior</td>
<td>Request via Orgs@SMU</td>
</tr>
<tr>
<td>Contracts*</td>
<td>60 days prior</td>
<td>Includes Risk Management – takes time</td>
</tr>
<tr>
<td>HT Room Reservations*</td>
<td>5 business days prior</td>
<td>A/V is free if you reserve by the deadline!</td>
</tr>
<tr>
<td>Suite 300 Conference Room*</td>
<td>anytime</td>
<td>First come; first serve</td>
</tr>
<tr>
<td>Students’ Association Vans</td>
<td>7 days prior</td>
<td>Max of 10 days; Request via Orgs@SMU</td>
</tr>
<tr>
<td>Senate Funding Request*</td>
<td>5 pm Mondays</td>
<td>Anyone can apply</td>
</tr>
<tr>
<td>Trash cans</td>
<td></td>
<td>Facility Services 214-768-3494</td>
</tr>
<tr>
<td>Travel Registration*</td>
<td>7 days prior</td>
<td>Request via Orgs@SMU</td>
</tr>
<tr>
<td>Use of Campus Grounds*</td>
<td>10 days prior</td>
<td>Lots of signatures – this takes time</td>
</tr>
<tr>
<td>West Bridge Table*</td>
<td>anytime</td>
<td>Request via Orgs@SMU: first come; first serve</td>
</tr>
<tr>
<td>Event and guest parking</td>
<td>14 days prior</td>
<td>Parking &amp; ID Services 214-768-7275</td>
</tr>
</tbody>
</table>

## Publicity Resources

<table>
<thead>
<tr>
<th>What</th>
<th>Due</th>
<th>Keep in Mind</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create an event on Orgs@SMU*</td>
<td>Anytime</td>
<td>Always do this! Easy and fast!</td>
</tr>
<tr>
<td>Campus Weekly Coverage</td>
<td>varies</td>
<td>Usually immediately surrounding event</td>
</tr>
<tr>
<td>Campus Weekly Bulletin Board</td>
<td></td>
<td>Sponsored by Senate Communications</td>
</tr>
<tr>
<td>Flyers on HT Bulletin Boards*</td>
<td>anytime</td>
<td>Get them stamped at the Mane Desk</td>
</tr>
<tr>
<td>Friday Update</td>
<td>anytime</td>
<td>Submit via Orgs@SMU event only!</td>
</tr>
<tr>
<td>HT Commons Banner*</td>
<td></td>
<td>Request via Orgs@SMU: first come; first serve</td>
</tr>
<tr>
<td>Organization Announcements</td>
<td>anytime</td>
<td>First come; first serve</td>
</tr>
<tr>
<td>Public Affairs Coverage</td>
<td></td>
<td>These folks are publicity experts</td>
</tr>
<tr>
<td>Residential Commons Postings</td>
<td></td>
<td>Email <a href="mailto:rlspostings@smu.edu">rlspostings@smu.edu</a></td>
</tr>
<tr>
<td>Senate Speaker’s Podium</td>
<td></td>
<td>short time limit</td>
</tr>
<tr>
<td>SMU Copy Central</td>
<td>anytime</td>
<td>Order copies, posters, banners and more online</td>
</tr>
<tr>
<td>Stake Signs*</td>
<td></td>
<td>Request via Orgs@SMU</td>
</tr>
</tbody>
</table>

*Student Activities can assist with these services (214-768-4400, studentactivities@smu.edu)

“Days” refers to business days (Monday – Friday)

---

**Meet our team!**

Lydia Dale  
Student Activities Coordinator

Lydia responds to the Student Activities email and is a great resource for all these services and many more. If you need help and don’t know where to start, ask Lydia!
Hughes-Trigg Student Center Reservations

Bookmark the Reservations Event Page as it has all the information related to successfully booking a reservation at HTSC, including, but not limited to, rate fees, policies, procedures, FAQ, forms, etc.

Reservations Process

- Check the calendar to make sure your desired space is available
- Fill out the Reservation Request Form
  - If approved you'll receive a Reservation Estimate from the Reservations Office at HTSC_Reservations@smu.edu
  - If declined or if more information is needed you will be contacted by someone in the Reservations Office
- Communicate all changes and corrections to the Reservations Office at least five business days before your event.
- Specialty reservations are available here:
  - Reserve a West Bridge Table
  - Reserve a Banner Space in the Commons

Reservations Expectations

What HTSC expects from you:

- Clear and timely communication
- Respect for staff and policies
- Knowledge of policies and procedures (e.g., “I didn’t know” is not an excuse to have a fee waived, as we do our best to make our policies and procedures as transparent as possible by including them on the website and your estimate)

What you can expect from HTSC:

- Clear and timely communication
- Business hours: Monday-Friday, 8:30 am – 5 pm
- Professionalism from full-time and student staff
- Open door policy – if you have a question and we are available to chat with you, come on by!
- If we are unavailable, contact us at HTSC_Reservations@smu.edu to set up a time to meet

Audio-Visual Equipment and Services

Audio-Visual Equipment and Services are provided by the Office of Information Technology and scheduled through the HTSC Reservations Office. You must reserve equipment at least five business days in advance.

*Check our website frequently for the most up-to-date information. You may also contact the Meetings and Events Coordinator any time at HTSC_Reservations@smu.edu.

Meet our team!

Dolores Henry
Meetings & Events Coordinator

Meet our team!

Ashley Fitzpatrick
Assistant Director of Fraternity & Sorority Life
Guidelines for Contracts

You must have a contract if you are engaging in the following:
1. Performers (comedians, musicians, dancers, etc.)
2. Services (rental equipment, DJs, etc.)
3. Risk (inflatable games, ropes course, etc.)
4. Catering (large quantities of food ordered, or if the restaurant serves food on campus)
5. When in doubt, check it out. Student Activities can let you know if you need a contract or not.

To process a contract, fill out the Contract Information Form.

More things to consider:
- Working with SMU Purchasing often, but not always, eliminates the need for a contract.
- Waivers for voluntary, potentially risky activities (like bounce houses) may be required. If you anticipate needing a waiver, contact Alyssa Mooney from Legal Affairs (amooney@smu.edu) with the following information:
  - Nature of Activity
  - Date of the event
  - Name of organization
  - Student Contact
  - Organization Advisor
  - Sponsors for Event (if any)

Tent Permits

If your event will have a tent 400 square feet or larger, you must acquire a permit from the University Park Fire Department.

In order to obtain a tent permit, the following procedures must be followed:
- Fill out a Fire Department Permit Application
- Submit copies of the flame resistance certificate (which can be obtained from the tent manufacturer or owner) to the Fire Marshal for his review and approval
- Pay the fee for tent permits ($50)
- The Fire Department will contact you once the permit has been issued

Contact UP City Hall for more information: 214-363-1644

Working with Risk Management

If any of the following apply to your event, the Office of Risk Management encourages you to consult with an ORM staff member:
- Involvement with minors
- Selling or providing alcohol
- Over 100 attendees expected
- Open to the public
- Contracts with vendors or performers
- Liability waivers
- Challenging physical activity
- Potentially risky activities (bounce houses, etc.)
- Heavy equipment (stage, sound system, etc.)
- Use of Campus Grounds

Office of Risk Management
Dawson Service Center – 3030 Dyer Street
Advising hours: 1:30 pm – 5 pm, Monday – Friday
214-768-2083
RiskManagement@smu.edu
Food Handling Guidelines

Sponsoring organizations are responsible for the safety of the food products they offer.

Hand Washing
Always wash your hands with hot soapy water for at least 20 seconds before and after handling food.

Glove usage
Direct hand contact is not allowed for ready to eat foods. Ready to eat foods are most often foods that will not receive further washing or cooking prior to consumption (examples: salads, sandwich ingredients, cut or sliced fruit, chips). Use gloves, deli papers or utensils when you work with these foods.

Cleaning and sanitizing
Clean all food contact surfaces with warm water and soap and clean cloth or paper towels. Do not use sponges.

No eating while serving
Smoking, eating or drinking in food preparation, service or storage areas is prohibited.

Reheating Foods
Foods reheated for immediate consumption can be reheated to any temperature, but if you intend to hold a reheated food for any length of time prior to serving, it must be reheated to at least 165°F.

2-Hour Rule
Refrigerate or freeze perishables, prepared food, and leftovers within 2 hours. Do not leave them sitting out at room temperature.

The Temperature Danger Zone
Many of the foods you serve are uncooked when you serve them. Others like cold cuts are already cooked when they arrive. To be safe, cold foods must be held at 41°F or less. Hot cooked foods must be held at 140°F to keep germs from growing.

Food Allergens/Labeling
The most common food allergens are: Milk, Eggs, Peanuts, Tree Nuts (walnuts, cashews, etc.). Individuals who are allergic or very sensitive to food can touch or smell food and have an allergic reaction. Label items containing all or some of these allergens, i.e. “contains nuts.”

Packaging
Wrap all items completely in plastic wrap, aluminum foil or other single service covering.

If food is provided by an outside vendor:
-the vendor must be approved for the production and sale of food, with proper licenses and insurance

If food is provided by organization:
-the event must have proper equipment to display and serve food
-liability for food related issues rests on the organization and individual preparing food

If you are serving beverages:
SMU is a Coca-Cola exclusive campus and is prohibited from selling, giving away or promoting non-Coca-Cola beverages. This policy also applies to the distribution of promotion items for non-Coca-Cola products and beverages. Banners and signage promoting non-Coca-Cola products and beverages are prohibited as well. Be advised that Vending Services is contractually obligated to immediately stop any beverage sales or giveaways that violate this policy. If you have questions regarding this policy or need a list of approved Coca-Cola products, please contact Vending Services at 214-768-8363.
Generic Event Planning Checklist

Once You Set a Date, You Can:

- Determine time
- Determine and book location (get confirmation or contract). Make a rain plan!
- Determine event concept or theme
- Establish a budget
- Send a save the date announcement
- List your event with Orgs@SMU
- Put on VIP calendars: University officials, other organizations, office calendar, etc.

2 or More Months Out:

- Consult with SMU Risk Management if needed
- Book all vendors and services: musicians, catering, etc.
- Performer needs: microphone, podium, stage, props
- Design invitations, poster, and other graphics
- Determine your advertising/marketing plan, including social media
- Invitation list/Sell tickets
- Decorations/theme development
- Sponsorship
- Track expenses and update budget

Four Weeks Out:

- Hire a photographer (professional or amateur)
- Walk through every step of the event including the venue

Three Weeks Out:

- Schedule briefings with VIPs
- Call all vendors to confirm
- Request checks for vendor payment
- Solicit volunteers. Make sure you have a plan for clean-up

One Week Out:

- Finalize event schedule
- Create and distribute staff/volunteer assignments

Three Days Out:

- Give final head count to caterer
- Walk through every step of the event

Day of Event:

- Check venue: temperature, cleanliness, furniture arrangement, signage, restrooms, A/V
- Confirm arrival of vendors
- Take attendance

Day after Event:

- Send appropriate thank-you’s; include photos
- Final budget review
- Update the checklist for next year
Ways to Receive Funding from Student Senate

Weekly Funding Requests
1. The Chartered Organizations Fund (COF)
   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
   - Chartered organizations must go through this fund first
   
   Apply Here

2. The Senate Fund
   Who is eligible?
   - Any campus group, organization or department, including organizations with a temporary 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.
   - No Check Advances are allowed unless the organization has a checking account within the Comptrollers’ Office.
   - This fund follows the Student Senate Finance Committee Standards
   
   Apply Here

Summer Senate
- Approximately $25,000 allocated to any campus group or organization
- For more information, contact the Student Senate Speaker

Semester Budgets
- Only chartered student organizations are eligible to request semester budgets through the Student Senate Finance Committee
- Two executive board members of each organization must attend one of four informational meetings regarding semester budgets, held by the Finance Chair
- Contact the Student Senate Finance Committee Chair or visit the Finance Committee Website for more information

Fundraising
- There are many creative and productive ways to raise funds for your student organization
- Finding businesses, especially restaurants, 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 and Procedures for Financial Transactions with the 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.
- Officers and advisors can receive assistance with student organization finances by contacting the Students’ Association Comptroller at studentcomptroller@smu.edu. The Comptroller’s office is in Suite 300 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 Students’ Association at the end of each semester.
- 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 in June due to the annual audit of the Students’ Association. An account that has no activity for five consecutive years will have the funds reverted to the Students’ Association.
- Funds appropriated from the Senate cannot be used to pay for damages or to make donations to any charitable organizations.
- Graduate and undergraduate organizations cannot use appropriated funds or checking account funds for the reimbursement or purchase of alcohol.
- No Temporary or Chartered student organization may solicit donations for a non-profit organization without prior approval from the President of the University. Organizations seeking approval for non-profit donations must submit a Donation Approval Form with the assistance of the organization advisor.
- Funds requested for a particular semester can only be spent in that semester.
- Any cash or check donations must be brought to the attention of the Comptrollers’ Office when deposited.

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 by 3:00 pm on Tuesday. Checks will be available for pick up on Thursday after 3:00 pm, if the check request form is complete and all documentation is present. 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 at studentcomptroller@smu.edu.

• 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. If the receipt relates to a restaurant, the detailed, itemized receipt is required along with the credit card receipt, if applicable. Check requests may be obtained at the Comptroller’s Office.

• All organizations must have a completed Authorized Signature Form on file, and this form must be updated each year. This form must include the signatures of an advisor and at least two executive officers.

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.

• Fill in to whom the check is to be paid.
  o A check cannot be made payable to the organization itself.
  o If the organization wishes to transfer money to another student organization, a check request form needs to be completed and accompanied by documentation and a memo detailing the reason and amount, signed by an officer and the advisor. A check will not be printed. This will be handled by a journal entry with the Comptroller’s Office.
  o 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.
  o If a check is payable to the advisor of the organization, the Student Activities Administrative Assistant must be added to the authorized signature form and sign the check request.

• Calculate the total amount of the check.

• Enter your organization’s account number.

• Enter the full cost of each item.


• 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 check request with a paper clip. Loose receipts should first be taped to a blank sheet of paper.

• If the check request is not filled out properly or missing required documents, it will be returned unpaid to the organization’s mail folder in Student Activities.

• If any portion of the expenses were attributed to food items (includes snacks and beverages), the “Meals Only” section must be completed.

• 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 for all payees (individuals and companies), including reimbursements. If the reimbursement is for a student or SMU Employee, no social security number is required. Instead, the SMU ID number must be included on Line 7 (account number) of the W-9.
Check Advances
- Special approval must be granted by the Students’ 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 business 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. Organizations can open a checking account with one dollar (or more) and a completed deposit form.

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. 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.
  - If applicable, attach a fundraising form to the deposit form.

Fees
- The following fees will be assessed:
  - $20 Stop payment fee
  - $8 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.

Gift Cards/Non-cash Gifts
- Recipients of gift cards for any dollar amount OR any non-cash gift valued at $100 or more must complete the SMU Students’ Association Gift Card/Non-Cash Documentation Form and submit a W9.

Taxes
- 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.

Treasurer Training
- Offered at the beginning of the fall semester.
- Required for all organizations with accounts in the Student Comptrollers’ Office.
- The organizations’ Treasurer is required to attend. The President is only required to attend in the absence of an elected treasurer but it is highly recommended.
Section 5: Community Service with Your Organization

Is your student organization interested in doing community service together? SMU values “shaping individuals to contribute to their communities,” and both philanthropy and community service play an important role in that experience for student organizations. Whether your organization is planning a one-time project, or regularly participates in service activities, there are many resources available on campus to help provide an intentional, transformative service experience.

Many students refer to philanthropy and community service interchangeably, and while both impact the community in a positive way, they are different activities and concepts. So what is philanthropy? It’s a desire to help mankind through the giving of gifts, usually monetary or “in-kind,” to humanitarian or charitable organizations. Community service, on the other hand, is achieved through active participation with the community, and typically involves working with others to address real life problems and issues head-on. SMU’s mission is centered on education and development of students, and true community service creates a rich environment of learning and development and understanding community needs.

Choosing a Project: Where to Start

When planning your community service event with your organization, it’s important to know what you hope to accomplish. Here are a few questions to consider which will guide your planning:

- Are we more interested in doing philanthropy or community service? Do you want to work directly with the community or help to provide needed items/money?
- Is there a particular issue or community need we’d like our members to know more about? For example, disparities in education, chronically homeless, food deserts, affordable housing, AIDS/HIV, animal rights, environmental sustainability, etc.
- What are the existing service opportunities or community-identified needs? A great place to check for opportunities is through the SMU Volunteer Database at www.smu.edu/volunteer! Many of the non-profit agencies in DFW are in the habit of regularly posting one-time and ongoing opportunities there.
- Is there a specific date/time when you would like to do service? In general, it’s best if student organizations are as flexible as possible when asking to do service, but sometimes your time frame is very limited. Be up front about your time constraints ahead of time, and don’t forget to accommodate for travel time to/from the organization in your time frame.

Selecting a Non-Profit Organization

Selecting a community organization to work with is an important part of the service experience. Many organizations in DFW are accustomed to working with SMU volunteers and regularly seek students to work with their organizations. If you need recommendations of non-profit organizations to consider, you can reach out to The Community Engagement & Leadership Center (www.smu.edu/cel) for a list of Community Partners and other suggested organizations.

It’s also always a good idea to research the non-profit through websites like Guidestar (www.guidestar.org) to ensure legitimacy and get a non-profit report.

Planning the Logistics of Your Community Service

Once you’ve established your project with a non-profit organization, here are a few considerations to guide you in organizing the logistics of your event:

- What supplies would your student organization need to bring? (i.e., gardening tools, crafts, etc.)
What type of attire is best for the project? (i.e., work clothes, painting clothes, closed-toed shoes, etc.)
Is there a fee associated with volunteering at the organization?
What transportation will you use to get to the service site? Is the site at the organization headquarters or somewhere else? Do you need to register your travel? (See page 35)
What specific skills (if any) are required to perform the work? What type of orientation and training is provided?
How much time will orientation and training take? How much of your time frame do you allot for a tour of facilities?
Will there be other (non-SMU) volunteers present at the same time?
How can your organization educate its members about the social issue prior to serving?
Will you need to complete any forms prior to volunteering?
Will the organization participate in a wrap-up reflective conversation with your group about the impact of the work done?

The Community Engagement & Leadership Center (CEL) strongly encourages participating in reflection with your group after serving. This provides an opportunity for students to make meaning of the experience and to consider root causes of social issues, as well as individual and collective impact you can make in the community. If you need assistance in planning your reflection, reach out to CEL for more information.

**Fundraising & Drives for Community Organizations**

Many student organizations decide to host fundraisers or drives for various goods to meet a specific need for an organization. In this case, there are a few things you want to do in advance:

- What is it that the organization truly needs? For a canned food drive, is there a particular type of food that they need? Be sure to ask those questions before you get started so that you are doing the most good.
- Find out if other organizations are currently doing or have recently done a similar event. CEL or Student Activities can assist you with this information. Collaboration of efforts is more effective.
- Before collecting funds for any outside organization, Chartered and Temporary organizations must consult with the Comptroller’s Office to make sure policies and procedures related to charitable giving are being followed.

**Working with Minors**

If your student organization plans to sponsor an event with children who are minors, participating members must complete the SMU Program for the Protection of Minors. This is available in a web-based training format. Please contact your advisor or CEL for instructions on accessing the training assignment.

For additional resources or assistance in planning your community service, please contact:
**The Community Engagement & Leadership Center (CEL)**
Hughes-Trigg Student Center, Suite 200
cel@smu.edu
Section 6: Risk Management

The Law

Effective September 1, 2007, the 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. This section was amended in 2013 to include training on access for students with disabilities.

The law requires four student officers and one advisor of every recognized student organization be trained in eight areas of risk:

1. Alcohol and illegal drugs
2. Hazing
3. Sexual abuse and harassment
4. Fire safety and other safety issues
5. Travel
6. Party behavior
7. Adopting a risk management policy
8. Access for students with disabilities

SMU is required to host this training at least once a year, and the training takes place at the Mandatory Organizations Meetings.

Types of organizations that must comply:
- Chartered and Temporary student organizations
- Campus Ministry Organizations
- Individual Greek chapters
- Special Interest Groups (non-chartered groups that have a profile on Orgs@SMU)
- Any additional groups deemed necessary by Student Activities

If your organization does not attend this required training:
- Funds will be frozen with the Comptroller’s Office
- Your organization will be removed from Orgs@SMU
- All services through HTSC will suspended
- Requests for any Student Activities services will not be granted
- Ad requests for 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 residential commons through RLSH will not be allowed
- May not have a space on the Boulevard for Game Days
- Your organization will automatically undergo Charter Review with the Student Senate Organizations Committee!

Remember! You can attend the MOM on behalf of more than one organization. List all your organizations when you respond to the attendance confirmation email.

For any questions about your organization’s compliance status, contact Dawn F. Norris (dfnorris@smu.edu).
ALCOHOL AND ILLEGAL DRUGS

College students drink more than their non-college counterparts.

High-Risk Drinking is:

- Drinking under the age of 21
- Chugging, drinking games
- Drinking anything through a hose, funnel, or luge
- Drinking from a punch bowl or trash can, or any kind of large, pre-mixed cocktail
- Drinking to get drunk
- Drinking on an empty stomach
- Going to parties where others drink too much
- Leaving your glass unattended
- Mixing alcohol with medications or illegal drugs

Consequences of High-Risk Drinking in the US

- **Death:** Each year an estimated 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including car crashes.
- **Injury:** Each year about 599,000 students (ages 18-24) are unintentionally injured under the influence of alcohol.
- **Assault:** Each year an estimated 696,000 students are assaulted by another student who had been drinking
- **Sexual Abuse:** Each year about 97,000 students are victims of an alcohol-related sexual assault
- **Unsafe Sex:** About 400,000 students each year have unprotected sex, and more than 100,000 students reported having been too intoxicated to know if they consented to having sex.
- **Academic Problems:** About 25% of college students report having academic consequences due to drinking, including missing class, falling behind, and receiving lower grades.
- **Alcohol Abuse Disorder:** 19% of college students meet the criteria for an alcohol use disorder, but only 5% of these students seek treatment for alcohol problems.
- **Drunk Driving:** Each year, nearly **five million** students drive under the influence of alcohol.
Alcohol Poisoning
Thousands of college students are transported to the emergency room each year for alcohol poisoning, which occurs when high levels of alcohol suppress the nervous and respiratory systems and the body struggles to rid itself of toxins produced from the breakdown of alcohol. Signs of alcohol poisoning include:
- Mental confusion, stupor, coma, or the person cannot be roused or woken up
- Vomiting
- Slow or irregular breathing
- Hypothermia or low body temperature, bluish or pale skin

Alcohol poisoning can lead to permanent brain damage or death. If a person is showing any signs of alcohol poisoning, don’t wait! Call 911.

The Call for Help Program exists to encourage you to seek medical help for yourself or a friend if needed.

“Student welfare is a primary concern at SMU. Everyone is responsible for creating a healthy community whose members care for one another. One demonstration of caring involves seeking medical assistance for fellow students when lives may be in danger due to alcohol and/or drug intoxication. To seek medical assistance, please call 911.

Students who seek medical assistance for themselves (Medical Amnesty) or another student (Good Samaritan) due to intoxication of alcohol and/or drugs will not normally be subject to the SMU conduct review process, except when it has been determined that another violation of University policy has occurred (for example: destruction of University property; fire safety violation; physical harm to another person, etc.).”

Lower-Risk Drinking is:
- Being 21 or older
- Deciding whether or not you will drink before you go out
- Eating a meal before drinking
- Always knowing what you’re drinking
- Alternating alcohol-free drinks throughout the evening
- Keeping track of how much you have to drink
- For women: consuming no more than one drink per hour, three drinks per day, or seven drinks per week
- For men: consuming no more than one drink per hour, four drinks per day, or 14 drinks per week
- Choosing not to drink at all is the safest choice!

What is One Drink?
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 consume, the higher the BAC. Tolerance has no effect on BAC.
For a 175-pound male drinking for one hour on an empty stomach, the BAC levels would likely be as follows:

<table>
<thead>
<tr>
<th>Drinks</th>
<th>BAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>.05</td>
</tr>
<tr>
<td>4</td>
<td>.10</td>
</tr>
<tr>
<td>6</td>
<td>.15</td>
</tr>
<tr>
<td>8</td>
<td>.20</td>
</tr>
<tr>
<td>10</td>
<td>.25</td>
</tr>
</tbody>
</table>

.08 BAC is the legal limit for Driving While Intoxicated (DWI) for adults 21 and over in Texas. To see a similar scale for a different gender or weight, click here.

As BAC Increases, So Does Impairment

- **Life Threatening**
  - Loss of consciousness
  - Danger of life-threatening alcohol poisoning
  - Significant risk of death in most drinkers due to suppression of vital life functions
  - Blood Alcohol Content (BAC): 0.31–0.45%

- **Severe Impairment**
  - Speech, memory, coordination, attention, reaction time, balance significantly impaired
  - All driving-related skills dangerously impaired
  - Judgment and decisionmaking dangerously impaired
  - Blackouts (amnesia)
  - Vomiting and other signs of alcohol poisoning common
  - Loss of consciousness
  - BAC: 0.16–0.30%

- **Increased Impairment**
  - Perceived beneficial effects of alcohol, such as relaxation, give way to increasing intoxication
  - Increased risk of aggression in some people
  - Speech, memory, attention, coordination, balance further impaired
  - Significant impairments in all driving skills
  - Increased risk of injury to self and others
  - Moderate memory impairments
  - BAC: 0.06–0.15%

- **Mild Impairment**
  - Mild speech, memory, attention, coordination, balance impairments
  - Perceived beneficial effects, such as relaxation
  - Sleepiness can begin
  - BAC: 0.0–0.05%

(Source)
Drug Use in College

Marijuana and prescription drugs are among the most frequently used drugs among college students.

Effects of marijuana use include:

- altered senses (for example, seeing brighter colors)
- altered sense of time
- changes in mood
- impaired body movement
- difficulty with thinking and problem-solving
- impaired memory
- temporary hallucinations and paranoia
- increased heart rate
- breathing problems

College students are much more likely to abuse stimulants without a prescription, like Adderall and Ritalin, than their non-college counterparts.

Negative effects of stimulant abuse include:

- Increased heart rate
- Increased blood sugar
- Heart problems
- Sleep problems
- Increased risk of alcohol poisoning when used while drinking

About 26% of college men and 19% of college women use illicit drugs.

Source 1, Source 2, Source 3, Source 4
University Sanctions

The University 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. The SMU Student Code of Conduct and the SMU Alcohol Policy apply to conduct that occurs both on and off campus.

The Office of Student Conduct and Community Standards meets with students to discuss alleged alcohol and drug violations in a conduct officer hearing. During the hearing, the student will have an opportunity to discuss the alleged violation. If the conduct officer determines that the student is responsible for the violation, appropriate sanctions will be assigned, which may include but are not limited to: parent notification, a fine, educational sanctions, and a conduct status that may or may not affect the student’s standing with the University.

The Office of Student Conduct and Community Standards
Boaz Commons, Suite 101
214-768-4563

Legal Penalties

In addition to sanctions from the Office of Student Conduct and Community Standards, any violation of alcohol and drug law may result in additional action from law enforcement.

Alcohol: Minors convicted through the criminal court system of alcohol-related crimes may be subject to jail time, fines, suspension of driver's license, community service, and a mandatory alcohol education class. Fines and jail terms escalate after the first convictions.

- Public intoxication
- Consumption of alcohol by a minor
- Driving while intoxicated
- Driving under the influence as a minor
- Furnishing alcohol to a minor (buying, giving, or making alcohol available to a minor)

See also:
Texas State Law regarding alcohol and minors
Texas Department of Transportation info about DWI

Controlled substances (drugs): Sanctions upon conviction in the criminal court system for possession, distribution, or manufacture of controlled substances range from fines, to probation, to imprisonment. Review the Texas Controlled Substances Act for detailed information on offenses and penalties.
Getting Help

If you observe these changes in yourself or a friend, please get help:

- Poor academic performance
- Drastic changes in weight
- Isolation
- Withdrawal from friends and activities
- Trouble with the law
- Traffic accidents
- Violent outbursts
- High-risk sexual behavior
- Skipping classes
- Agitation
- Excessive sleepiness
- Decreased focus
- Forgetfulness
- Lack of motivation
- Depression

Alcoholics Anonymous
Find meeting locations online, including some in walking distance from campus

Center for Alcohol and Drug Abuse Prevention
214-768-4021
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.

Online Recovery Program

SMU Collegiate Recovery Community
Support Meeting Tuesdays at 5:30pm
Dedman Center for Lifetime Sports conference room
open to SMU students only
recovery@smu.edu

Mustangs Who Care/TIPS Training
Peer education opportunities

SMU Rides
214-768-RIDE (7433)
24 hours a day, students can call to get back to campus. Students must provide their SMU ID number when calling and show their SMU ID to the cab driver, and your student account will be charged for the cost of the ride.

Caring Community Connections
If you're concerned about a friend or classmate, you can submit a report at any time. The Office of the Dean of Student Life can contact your friend to offer support and resources.

Live Responsibly: What students should know about sexual misconduct and substance abuse
HAZING

From the SMU Student Code of Conduct

Hazing, being hazed, and/or failing to report hazing incidents is prohibited. ‘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 institution.

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 effects 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.

(Source)

A person commits an offense if he or she:

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.

More about hazing

SMU has defined incidents and activities which may be interpreted as hazing by the University. Some are mentioned in the Texas state law, some are additions:
- calisthenics or any other form of physical exercise or abuse
- total or partial nudity
- eating or ingesting any unwanted substance
- allowing less than 8 successive hours away from organization activities
- throwing oil, syrup, flour or any other substance on a person
- forced consumption of alcohol by either threat or peer pressure
- transportation and abandonment, including road trips, kidnaps, walks, rides, drops, etc.
- any type of personal servitude which is demeaning or only benefits individual members
- wearing embarrassing or abnormal clothing
- assigning pranks such as stealing composites, vandalism, or scavenger hunts
- intentionally making a mess for pledges/new members to clean up
- yelling or screaming in order to harass, humiliate, or embarrass
- sexist or sexually related duties, tasks, or punishments
- disruption of normal and proper hygiene and diet schedules
- blindfolding or other tactics used to incite fear
- any activity which requires breaking local, state, or federal laws or the SMU Student Code of Conduct

**Offenses and Penalties**

Individuals may be convicted of:
- Failing to report hazing
- Hazing which does not cause serious bodily injury
- Hazing which causes serious bodily injury
- Hazing which causes the death of another

Penalties for the above offenses may include fines up to $10,000 and up to two years jail time.

Organizations may be held responsible for hazing by the state of Texas. Penalties include a fine of at least $5,000, or up to double the amount of personal injury, damages, or loss.

**Consent is not a defense**

If a student requests to be hazed or consents to a hazing activity, that argument cannot be used in a court of law as a defense.

**What are my responsibilities?**

1. Campus organizations strive to instill leadership and confidence in their members, and hazing never helps to accomplish this.
2. As a leader of an officially recognized student organization, you have the responsibility to ensure that your organization complies with University policies and state law in all manners, especially those with serious implications for you and your organization.

**Could I be hazing?**

If you answer yes to any of the following questions, your organization should seek assistance before proceeding with your event or activity:
- Is alcohol involved?
- Will active or current members refuse to participate with the new members, and do exactly what the new members are being asked to do?
- Does the activity involve any form of emotional or physical abuse?
- Is there a risk of injury or question of safety?
- Is this activity forcing someone to do something that they do not want to do?
- Would you object to this activity being broadcast on TV, published on the front page of the newspaper, or shared widely on social media?
- Would you feel uncomfortable engaging in this activity in front of your parents, advisor, coach, or founding members?

Adapted from the North-American Interfraternity Conference
Resources to report hazing, ask questions, or get support:

Dr. Joanne Vogel  
Dean of Student Life  
214-768-4564  
rankins@smu.edu

Dawn F. Norris  
Executive Director of Student Life  
214-768-4425  
dfnorris@smu.edu

Dr. Evelyn L. Ashley  
Assistant Dean of Student Life,  
Director of Student Conduct & Community Standards  
214-768-4563  
email@smu.edu

“Silent Witness” Anonymous Tip line  
214-768-2TIP (2847)
Sexual Abuse and Harassment

Sexual Assault on Campus: a look at the numbers

1 in 5 women is sexually assaulted in college.

Only 5 percent of sexual assaults are reported.

40% of survivors fear reprisal by their attacker.

8 in 10 survivors knew their attacker (friend, significant other, etc.).

1/3 of sexual assault survivors are first-year students.

Additionally, 1 in 16 men is sexually assaulted in college.
This pledge is a personal commitment to help keep women and men safe from sexual assault.

It is a promise not to be a bystander to the problem, but to be a part of the solution.

Take the pledge at http://itsonus.org/#pledge_open

Tips to be a part of the solution

1. Talk to your friends honestly and openly about sexual assault.
2. Don't just be a bystander - if you see something, intervene in any way you can.
3. Trust your gut. If something looks like it might be a bad situation, it probably is.
4. Be direct. Ask someone who looks like they may need help if they're ok.
5. Get someone to help you if you see something -- enlist a friend, RA, bartender, or host to help step in.
6. Keep an eye on someone who has had too much to drink.
7. If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
8. Recognize the potential danger of someone who talks about planning to target another person at a party.
9. Be aware if someone is deliberately trying to intoxicate, isolate, or corner someone else.
10. Get in the way by creating a distraction, drawing attention to the situation, or separating them.
11. Understand that if someone does not or cannot consent to sex, it's rape.
12. Never blame the victim.

Tips from itsonus.org
WHAT TO DO IN CASE OF SEXUAL ASSAULT

Sexual assault is a crime. It is also a violation of University policy and Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex, including sexual assault. Sexual assault will not be tolerated at SMU. If you are the victim of sexual assault, please know that SMU is here to help:

**ALERT POLICE AS SOON AS POSSIBLE.** Call 911 from a campus phone, 214-768-3333 from a cell phone, or pick up a blue-light campus phone to reach SMU Police. If you are off campus, call 911 to reach police in your area or 214-768-3333 to reach SMU Police.

**SEEK MEDICAL ATTENTION IMMEDIATELY,** even if you decide not to contact police. At Texas Health Presbyterian Hospital Dallas, a certified Sexual Assault Nurse Examiner (SANE) can provide care and an exam that preserves evidence; call 214-345-6203. SMU Police or a representative of SMU Counseling Services can accompany you.

**PRESCRIBE EVIDENCE BEFORE THE EXAM.** Do not bathe, shower or use toothpaste or mouthwash; do not wash clothing, bed sheets, pillows or other potential evidence.

**SEEK SUPPORT.** For confidential counseling and assistance, contact:

- SMU Counseling Services, 214-768-2277 (available 24/7)
- SMU Chaplain’s Office, 214-768-4502
- The Dallas Area Rape Crisis Center, 972-641-7273 (24-hour hotline), is a community resource that provides confidential counseling.

**KNOW YOUR RIGHTS.** You have the right to pursue criminal charges through the district attorney’s office. You also have the right to pursue an internal grievance process by filing a complaint under SMU’s Title IX policy. The criminal and internal grievance processes, which are independent of each other, can be pursued at the same time.

- SMU Police (criminal reporting), 911 or 214-768-3333
- SMU Title IX Coordinator (internal grievance reporting), 214-768-3601

**MORE RESOURCES:** The following resources also are here to support you. They will protect your privacy and confidentiality to the extent possible, but are required to report sexual assaults to SMU’s Title IX Coordinator and to SMU Police.

- Office of the Dean of Student Life, 214-768-4564
- SMU Women & LGBT Center, 214-768-4792
- Residence Life and Student Housing, 214-768-2407

Your health and safety are important to SMU. Learn more at smu.edu/LiveResponsibly.

Provided by the Division of Student Affairs, SMU Police and SMU’s Title IX Coordinator
Additional Resources at SMU

Get a ride
- SMU Rides: 214-768-RIDE/7433 (see page 25 for details)
- Giddy-Up: 214-768-1111, 7pm-3am
- SMU Police can provide an escort when Giddy-Up is not available. 214-768-3333

Use a blue light phone (available throughout campus) to contact SMU PD

Live Responsibly: What students should know about sexual misconduct and substance abuse
Fire Safety and Other Safety Issues

Event Fire Safety

Fire extinguishers can be obtained by SMU Fire Prevention. Training on the use of the fire extinguishers must be completed before your event.

214-768-4203

Every exit should be clearly visible, or the route to it conspicuously marked so that every occupant can find it easily. Exits should never be blocked.

Weapons, Firearms, and Explosive Devices

Despite SB 11, also known as “Campus Carry,” taking effect in Texas in 2016, SMU continues to prohibit weapons on campus as a private institution. Prohibited weapons include, but are not limited to:

- Firearms, handguns, rifles, pistols, pellet guns, stun guns, paintball guns, blow guns, or spear guns
- Clubs, including blackjacks, nightsticks, maces, tomahawks, or nun-chucks
- Illegal knives with a blade over 5.5 inches
- Throwing stars, spears, swords, Bowie knives
- Daggers, including but not limited to: a dirk, stiletto, or poniard
- Explosives, including incendiary devices, grenades, rockets, or mines
- Chemical dispensing devises such as Tear gas (this does not include self-defense sprays legally sold over the counter for personal defense)
- Fireworks
- Dangerous weapons
- Cross bows
- Look-a-like facsimiles or toys

Any violation of this policy is considered a serious offense, and will be dealt with accordingly by any or all of the following SMU offices: University Police Department, Office of Student Conduct and Community Standards, Office of the Dean of Student Life and the Office of Residence Life and Student Housing. Student-owned sporting firearms or other weapons (including all BB and pellet guns) are the responsibility of the owner and must be stored at an appropriate location off campus.

For more information about fire safety or any other areas of risk:

Office of Risk Management
Dawson Service Center - 3030 Dyer Street
Office hours 11 am – 1 pm, Tuesday – Thursday
214-768-2807
riskmanagement@smu.edu
KNOW WHAT TO DO - in an Emergency

LOCKDOWN

WHEN: YOU WILL RECEIVE THIS NOTICE IF THERE IS AN ACTIVE SHOOTER OR OTHER VIOLENCE ON CAMPUS

ACTIONS:

Depending on the situation: run away, or hide where you are, under furniture; lock or barricade doors; turn out lights; remain quiet. As a last resort fight to defend yourself.

Call 911 if you have information for the police.

Warn others if possible.

Wait for official notice to resume normal activities.

EVACUATE

WHEN: YOU WILL RECEIVE THIS NOTICE IF THERE IS DANGER INSIDE OR NEAR THE BUILDING

ACTIONS:

Leave the building - do not use elevators.
Assist the disabled.
Take your cell phone and valuables with you.
Proceed to assembly area outside.
Wait for official notice before attempting to re-enter the building.

SEEK SHELTER

WHEN: OUTDOOR SIRENS SIGNAL SEVERE WEATHER OR AN ENVIRONMENTAL DANGER OUTSIDE

ACTIONS:

Seek shelter inside a building and remain there.

Go to the lowest level of the building, stay in interior hallways, away from glass doors and windows.
Monitor TV or website news, if possible.
Wait for official notice to resume normal activities.

http://smu.edu/emergency

For more information and frequently asked questions:
http://www.smu.edu/BusinessFinance/PoliceAndRiskManagement/Emergency/SMUSafetyFAQs
**Travel Guidelines**

- The sponsoring organization takes sole responsibility for all financial obligations and for the actions and activities associated with a trip.
- Register your trip if:
  - There is an overnight stay off-campus, even if you are staying in Dallas
  - Your destination is more than 30 miles away
- **Register your trip on Orgs@SMU.** All registered travelers must be included on your organization’s roster on Orgs@SMU.

**Van Training Requirement**

Beginning in fall 2015, all drivers of university vehicles (including the Students’ Association vans, CEL van, and others) must attend an in-person training class conducted by the Office of Risk Management. Contact RiskManagement@smu.edu or 214-768-2083 for more information.

**Insurance**

**Vehicle Damage/Automobile Liability**

- If using personal vehicles, the vehicle owner’s insurance policy applies. Make sure 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**

- 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 carry a valid driver’s license and be well-rested
- 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
- If you 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
- Do not pick up hitchhikers!
- Consider keeping the following items in the vehicle:
  - Blankets
  - Sand or cat litter (in the winter)
  - Bottled water
• Don’t use the phone. Use speakerphone or hands-free calling if you must, but do NOT text and drive!

**Travel Planning Checklist**

(At least) One month before departure:
- Determine a budget for the trip
- Decide who is traveling
- Select and reserve accommodations: ask the Comptroller’s Office about hotel tax exemptions!
- Purchase airline tickets or reserve rental vehicles
- Plan a tentative schedule
- Ensure that your van drivers are certified from Risk Management

One-two weeks before departure:
- **Submit a Travel Registration Form at least 7 business days in advance!**
- 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. Student Activities 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
- Give everyone an agenda, so that they can find the group if they get separated

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
**Party Behavior**

**Social Event Registration Guidelines**
The SMU Social Event Registration Committee (SERC) 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. If your organization is considering planning a social event/party, an event off campus, or an event where alcohol is available, please visit the [Social Event Registration website](#) or email [serc@smu.edu](mailto:serc@smu.edu).

**SERC Transportation Policy**
- Buses provided for an off-campus event must be from a licensed transportation company. (Organizations should make sure the bus company is properly insured.)
- Buses may start taking passengers to an event one half hour prior to event start time. Buses may return from the event continuously.
- If transportation is provided to the event, no guests will be allowed to enter the venue other than those who arrive by the provided transportation.
- Each bus should have two event monitors that are in addition to event monitors for the venue.
- Buses must load and unload from the Commuter Lot on University Blvd near the Catholic Student Center - see map below for bus route & parking restrictions.
SMU Party Theme Guidelines

Student Values Statement: “I, as a citizen of the SMU community, commit myself to upholding the values of intellectual integrity, academic honesty, personal responsibility, and sincere regard and respect for all SMU students, faculty, and staff.”

In accordance with the values of the University and our shared vision for an inclusive campus community, all social event themes should be respectful of race, ethnicity, national origin, familial status, sexual orientation, gender identity and expression, religion, social class, age, and ability status.

Cultural appropriation (adopting specific elements of a culture for entertainment) and discrimination must be avoided and rejected at all times. When a culture is exploited and its elements are used disrespectfully, the values of the University are compromised.

SMU student organizations and their leaders should consider the implications of the name of their event in addition to the dress code they set, how they advertise, and all social media posts and decorations related to the event.

Examples of Inappropriate Party Themes:

- Golf Pros and Tennis Hoes
- Cowboys and Indians
- Thug Mansion
- White Trash Party

If you wish to discuss your event theme with a staff member in Student Affairs or have questions, you are encouraged to contact any of the below offices:

- Multicultural Student Affairs 214-768-4580
- Student Activities 214-768-4400
- Women & LGBT Center 214-768-4792
- Dean of Student Life 214-768-4564

***Please Note: If your organization or event is found in violation of these guidelines and/or has failed to register for approval through the Social Event Registration Committee (SERC) prior to advertising, the event organizers and the organization will be held accountable through the SMU Student Code of Conduct and/or other applicable University policies.
Access for Students with Disabilities

Accommodations and Services

“It is the policy of SMU to encourage qualified persons with disabilities to participate in University activities, programs, services and as applicants for admission or employment. The University will not discriminate or deny access or participation in its activities, programs, services, admissions or employment on the basis of an individual’s disability, on the need to provide reasonable accommodation for a disabled person, on a perception of disability, or because an individual is affiliated with a disabled person.” [Source]

Under Title III of the Americans with Disabilities Act (ADA), a public accommodation must provide auxiliary aids and services to people with disabilities if necessary for that person to use the entity’s goods or services. However, the auxiliary aids and services would not be required if they would “fundamentally alter” the nature of the goods or services, or if they would result in an undue burden.

Examples of auxiliary aids and services which may be required include:
- Sign language interpreters
- Assistive listening devices
- Materials in enlarged print or braille

Examples of auxiliary aids and services which are personal in nature and may not be required include:
- Hearing aids
- Wheelchairs
- Personal assistants

Each person with a disability is different. Flexibility is key when ensuring accessibility!

Announcement Information

In order to inform guests/participants about how to request a disability-related accommodation, it is critical that information be included in flyers, advertisements or other materials that are distributed before an event. The announcement should include:
1. Who the request should be made to (person or office)
2. How a person can request an accommodation (phone or email)
3. When the request should be made by (date usually at least one week in advance of the event)

Checklist for Planning an Accessible Event

- Contact: Did you include an announcement about how to request a disability-related accommodation in printed/advertised materials?
- Path of Travel: Is there a step-free route from the parking lot (disabled parking spaces) to the building entrance? Is this pathway clear of obstructions/barriers and suitable in all weather conditions?
- Entrances: Is the primary entrance wheelchair accessible? If not, see ‘Signage’ below.
- Signage: If the wheelchair accessible entrance is not the primary entrance, put a sign on the primary entrance saying where the accessible entrance is.
- Restrooms: Be familiar with where the nearest wheelchair accessible restrooms are located.
- Transportation: If off campus, is the location accessible by public transportation? Can your organization provide transportation?
- Microphones: Will help everyone be able to hear the speaker
- **Closed Captions:** Use them when showing a film or video clip.
- **Emailing fliers:** When embedding an image in an email, include a plain text version of the information so that anyone using a screen reader can read it.
- **Printed Materials or PowerPoints:** It's a good idea to have alternatives: electronic copies that can be emailed to participants, large print hard copies, hard copies on plain white paper.

**Meeting Setup:**
- **Rooms/Auditoriums:** Are all meeting rooms wheelchair accessible? The entire room, or just the front or back of the room?
- **Tables/Information:** Tables used for registration, interviewing, information display or other services/goods should be between 28-34’ from the floor to the top of the table. If guests will be seated at the tables, knee space should be at least 27’ from the floor to the bottom of the table.
- **Food/Beverages/Info booths, etc.:** Keep the following measurements in mind if you will be providing food or drinks, information, registration, use of machines/equipment, etc., at tables or booths:
  - **Table height:** 28-34’ from floor to top of table. If you must have some food placed higher than 34’, be sure that at least a portion of such foods are available at the lower level.
  - **Aisles:** At least 36’ wide for maneuverability, and up to 44’ wide if goods/services are available on both sides of an aisle.
  - **Knee space:** 27’ from floor to bottom of table if guests will be using tables for eating, writing, interviewing, receiving services, etc.
  - **Cables:** Covers should be used over electrical cables or cords that must cross over aisles or pathways. Cable covers should be no more than 1/2” thick in order for wheelchairs to traverse across them.

- **Overnight Accommodations:** If your event requires that participants find lodging overnight in the nearby vicinity, make sure to include wheelchair-accessible hotels.

**Accessibility Resources at SMU**

[Accessible Parking Map](#)

[Emergency Procedures for Persons with Disabilities](#)

[President’s Commission on the Needs of Persons with Disabilities](#)

For assistance with accessibility for **students** with disabilities, contact:

[Disability Accommodations & Success Strategies](#)

Loyd Center, Suite 202
214-768-1470
dass@smu.edu

For assistance with accessibility for **faculty, staff, and visitors** with disabilities, contact:

[Institutional Access and Equity](#)

204 Perkins Administration Building
214-768-3601
accessequity@smu.edu
Adoption of a Risk Management Policy

Student organizations are encouraged implement a Risk Management Policy so that they can:
- Identify risky behavior and activities
- Assess the probability of adverse outcomes
- Implement controls to eliminate or reduce the risk

All SMU student organization members must abide by:
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 organization events 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 should also include standards pertaining to:
- 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, 3030 Dyer Street
Office Hours: 1:30 pm to 5:00 pm Monday-Friday
214-768-2083
riskmanagement@smu.edu
Section 7: For Advisors

What is an Advisor?

Each advisor perceives his/her relation to a student organization differently. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, advisors are not usually responsible for the actions or policies of student organizations.

Advisors can serve a variety of roles: mentor, team builder, conflict mediator, educator, motivator, policy interpreter, and more.

Adapted from the ACPA Advisor Manual.

University Expectations

1. Join your organization on Orgs@SMU
   Visit smu.edu/orgs to find the organization’s profile and click “Join.” Tell your officers to approve your membership request and list you as advisor. Remind them to keep the entire roster up to date, too!

2. Know the policies and procedures of SMU
   Advisors should be familiar with the policies and procedures applicable to their particular group, including: Social Event Registration, Student Code of Conduct, University Policy Manual, Student Activities policies, and possibly 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 need a more direct approach in instructing students regarding their choices.

3. 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

4. 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 other professors or staff members. 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
- 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/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 8-3388; 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 Office of the Dean of Student Life.

When the student is medically stable, Counseling and Psychiatric Services staff will meet with the student and follow-up with the person(s) making the report.

**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 Office. A staff member 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.

Caring Community Connections

The CCC system is designed for anyone at SMU 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 online and accessible by your SMU ID number and email password.

Office of the Dean of Student Life
214-768-4564

Resources for Referral

Counseling and Psychiatric Services (CAPS)  
214-768-2277

Women & LGBT Center  
214-768-4792

Altshuler Learning Enhancement Center (A-LEC)  
214-768-3648

Chaplain’s Office  
214-768-4502

Meet our team!

Lauren Chapman  
Associate Director of Student Activities

Meet our team!

Danielle Wilcher  
Associate Director of Fraternity & Sorority Life